



## *Arkansas 4-H Foundation, Inc. Policies*

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## Policy 1

**Arkansas 4-H Foundation, Inc.  
Cash Receipt Policy  
Effective 10/22/09**

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### Receipt Books

Each 4-H Foundation Fund Manager will have a sequentially numbered receipt book assigned to them. Receipt of funds shall be acknowledged promptly in writing with a preprinted, pre-numbered receipt from the receipt book. The receipt shall include the date, name of payer, amount received, designated event and fund, source of funds (registration fees, sales, etc.), whether cash or a check, and who collected the money. If there is insufficient space on the receipt to itemize the names of all participants for whom funds are received, a supplemental documentation listing all participants shall be attached to the receipt.

An original receipt shall be given to the customer with a copy of the receipt maintained, in sequence, in the receipt book as the official record of the transaction. If any receipt is voided, the original receipt shall be maintained in the receipt book.

All receipt books should be kept until filled, at which time they should be returned to the Arkansas 4-H Foundation, Inc. Accountant in exchange for a new book.

### Foundation Cash/Check(s)

Two staff members will be responsible for the handling and logging of all Foundation cash and/or checks. One staff member will be designated to open all incoming 4-H Foundation mail. A second staff member will be designated to observe the opening of the incoming mail. After mail is opened, one of the staff members shall prepare a daily cash/check log (4HFound-LOG) to record receipts of funds for the Arkansas 4-H Foundation. The log should be printed and signed by the staff member. Once log has been completed, the staff member will make two copies of all funds received. One copy of cash/checks will be attached to original cash/checks and original transmittal form. The second copy of cash/checks shall be attached to the daily cash/check log and be given to a designated staff member to review for accuracy. After reviewing, the staff member will sign verifying the accuracy of the log. At any time, the cash/check log shall be subject to review.

### Arkansas 4-H Foundation Transmittal Form

All monies for deposit shall be submitted on the Arkansas 4-H Foundation Transmittal Form (4HFound-104) except for gifts or grants that must be submitted on Arkansas 4-H Foundation Gift Form (4HFound-104-G) (See Gifts/Grants Section on page 2 of Cash Receipt Policy). The following information shall be included on all transmittal forms:

- Fund Number (**ONE FUND NUMBER PER FORM**)
- Fund Name
- Event Date (if applicable)
- Event Description (if applicable)
- Check Date
- Name on Check
- Check Number
- Check Amount
- Purpose of Funds (check appropriate box on form)
- “Check if Cash” box: Must be selected when cash is received.

Once the transmittal form is complete, the 4-H Foundation Fund Manager must sign the form. **An actual signature is required. The original transmittal form, cash/checks, and copies of cash/checks shall be submitted to Financial Services by 2:00 pm. All funds received must be submitted to Financial Services for processing within two (2) business days.** In cases where the fund manager is not available to sign the form, staff will submit a copy of the original transmittal, cash/checks, and copies of cash/checks to Financial Services by 2:00 pm. Once the original transmittal form has the fund manager's actual signature; the original transmittal form should be routed to Financial Services immediately.

### **Gifts/Grants**

All gifts and grants shall be submitted on the Arkansas 4-H Foundation Gift Form (4HFound-104-G). The following information shall be included on all gift forms:

- Fund Number (**ONE FUND NUMBER PER FORM**)
- Fund Name
- Donor Name
- Contact Name
- Contact Address
- Telephone Number
- Fax (if available)
- Email (if available)
- Select "Cash"/"Check"/"Credit Card" Box
- Check Number (if applicable)
- Check Date (if applicable)
- Gift Amount
- Gift Information (Select/Fill In Appropriate Areas)

Once the form is completed, the 4-H Foundation Fund Manager must sign the form. **An actual signature is required. The original gift form, cash/checks, and copies of check/cash shall be submitted to Financial Services by 2:00 pm. All funds received must be submitted to Financial Services for processing within two (2) business days.** A copy of the form, copies of the cash/checks, and any supporting documentation shall be submitted to the Arkansas 4-H Foundation Executive Director for recording the gift in the Arkansas 4-H Foundation's fundraising software. The Arkansas 4-H Foundation Executive Director shall issue a letter thanking the donor for his tax deductible contribution. In cases where the fund manager is not available to sign the form, staff will submit a copy of the original Gift Form, cash/checks, and copies of cash/checks to Financial Services by 2:00 pm; and a copy of the original Gift Form, copies of the cash/checks, and any supporting documentation to the Arkansas 4-H Foundation Executive Director for recording the gift in the Arkansas 4-H Foundation's fundraising software and for donor letter. Once the original transmittal form has the fund manager's actual signature; the original transmittal form should be routed to Financial Services immediately.

