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4-H Group Debit Card Agreement

4-H Club/Group Name: _____

All groups/clubs/committees with bank accounts are required by Michigan 4-H/MSU Extension to always have at least two (2) non-related gold-level volunteers on the account. MSU Extension staff may request volunteers to complete required fiscal management modules in Volunteer Central. Please list below all signatories on the account. If changes are made during the year, please provide an updated form to the MSU Extension office as soon as possible.

Financial Institution: _____

List all signatories on the account: _____

The oversight and management of public funds generated in the name of 4-H is of utmost importance. Michigan 4-H Youth Development recommends that 4-H clubs and committees use the best practice of banking with checks. This enables clear and transparent documentation, as well as the accounting procedure that requires two signatories for all purchases and expenditures. Because it is recognized that the sole reliance on checks can present unintended barriers and create hardships for making purchases, Michigan 4-H Youth Development will allow the utilization of debit cards for a 4-H club or committee that chooses to assume the risk of doing so and adheres to the attached guidelines related to 4-H club/group use of debit cards.

As a reminder, the address for all 4-H club/group bank statements and debit cards should be the county MSU Extension office address. Monthly bank statements must be sent to the county MSU Extension office; if the club only receives electronic statements, it is the volunteer's responsibility to provide a copy, either a hard copy or a PDF, by email to the county 4-H staff each month.

For questions, refer to the Michigan 4-H Financial Management Handbook, which can be found online at: https://www.canr.msu.edu/resources/financial_manual_for_4_h_volunteers or contact your local MSU Extension Office.

By signing below, I acknowledge that having access to a debit card for our 4-H club/group is a privilege. I agree with the responsibility noted above for being a debit card holder for the group listed above. Additionally, failure to comply with all the above requirements will result in a club audit, debit card revocation, and a re-evaluation of volunteer status.

NAMES of DEBIT CARD HOLDERS (no more than 2): _____

Debit Card Holder Signatures:

_____ _____

Date: _____ ***Date:*** _____

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

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4-H Group Debit Card Tracking Plan

4-H Club/Group Name: _____

Clubs or groups that use debit cards must designate an administrative leader and adult treasurer(s) who are responsible for creating a writing agreement outlining procedures for tracking purchases, collecting receipts, and reconciling bank statements related to club finances. This agreement must be documented in writing and included with the Annual Financial Summary Report (AFSR) submitted each year.

Debit Card Tracking Plan: Use additional sheets if necessary.

1. How will you track purchases?

2. How will you collect receipts?

3. How will you reconcile bank statements?

4-H Volunteer(s)
Responsible for Tracking: _____