



2016-17 Kenosha County 4-H Horse Project Financial Guidelines

The following guidelines will apply to the Kenosha County 4-H Horse Project treasury and financial accounting & procedures:

- 4-H Horse Project Budget
 - Annual budget will include allocations for educational events/activities
 - Educational Event Coordinators are expected to develop an event budget from the allocation provided and submit for approval from Kenosha County UW-Extension
 - Educational Event Coordinators are the only individuals who can request reimbursement for project expenses (*using the 4-H Horse Project Expense Form*)
- 4-H Horse Project Checkbook
 - Checks will be written by 4-H Council Treasurer
 - Financial reports will be reviewed monthly by the 4-H Council Executive Committee
- All expenses will be approved by Kenosha County UW-Extension
 - Requests for reimbursement or payment to individuals will be submitted on a 4-H Horse Project Expense Form to Bethany Sorce
 - Payment to individuals (*judges, clinicians, etc...*) will be mailed directly to the individual after the educational event/activity
- Allow 5-7 days for processing expense forms
- All revenue/income will be sent directly to the Kenosha County UW-Extension office 19600 -75th Street Suite #2, Bristol, WI 53104
- Requests for tax exempt status must be made to Kenosha County UW-Extension three days in advance
- All donations to the Kenosha County 4-H Horse Project should be made payable to *Kenosha County 4-H Horse Project*
- Youth registration for the UW-Extension Stateline Equine Conference will be paid for by the 4-H Horse Project