### **Gifts-In-Kind**

All Gifts-In-Kind shall be submitted on the Arkansas 4-H Foundation Noncash Gift Form (4H Found-104-NG). The following information shall be included on all noncash gift forms:

- Fund Number (**ONE FUND NUMBER PER FORM**)
- Fund Name
- Donor Name
- Contact Name
- Contact Address
- Telephone Number
- Fax (if available)
- Email (if available)
- Item and Description of Gift
- Date Received
- Estimated Value
- Description on how estimated value was calculated

All supporting documentation regarding such gifts shall be attached to the form. Once the form is completed, the 4-H Foundation Fund Manager must sign the form. **An actual signature is required.** Once the form has been signed, the form and any supporting documentation shall be submitted to the 4-H Foundation Executive Director for recording the gift in the Arkansas 4-H Foundation's fundraising software. The Arkansas 4-H Foundation Executive Director shall issue a letter thanking the donor for his tax deductible contribution. The Arkansas 4-H Foundation Executive Director will submit the original form to the Financial Services for processing. In cases where the fund manager is not available to sign the form, staff will submit a copy of the original Noncash Gift Form to Financial Services to the 4-H Foundation Executive Director. Once the original transmittal form has the fund manager's actual signature; the original Noncash Gift Form should be routed to Financial Services immediately.

## **Policy 2**

### **Arkansas 4-H Foundation, Inc. Payment Requests, Personal Reimbursements Policy, Intra-Foundation Transfers Effective 10/22/09**

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#### **Vendor Payment Requests**

All requests for payments from Arkansas 4-H Foundation funds shall be submitted on the Arkansas 4-H Foundation, Inc. "Request for Payment" form (4HFOUND-108). Program Managers have signature authority to authorize payments up to the amount of \$250.00 from their 4-H Foundation Fund(s). Requests for payments between \$250.00 and \$999.99 require the signature of the Program Manager and the Assistant Director of 4-H Youth Development (4-H Foundation Secretary). Requests for payments over \$1,000.00 will require the signature of the Program Manager, Assistant Director of 4-H Youth Development (4-H Foundation Secretary) and Associate Director of Finance and Administration (4-H Foundation Treasurer). An invoice shall be attached to payment request form for payment to be processed. Please remember, prior to purchasing item(s) over \$1,000.00 dollars, a Purchasing Request Form (4HFOUND-103) shall be completed and submitted for approval. Required number of bids shall also be attached to the purchase request form if applicable. For additional information, refer to Arkansas 4-H Foundation, Inc. Purchasing Policy. All payment requests must also be submitted to the Arkansas 4-H Foundation Executive Director for signature after all required signatures. **Only two (2) signatures are required on "Request for Payment" form, but three (3) signatures are preferred.**

#### **Reimbursements for Program Supplies/Materials**

All requests for reimbursements from Arkansas 4-H Foundation funds shall be submitted on the Arkansas 4-H Foundation, Inc. "Request for Payment" form (4HFOUND-108). All reimbursement requests shall be signed by the individual requesting the reimbursement. Program Managers have signature authority to authorized payments up to the amount of \$250.00 from their 4-H Foundation Fund(s). Requests for payments between \$250.00 and \$999.99 require the signature of the Program Manager and the Assistant Director of 4-H Youth Development (4-H Foundation Secretary). Requests for payments over \$1,000.00 will require the signature of the Program Manager, Assistant Director of 4-H Youth Development (4-H Foundation Secretary) and Associate Director of Finance and Administration (4-H Foundation Treasurer). All receipts shall be attached to the payment request form for payment to be processed. Original receipts or charge ticket shall be attached. Faxed or photo static copies of receipts/invoices will no longer be accepted. All payment requests must be submitted to the Arkansas 4-H Foundation Executive Director for signature after all required signatures. **Only two (2) signatures are required on "Request for Payment" form, but three (3) signatures are preferred.**

#### **Personal Reimbursements for Program Supplies/Materials (Program Managers)**

All requests for personal reimbursements from Arkansas 4-H Foundation funds shall be submitted on the Arkansas 4-H Foundation, Inc. "Request for Payment" form (4HFOUND-108). Authorization for the payment shall be approved by the Assistant Director of 4-H Youth Development (4-H Foundation Secretary) and/or the Associate Director of Finance and Administration (4-H Foundation Treasurer). **PROGRAM MANAGERS CANNOT APPROVE THEIR OWN PERSONAL REIMBURSEMENT(S).** Original receipts or charge ticket shall be attached. Faxed or photo static copies of receipts/invoices will no longer be accepted.

