



Texas 4-H Youth Development Foundation

County Extension Agent

Financial Policy Manual

2020 Update



TEXAS A&M
AGRILIFE
EXTENSION



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Accounting Timeline

In order to provide the best customer service, the Foundation has established the following timeline regarding accounting processes.

Income

Donation/Sponsorship Deposits will be deposited upon receipt at the Foundation with the proper paperwork. A notification for checks received at the Foundation without an existing Formsite request, will be sent within 2 business days of receipt. Formsite requests must be submitted within 5 business days of notification.

Expenses

Bills/Invoices, Payment requests must be submitted within 5 business days via Formsite.

Checks will be disbursed within 10 business days of receipt of payment request.

JANUARY						
1 Financials Sent	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Please note that dates are subject to change due to fiscal year and/or holidays.

Accounting Checklist

The following is a list of various accounting requests and the forms/supporting documents needed for those requests. This is intended to be a quick reference guide. For more details, please refer to the step-by-step instructions.

Donation/Sponsorship Deposits

- Program Deposit Form
- Copy of check and check receipt(s), cash receipt(s), print out from PayPal/Square

Payment Requests

- Payment Request Form
- Copy of invoice/bill or receipt.

Professional/Contractual Services Payments

- Payment Request Form
- Copy of invoice/bill or receipt
- Professional/Contractual Services Agreement (must be received via mail at the Foundation before payment will be made.)
- Form W-9 - required to be submitted with the Contractual Services Agreement.

Accounting Glossary

Below are definitions of terms that will be used throughout this manual.

- **5 W's**—Who, What, When, Where and Why. All expenses should include support to describe each W.
- **County**—Your county name.
- **Management Fee**—This fee is assessed on all monies processed through the Foundation. This fee covers costs incurred by the Foundation to manage and process all requests.

Deposit Instructions

These instructions will be used to request all county deposits.

- Donation/Sponsorship deposits will not be processed until the check is physically at the Foundation. The reference number will be left blank until the appropriate documentation has been submitted via Formsite.
- All deposits are subject to a 12% Foundation Management fee. These fees will be assessed monthly and reviewed annually.

Step 1: Download the CEA Deposit Form

Download the CEA Deposit Form as shown below, this can be found under the County and District Resources Section of the Texas 4-H Foundation's website at <https://texas4hfoundation.org/resources/>.

Step 2: Completing the Form

Date: The date you submitted the form.

Person Submitting Request: Person to contact should there be questions about the request.

Contact Phone Number: Phone number of person to contact should there be questions about the request.

County: This will be the county which the funds will be deposited.

Event: The event name which will be used in the memo of deposit in your financial statements.

Amount Deposited: Total amount to be deposited.

Special Instructions: Any other information you wish to provide regarding this deposit. This will not be used in your statements but will be kept for internal purposes.

Ref # _____

Texas 4-H Youth Development Foundation
P.O. Box 11020
College Station, Texas 77842-1020

CEA DEPOSIT FORM
Revised: September 2017

Date: _____
Person Submitting Request: _____
Contact Phone Number: _____
County: _____
Event: _____
Name of Donor: _____
Amount Deposited: _____
Special Instructions: _____

PLEASE CHECK THE APPROPRIATE BOX? Donation Sponsorship Grant

CHECKS

	Total number of checks	
	Total dollar amount of checks	

CREDIT CARD: SQUARE/PAYPAL (provide report from Square/Paypal)

	Total amount of deposit (before fees)	
	Total amount of Square/PayPal fees	
	Net amount of deposit (after fees)	

CASH

Denomination	No. of Bills	Denomination Total
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$1.00		
Coins		
		Total dollar amount of cash

(For Office Use Only)

Received by: _____

Verified by: _____

Date: _____

Step 3: Submit via Formsite

Submit your CEA deposit via Formsite at https://fs23.formsite.com/YVsLnb/u63vklhygi/form_login.html. Please see Formsite Instructions for assistance.

Expense Instructions

Instructions for processing expense related activity can be found in this section of your manual. Please refer to the step-by-step guides to answer questions you may have regarding these processes.

The Texas 4-H Foundation is a tax-exempt entity. Our organization may buy items free of sales tax if the items are purchased to further our exempt purposes. **All vendors should be provided with a copy of the Sales Tax Exemption Certificate prior to purchase.**

Payment Requests - All payment requests must include receipts, invoices, or other support documentation such as Professional/Contractual Services Agreement or Travel Reimbursement Form, where applicable. Payment request will be processed within **10 business days** of upload via Formsite.