All payment requests must be submitted to the Arkansas 4-H Foundation Executive Director for signature after all required signatures. **Only two (2) signatures are required on “Request for Payment” form, but three (3) signatures are preferred.**

### Intra-Foundation Transfers

The transfer of funds from one Arkansas 4-H Foundation account to another is allowable, if not contrary to donor intent and not from an endowed account. Such transfer does not require that a check be issued. An **Intra-Foundation Transfer form (4HFOUND-102)** is required. There shall be written justification for transfer of funds and how funds will be replaced and the time period. The time period should be no more than six months. Such transfers of funds require the approval of either the Assistant Director of 4-H or the Treasurer and the Executive Director or his/her designee. All transfers will be reviewed by the Finance and Administration committee semi-annually.

## Policy 3

### Arkansas 4-H Foundation, Inc. Purchase Card Policy Effective 10/22/09

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Effective October 23, 2008, the Arkansas 4-H Foundation, Inc. will implement a Purchasing Card (P-Card) program for the purchase of required supplies for official Arkansas 4-H Foundation business and support of the UACES programs. The purpose of the program is to: (1) provide purchasing convenience, (2) decrease number of payment request forms, (3) decrease number of personal reimbursements, and (4) eliminate the payment of Arkansas Sales tax for the Arkansas 4-H Foundation which is tax-exempt.

Authorized users of the purchasing cards (P-Card) will be designated by the Assistant Director of 4-H Youth Development. In the case of the C.A. Arkansas 4-H Center, authorized users of the purchasing cards (P-Card) will be designated by the Associate Director for Finance and Administration. All shall be approved by the Arkansas 4-H Foundation Executive Director.

The following guides will be followed regarding the usage of the P-Cards by all authorized users:

- (1) The designated user will sign a statement (see attached) that outlines his or her responsibility for the P-Card as well as his or her agreement to pay the monthly usage fee for the purchasing card.
- (2) All P-Card purchases are restricted to usage for only authorized 4-H related business. Usage of P-Card for unauthorized purchase(s) will result in the user being responsible for personal payment for the charges and may result in suspension or termination of user from P-Card program.
- (3) Only authorized items\* can be purchased with the P-Card. Payment of services shall be handled through the Arkansas 4-H Foundation “Request for Payment” form (i.e. 4HFOUND-108).
- (4) P-Card purchases will be limited to a maximum of \$500.00 per transaction. Limits may be reviewed and revised based upon the specialist’s request and will be subject to approval by the: Assistant Director of 4-H Youth Development, Associate Director for Finance and Administration, and Arkansas 4-H Foundation Executive Director. **Any requested change in credit card limits shall be submitted in writing.** However, please remember that purchase of items over \$500.00 shall be requested on the Arkansas 4-H Foundation “Purchase Request” form (4HFOUND-103), as stated in current procedures.
- (5) Users of P-Card shall maintain all receipts for purchases. Users shall submit the required Arkansas 4-H Foundation “Request for Payment” form with receipts attached every time the P-Card is used for approval. Failure to submit receipts with the required payment request form may result in (1) payment of purchases with personal funds and/or (2) suspension or termination of user from P-Card program.
- (6) If an item(s) purchased on a P-Card is returned, **the designated user shall request that a credit be posted to the P-Card.**

- (7) If a user loses a P-Card, he or she shall immediately notify [in writing, by telephone call, by electronic communication, etc.], the P-Card Issuer (Phone Number: 1-888-934-1087), Assistant Director of 4-H Youth Development (Programs), Associate Director for Finance and Administration (4-H Center), and 4-H Foundation Accountant.

P-Card Procedures:

Every time the P-Card is used, the authorized user will submit the Arkansas 4-H Foundation “Request for Payment” form (4HFOUND-108) with the receipts attached. Once the form is completed, it shall be routed to either the Assistant Director of 4-H Youth Development (Programs) or to the Associate Director for Finance and Administration (4-H Center) for approval, and then submitted to the 4-H Foundation Accountant for processing. All payment requests must be submitted to the Arkansas 4-H Foundation Executive Director for signature. **Only two (2) signatures are required on “Request for Payment” form, but three (3) signatures are preferred.**

Every month, the 4-H Foundation Accountant will receive monthly statements for review. If there are any charges listed on the statement that have not been reported, the 4-H Foundation Accountant will contact the Fund Manager for information. If the charge is determined to be an “erroneous charge”, the Fund Manger shall first contact the vendor. If the “erroneous” charge is not settled, the 4-H Foundation Accountant should be contacted for additional assistance.

\*Authorized Charges: (Single purchase not to exceed \$500.00 dollars)

- Uniform/T-Shirts (Not for Resale)
- Office Supplies
- Supplies – Demonstration/Workshops (items only)
- Film/Film Processing
- Educational Material/Publications (subscriptions are ineligible)
- Trophies/Plaques/Pins
- Decorations (items only)
- Small Equipment purchases
- Recreational Equipment
- Conference Registration Fees, Meals and Lodging (only for designated National 4-H Trips-for individuals/teams)
- Conference/Registration Fees over \$100.00 will require prior approval by supervisor in writing
- Any type of service (with prior approval; excludes contract labor)

\*Unauthorized Charges:

- Any item/service with a cost over \$500.00; shall use “Purchase Request” form (4HFOUND-103) and submit for approval.
- Subscriptions
- Travel Reimbursements (should be submitted on Arkansas 4-H Foundation Travel Reimbursement Claim Form)
- Gifts or Contributions
- Alcohol
- Narcotics
- Cell phones
- Personal items
- Non-Business related expenses

## Policy 4

Arkansas 4-H Foundation, Inc.  
Purchasing Policy  
Effective 10/22/09

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Any purchase of items or services with an aggregate cost to exceed \$1,000.00 dollars **shall be submitted for approval prior to the purchase** using the Arkansas 4-H Foundation 4HFOUND-103 (Purchase Request) form. Exclusions include Event Judges, Scholarships, and other such items.

The request shall be submitted at least 7 working days in advance of the date item(s) are needed to ensure that approval of request will be timely given.

### Guidelines:

#### Item(s)/Service(s) Between \$1,000 and \$4,999.99 Dollars:

- Requestor shall list at least **two (2) companies** where item(s)/service(s) can be purchased and list prices from each company and name of person making quote for item(s)/service(s).
- When form is complete with bid information attached, the requestor shall route the form for appropriate approval signatures which include the Program Manager, Assistant Director – 4-H Youth Development (Programs Only) or the Associate Director for Finance and Administration (4-H Center Only). Form must also be submitted to the Arkansas 4-H Foundation Executive Director for signature.
- Once the form has been approved, the 4-H Foundation Accountant will prepare a purchase order for the purchase, if necessary. A copy of the purchase order and the approved purchase request form will be sent to the requestor and/or the Program Manager.
- **Purchase will be authorized only upon receipt of approved request.**

#### Item(s)/Service(s) \$5,000 Dollars or More:

- Requestor shall list at least **three (3) companies** where item(s)/service(s) can be purchased and list prices from each company and name of person making quote for item(s)/service(s).
- When form is complete with bid information attached, the requestor shall route the form for appropriate approval signatures which includes the Program Manager, Assistant Director – 4-H Youth Development (Programs Only), and the Associate Director for Finance and Administration (4-H Center Only). Form must also be submitted to the Arkansas 4-H Foundation Executive Director for signature.
- Once the form has been approved, the 4-H Foundation Accountant will prepare a purchase order for the purchase if necessary. A copy of the purchase order and the approved purchase request form will be sent to the requestor and/or the Program Manager.
- **Purchase will be authorized only upon receipt of approved request.**

***IN CASES OF AN APPROVED CONTRACT, PURCHASING POLICY GUIDELINES DO NOT APPLY.***

## Policy 5

**Arkansas 4-H Foundation, Inc.  
Travel Policy  
Effective 10/22/09**

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Payments shall be issued only for travel expenses and /or reimbursements for official 4-H events and activities.

### Vendor Payments/Requests

All requests for payments associated with travel expenses for official 4-H events and activities shall be submitted on the Arkansas 4-H Foundation, Inc. "Request for Payment" form (4HFOUND-108). Program Managers have signature authority to authorize payments up to the amount of \$250.00 from their 4-H Foundation Fund(s). Requests for payments between \$250.00 and \$999.99 require the signature of the Program Manager and the Assistant Director of 4-H Youth Development (4-H Foundation Secretary). Requests for payments over \$1,000.00 will require the signature of the Program Manager, Assistant Director of 4-H Youth Development (4-H Foundation Secretary) and Associate Director of Finance and Administration (4-H Foundation Treasurer). All payments requests must be submitted to the Arkansas 4-H Foundation Executive Director for signature. An invoice shall be attached to Form 4HFOUND-108 for payment to be processed. Only two (2) signatures are required on "Request for Payment" form, but three (3) signatures are preferred.