- **Professional/Contractual Services Payments**— The Professional/Contractual Services Agreement must be received via mail or fax at the Foundation before payment will be made. A W-9 is also required to be submitted with the Contractual Services Agreement.

Helpful Tips

Receipt Management

- ⇒ Take a picture with your Smartphone of receipts when traveling.
- ⇒ Remember to request the copy of the detail receipt from restaurants as well as a copy of the signed CC receipt. Write tip information on your copy.
- ⇒ Make copies of the receipts and file them in a folder so will be easy to match receipts with credit card statements.
- ⇒ If the receipt is unavailable, take a picture with your phone of information that will be helpful to back up the business expense. (Example: The gas pump is out of paper so take a picture of the pump showing your total.)

Contractual Services Agreement

- ⇒ Start the process of seeking the contractor's information early since the forms need to be mailed.
- ⇒ Notify the Foundation you are mailing the contract.
- ⇒ Prepare the Payment Request and upload to Formsite. Note: It is pending receipt of the Professional/Contractual Services Agreement in the mail.

Sales Tax Instructions

The Texas 4-H Youth Development Foundation has a sales tax exemption which is reflected on the updated Texas Sales and Use Tax Exemption Certification form. The exemption certificate is proof that the taxable item was purchased by an exempt organization or for exempt use.

Our organization may buy items tax free, if the items are purchased to further our exempt purpose. When you use the assigned Chase Mastercard to make your business-related purchases, you will need to provide the vendor a copy of this certificate for each purchase.

According to the Texas Comptroller of Public Accounts, if you choose to use your personal credit card to make business-related purchases accompanied by the certification, the vendor is not obligated to recognize you for sales tax exemption. This certification for exemption does not apply to hotel tax related to Foundation funds.

Due to Texas Sales Tax requirements, the sale of merchandise such as materials, hats, t-shirts, etc. must be part of the registration fee for all participants so that it is not considered a "sale" item. We are not in the business of selling merchandise. If anyone should conduct sales separate from registration, this could put our exempt status in jeopardy.

Step 1: Download the Sales Tax Exemption Certification Form

Download the Sales Tax Exemption Certification Form, which can be found under the County and District Resources section of the Texas 4-H Foundation's website at <https://texas4hfoundation.org/resources/>.

Step 2: Completing the Form

The **RED** portion of the form is populated for you. Type in the seller name and address onto the form before you print the form. Print the form and then you as the purchaser will sign and date it the area shown in **BLUE**. Please include your title on the form as well.

Seller: Vendor where you are making the purchase

Address: Address of vendor where purchase is being made

City, State, ZIP code: Same as above

Description: Brief explanation of item requesting exemption.
(Example: Office Supplies, Catering, Apparel)

Step 3: Using the Form

Present the completed form to the cashier before you check out at the register. Before you leave the cashier area, review your receipt to verify the cashier did not charge you sales tax on your purchase. It is easier to correct the sales tax charge before you leave the store.

The image shows a screenshot of the Texas Sales and Use Tax Exemption Certification form. A red circle highlights the top header area, and a blue circle highlights the bottom signature area. The form includes a 'CLEAR FORM' button in the top right corner. The header text reads 'TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION'. Below this, there is a table with the following information:

Name of purchaser, firm or agency Texas 4-H Youth Development Foundation	
Address (Street & number, P.O. Box or Route number) PO Box 11020	Phone (Area code and number) 979-845-1213
City, State, ZIP code College Station, TX 77842-1020	

Below the table, there is a section for the purchaser to claim an exemption, followed by a section for the purchaser to provide the reason for the exemption. The reason provided is: "Texas 4-H Youth Development Foundation is a charitable 501(c)(3) organization. Sales Tax Exemption Number: 17460911476 per Texas Comptroller of Public Accounts. IRS Employer Identification Number: 74-6091147." At the bottom, there is a signature line with a 'sign here' arrow pointing to the purchaser's name field, and a date field.

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle. THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID. Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.

Payment Requests

The CEA Payment Request Form will be submitted when requesting a physical check. This form must also accompany all Professional/Contractual Services Payments.

Step 1: Download the CEA Payment Request Form

Download the CEA Payment Request Form which can be found under the County and District Resources section of the Texas 4-H Foundation's website at <https://texas4hfoundation.org/resources/>.

Step 2: Completing the Form

Date: The date you submitted the form.

Person Submitting Request: Person to contact should there be questions about the request.

Contact Phone Number: Phone number of person to contact should there be questions about the request.

County: This will be the county from which the funds will be withdrawn.

Amount Payable: Amount to be paid.

Memo: Key information such as the invoice number to print on the check.

Make Check Payable to: Record who the check will be made payable.