### Travel Reimbursements

All requests for travel reimbursements shall be submitted on the Arkansas 4-H Foundation, Inc. Travel Reimbursement Claim (4HFOUND-110). Program Managers have signature authority to authorize travel reimbursements for amounts up to \$250.00. Travel Reimbursements for amounts between \$250.00 and \$999.99 require the signature of the Program Manager and the Assistant Director of 4-H Youth Development (4-H Foundation Secretary). Travel Reimbursements for over \$1,000.00 will require the signature of the Program Manager, Associate Director of 4-H Youth Development (4-H Foundation Secretary) and Associate Director of Finance and Administration (4-H Foundation Treasurer). All travel reimbursement requests must be submitted to the Arkansas 4-H Foundation Executive Director for signature. All receipts shall be attached to the payment request form for payment to be processed. Original receipts or charge tickets shall be attached. Faxed or photo static copies of receipts/invoices will no longer be accepted. Travel Reimbursement shall be submitted within two weeks of the date following completion of travel. **Only two (2) signatures are required on "Travel Reimbursement Claim" form, but three (3) signatures are preferred.**

In the case of personal travel reimbursements for Program Managers, the authorization for the payment shall be approved by the Assistant Director of 4-H Youth Development (4-H Foundation Secretary) and/or the Associate Director of Finance and Administration (4-H Foundation Treasurer). All travel reimbursement requests must be submitted to the Arkansas 4-H Foundation Executive Director for signature. Original receipts or charge tickets shall be attached. Faxed or photo static copies of receipts/invoices will no longer be accepted.

### Travel Advance

Travel advances are available only for out-of-state travel on 4-H official business, where 4-H Foundation funds are being used. "Official 4-H business" for 4-H Foundation travel advances is designated for any out-of-state 4-H trips/events. The advance is calculated at 50 percent of the estimated meals and lodging shown on 4-H Foundation Travel Advance Request.

### Travel Advance (continued)

An Out-of-State Travel Application (CES TRAV-210) form shall be completed and submitted for approval. Once the out-of-state travel application is approved, a 4-H Foundation Travel Advance Request (4HFOUND-109) can be completed and submitted for approval and processing. Travel Advance Requests for amounts between \$250.00 and \$999.99 require the signature of the Program Manager and the Assistant Director of 4-H Youth Development (4-H Foundation Secretary). Travel Advance Requests for over \$1,000.00 will require the signature of the Program Manager, Associate Director of 4-H Youth Development (4-H Foundation Secretary) and Associate

Director of Finance and Administration (4-H Foundation Treasurer). All Travel Advance Requests must be submitted to the Arkansas 4-H Foundation Executive Director for signature. **Only two (2) signatures are required on "Travel Advance" form, but three (3) signatures are preferred.** When submitting the travel advance request, please attach a copy of the approved out-of-state travel application.

Within five (5) business days following completion of the trip, a Travel Reimbursement Claim (4HFOUND-110) shall be submitted. Original receipts or charge tickets shall be attached. Faxed or photo static copies of receipts/invoices will no longer be accepted. In the event that an individual fails to file a Travel Reimbursement Claim and show the expenditures thereon which he/she actually incurred and/or in the event that he/she does not expend all of said advance for official travel on behalf of the Arkansas 4-H Foundation as authorized, the Arkansas 4-H Foundation may reimburse itself by withholding an equivalent amount from other monies due or it may request that the U of Arkansas, Cooperative Extension Service withhold an equivalent amount from the CES's employees subsequent payroll check.

## **Policy 6**

### **The Arkansas 4-H Foundation, Inc. Accounts (Effective 10/22/09)**

#### **A. Gifts and Grants**

All gifts and grants (including cash and noncash gifts) received for deposit or acceptance by the, Arkansas 4-H Foundation, Inc. shall be considered gifts and grants donated directly to the Arkansas 4-H Foundation, Inc. The Executive Director shall disperse funds in accordance with donor intentions, or in the case of unrestricted funds, at the discretion of the Executive Director.

1. Unrestricted Gifts/Grants: For purposes of these Guidelines, unrestricted gifts/grants are those private gifts and grants in which complete discretion as to use of gifts/grants vests solely with the Arkansas 4-H Foundation Inc, and the donor/grantor does not attempt to attach any restrictions on use.
2. Restricted-Use Gifts/Grants: For purposes of these Guidelines, restricted-use gifts/grants are those private gifts and grants in which the donor expressly establishes restrictions on how the donated gift/grant may be used.
3. Noncash gifts may be accepted by the Arkansas 4-H Foundation, Inc., if approved by the Executive Director. In the case of land gifts, a favorable environmental survey must be completed prior to acceptance and is referred to the Development Committee of the Arkansas 4-H Foundation Inc. All land gift transactions require the assistance of Arkansas 4-H Foundation, Inc. legal counsel.

#### **B. Restricted-Use Gift / Grant Approval**

For deposit of restricted-use gifts/grants into the Arkansas 4-H Foundation, Inc., a completed Memorandum of Agreement or Gift Agreement form must be completed in full. Prior written approval by the Executive Director is required for deposit of restricted-use gifts/grant funds into the Arkansas 4-H Foundation. Unrestricted grants or gifts to the Arkansas 4-H Foundation do not require an MOA or Gift Agreement and may be deposited into a single account.

NOTE: Just because donor correspondence says a gift/grant is "unrestricted" does not necessarily mean that it is for Arkansas 4-H Foundation purposes. Unless the gift/grant is given without controls (i.e. "... for your unrestricted use in your program") the gift/grant may be restricted (i.e. "... for your unrestricted use in 4-H Excel").

## **Policy 7**

### **Arkansas 4-H Foundation, Inc Accounts of Former Fund Managers (Effective 10/22/09)**

Funds deposited into the Arkansas 4-H Foundation, Inc. are the property of the Arkansas 4-H Foundation, Inc. and not the fund manager. Upon separation of a fund manager, Arkansas 4-H Foundation funds associated with the fund manager's project will be placed under the Office of the Executive Director to be dispersed as deemed appropriate.

## **Policy 8**

### **Changes to Arkansas 4-H Foundation Accounts (Effective 10/22/09)**

1. To change fund manager, fund name, fund purpose, fund restrictions, etc., Complete **Form 4HFOUND-105-C**.
2. To close an Arkansas 4-H Foundation account, Complete **Form 4HFOUND-105-X**.

## **Policy 9**

### **Inactive Arkansas 4-H Foundation Accounts (Effective 10/22/09)**

During the annual review of Arkansas 4-H Foundation accounts, if an Arkansas 4-H Foundation account is found to have had no activity for two years prior to the date of review, then the Arkansas 4-H Foundation office will take action to close the account at that time. It is up to the fund manager to petition the Executive Director to request that a closed account be reopened and to have the funds reinstated to the closed account. The fund manager must include justification for reopening the account and state why the account was inactive when petitioning the Executive Director.

## **Policy 10**

### **Gifts and Deposits (Effective 10/22/09)**

A. The Arkansas 4-H Foundation is equipped to receive gifts/grants for the purpose of supporting the Arkansas 4-H program. Deposits of revenues generated by use of Arkansas 4-H Foundation funds may be re-deposited in the Arkansas 4-H Foundation. For example, the monies received as reimbursement for items or services procured or produced using Foundation funds (i.e. T-shirts, caps, training sessions, etc.) may be deposited in the Arkansas 4-H Foundation.

B. Deposits of funds which are remitted for goods or services rendered by 4-H must be submitted with the appropriate deposit form

NOTE: All checks must be made payable to Arkansas 4-H Foundation, Inc., (and accompanied by appropriate documentation indicating the intent to deposit into the Arkansas 4-H Foundation) and submitted for deposit into the Arkansas 4-H Foundation within 2 business days of receipt. Careful attention must be given to the "VOID" dates frequently printed on checks.

C. Acknowledgments for all contributions are prepared by the Executive Director and forwarded to the donor. The donor's intent for the eligible gift/grant shall be reiterated in the letter of acknowledgment. To ensure an accurate statement of donor intent, sufficient detail must be included with the deposit of the gift/grant. For pledged gifts, a

disclaimer must accompany the acknowledgment which states that "intent to give is an expression of commitment to make future contributions and carries with it no legally binding obligation." In the case of noncash gifts valued at \$5,000 or more, a copy of the IRS Form 8283 will accompany the acknowledgment with a reminder that if the donor intends to take a charitable deduction, an independent appraisal must be conducted and the Executive Director must sign the form indicating receipt of the gift.

NOTE: This does not preclude fund managers and unit heads from sending appropriate "thank you" letters as well. Such courtesy is encouraged. Please submit copy of acknowledgement to 4-H Foundation office.

## **Policy 11**

### **Beneficiaries of Foundation (Effective 10/22/09)**

A. All 4-H recipients of benefits from donors and the Arkansas 4-H Foundation must send two original thank you letters to the Foundation to be distributed back to the donors. Other thank you letters and/or progress reports may be required. Initial thank you letter of benefits from recipient must be sent to the Foundation within 30 days notice of benefit, no payments will be made without thank you letters.

#### **B. Higher Education Scholarships**

A. Correspondences: Recipients are required to correspond through a progress letter to the donor(s) at least two times per year and a copy of this correspondence must be sent to the Arkansas 4-H FOUNDATION by December 20th and May 20th each year. Failure to meet this requirement will result in disciplinary action.

Progress letters should include the following:

- Year scholarship was awarded
- School Attending
- Classification
- Highlight(s) and/or challenges of school semester
- Personal highlight(s) and/or successes
- Any career goals/plans (Junior and Senior College Students)

B. In no circumstance, should a Recipient contact their donor concerning issues regarding Arkansas 4-H Foundation distributions

## **Policy 12**

### **Gift Information (Effective 10/22/09)**

1. If gift is in memory of or in honor of a person, provide name. Provide the address to which an acknowledgement card is to be sent.
2. If a gift qualifies for a company matching program, check "yes." If donor provides a form, send with gift.
3. If gift is a payment toward a pledge, check box.
4. A quid-pro-quo value is required for goods and/or services returned to a donor in exchange for the gift. The fair market value of goods and/or services provided to donor (quid pro quo) must be noted.

5. If gift is received in response to a solicitation or proposal, a copy of the solicitation or proposal must be sent with the deposit.

6. If agreements, oral or written, exist with donor stipulating how the donation will be used, a copy of the Gift Agreement or other documentation detailing the stipulations must be included.

Noncash Gifts (Gifts-in-Kind) - Complete **Form 4HFOUND-104-NG**

- Gifts of equipment and other tangible items will be recorded through the Arkansas 4-H Foundation if donor intends for item(s) to be sold in the immediate future with proceeds supporting Foundation's programs and initiatives.

Nongift Deposits - Complete **Form 4HFOUND-104-NG**

## **Policy 13**

### **Processing Payment Authorizations (Effective 10/22/09)**

Attachments: The Payment Request must be accompanied by an original invoice and/or receipt. The original invoice/receipt will be attached to the original payment authorization and submitted to Financial Services for processing.

The Executive Director has the authority to question any expenditure and halt payment on questionable expense request. All questionable expense requests that are not resolved will be presented to the Finance and Administration committee for approval or denial.

NOTE: Invoice(s) and/or receipt(s), if less than one-half page (8 1/2" x 11") in size, must be taped to a piece of paper. As many invoices/receipts should be included on the same page as possible.

## **Policy 14**

### **Expenditures (Effective 10/22/09)**

#### **A. Approved Uses**

Approved uses of Arkansas 4-H Foundation funds for 4-H Foundation business purposes include, but are not restricted to the following:

- Purchases of equipment, materials and supplies, approved travel, and vehicle expenses for "official" program activities.
- Official Functions within the 4-H Foundation for public relations, development, working luncheons, and receptions.

NOTE: A description identifying the business purpose of the working luncheons, as well as a list of attendees, must be provided for consideration of payment.

#### **B. Prohibited Uses**

- Prohibited Expenditures
  - The Foundation is a tax-exempt non profit organization. Due to its recognition by the Internal Revenue Service as non profit organization, the Foundation has certain fiduciary responsibilities

related to gifts and other revenue it receives and manages on behalf of the 4-H program. In order to ensure that the Foundation operates within this framework, certain expenditures will be prohibited. **The following list is NOT all-inclusive.** No expenditures within these classifications can be made from Foundation funds.

1. Parking tickets, Tickets, . Due to the personal nature of these expenditures, they are prohibited.
2. First Class Airfare - Airfare charges should be at coach rates. No first class airfare charges are permitted.
3. Personal Expenses - Generally, no reimbursements are allowed for expenditures of a personal nature. The IRS guidelines of "reasonable and necessary business expenses" are utilized in all cases for determination of appropriate reimbursements.
4. Late Fees/Finance Charges - The Foundation does not pay late fees or finance charges. Fund Managers are expected to process requests for payment in a timely manner to avoid the assessment of such charges. A justification from the Fund Manager will have to be given to pay late fees/finance charges with review from their appropriate supervisor.
5. Political Activity - The Arkansas 4-H Foundation does not engage in political activity nor does it permit its resources to be used in any way to support political activity pursuant to the Internal Revenue Code. Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes. Examples of political activity include making campaign contributions or paying to attend fundraisers for candidates.
6. Personal Gain – Use of Arkansas 4-H Foundation funds for personal gain is prohibited.
7. Excessive Gratuities- Excessive gratuities will be prohibited (15% is customary).
8. Self-Dealing- Self-dealing is strictly prohibited.

## Policy 15

### **Arkansas 4-H Foundation, Inc. Vehicles, Trailers, and ATVs (Effective 10/22/09)**

Vehicles, Trailers, and ATVs may be purchased with the Arkansas 4-H Foundation, Inc. funds if approval is obtained from the appropriate authority. All insurance, maintenance and operation expenses (including gasoline) of the Arkansas 4-H Foundation, Inc. vehicles must be paid from Arkansas 4-H Foundation, Inc. funds.

1. Titles of Arkansas 4-H Foundation vehicles and trailers will indicate "**Arkansas 4-H Foundation, Inc.** " as owner, with the address listed that is designated by the Executive Director. The official signatory for these titles is the Executive Director.
3. The fund manager for any Arkansas 4-H Foundation vehicle, trailer, and/or ATV is required to report any changes in status (i.e. theft, trade in, etc.) to the Arkansas 4-H Foundation within two (2) business days of the change in status. In the event of theft, the Fund Manager is required to provide a copy of the police report to the Arkansas 4-H Foundation within two (2) business days following the report of theft to the police.
4. When purchasing a new Arkansas 4-H Foundation vehicle, three bids must be obtained. The Executive Director must approve the purchase if the low bidder is not selected. If the low bid is selected, the fund manager should prepare the payment authorization with the invoice and all bid detail.

All original paperwork associated with the new vehicle, trailer, and/or ATV (title, bill of sale, and odometer reading) must be mailed to the Arkansas 4-H Foundation's office in Little Rock within three (3) business days of receipt.

## **Policy 16**

### **Time Limit on Reimbursement (Effective 10/22/09)**

The time limit on all Arkansas 4-H Foundation, Inc. related reimbursements for purchases and/or travel is two (2) months, and before the end of the fiscal year. (A special exemption will be made only under extenuating circumstances.) An appeal must be made to the Executive Director who will present appeal at the next Board Meeting.

## **Policy 17**

### **Scholarships Endowments (Effective 10/22/09)**

Scholarship funds may be deposited with the Arkansas 4-H Foundation, with accounts established as either endowed or non-endowed. The minimum level for scholarship endowments is currently \$10,000.

Scholarship awards shall be in accordance with the criteria established by the donor(s).

Upon written notice, the Arkansas 4-H Foundation shall process the requisite documentation for a check to be issued to the awardees' institution.

## **Policy 18**

### **Other Endowments (Effective 10/22/09)**

The minimum level for endowments is currently \$10,000.

Endowment expenditures shall be in accordance with the criteria established by the donor(s).

## **Policy 19**

### **Disposal of Arkansas 4-H Foundation Property (Effective 10/22/09)**

Without the prior approval of the Executive Director, disposal of Arkansas 4-H Foundation property (including items that are purchased through the Arkansas 4-H Foundation or items donated to the Arkansas 4-H Foundation) must follow a bid process. The sale of the item(s) must either be publicly announced, with the highest bid awarded or listed on e-bay or some similar mechanism.

## **Policy 20**

### **Establishment of Arkansas 4-H Foundation Accounts (Effective 7/22/09)**

An actual gift/grant must be deposited in order to establish an Arkansas 4-H Foundation account. A completed, signed **Request to Establish a New Account form** must accompany the check and deposit form or noncash gift form. Waiver of this policy may be requested of the Executive Director if such is required to facilitate a fund-raising campaign. All new accounts will need to be pre-approved by the Treasurer of the Foundation and must be submitted to the Executive Director for approval and then submitted to the board for final review. There must be sufficient justification for creating a new account and there must be details on how the funds will be used and how they will be reported. Failure to justify will result in denial. In-direct accounts are not allowed with the Arkansas 4-H Foundation.

## **Policy 21**

### **Transfer / Movement of Funds (Effective 7/22/09)**

1. Transfer of Funds: The transfer of funds from one Arkansas 4-H Foundation account to another is allowable, if not contrary to donor intent and not from an endowed account. Such transfer does not require that a check be issued. An **Intra-Foundation Transfer form** is required. There shall be written justification for transfer of funds and how funds will be replaced and the time period. The time period should be no more than six months. Such transfers of funds require the approval of either the Assistant Director of 4-H or the Treasurer and the Executive Director or his/her designee.
2. All transfers will be reviewed by the Finance and Administration committee semi-annually.

## **Policy 22**

### **Foundation Investment Accounts (Effective 7/22/09)**

All Arkansas 4-H Foundation Endowment Investment accounts will be under the management of the Executive Director or designee under the direction from the Finance and Administration Committee of the Arkansas 4-H Foundation, Inc.