Payee's Address: Address of where the check should be mailed. All checks need address information, even if not mailing directly.

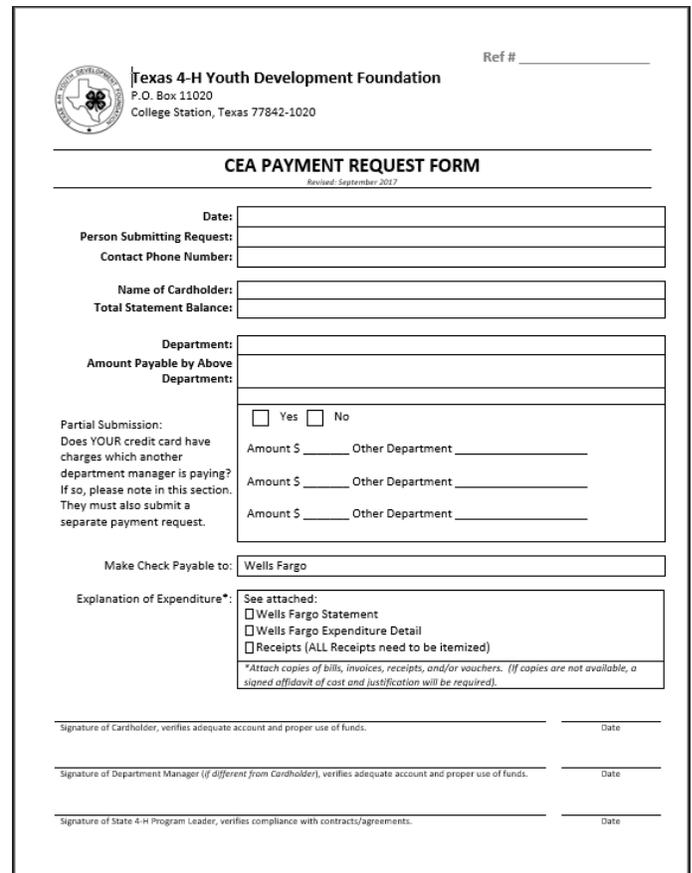
Payee's City/State/Zip: same as above

Special Instructions: Let us know if we DO NOT need to mail to the address above. If not mailing directly, specify where the payment needs to be sent. Also, specify additional items that need to be mailed/attached with the check (Example: invoice, reports, etc.)

Event Name/Expense Detail: This information will appear on the Expense Detail Report in QuickBooks. List the event name and brief information about the expense.

Explanation of Expenditure: Descriptions must include the 5-W's: Who, What, When, Where and Why. (Example: Awards for the D2 Livestock Judging Contest held August 5, 2015 in Lubbock) Provide proper backup documentation such as copies of receipts and invoices. If submitted for contract labor, a Professional/Contractual Services Agreement Form and W-9 must be included. If for reimbursement of personal funds used for business expenses on a business trip, the Travel Reimbursement Form must be included. These forms can all be found under the County and District Resources section of the Texas 4-H Foundation's website at <https://texas4hfoundation.org/resources/>.

Signature of 4-H Coordinator: Signature of 4-H Coordinator who is responsible for oversight and reconciliation of the county account.



The image shows a 'CEA PAYMENT REQUEST FORM' from the Texas 4-H Youth Development Foundation. The form includes a header with the foundation's name, address (P.O. Box 11020, College Station, Texas 77842-1020), and a reference number field. Below the header, there are several sections for data entry: 'Person Submitting Request' (Date, Contact Phone Number), 'Name of Cardholder' (Total Statement Balance), 'Department' (Amount Payable by Above), and 'Partial Submission' (checkboxes for Yes/No, and three rows for Amount \$ and Other Department). There is also a 'Make Check Payable to:' field (pre-filled with 'Wells Fargo') and an 'Explanation of Expenditure' section with checkboxes for 'Wells Fargo Statement', 'Wells Fargo Expenditure Detail', and 'Receipts (ALL Receipts need to be itemized)'. A note at the bottom of this section states: '*Attach copies of bills, invoices, receipts, and/or vouchers. (If copies are not available, a signed affidavit of cost and justification will be required)'. The form concludes with three signature lines: 'Signature of Cardholder, verifies adequate account and proper use of funds.', 'Signature of Department Manager (if different from Cardholder), verifies adequate account and proper use of funds.', and 'Signature of State 4-H Program Leader, verifies compliance with contracts/agreements.' Each signature line has a corresponding 'Date' field.

Signature of Foundation Executive Director: Signature of Foundation Executive Director, verifying funds are available for transaction processing.

Step 3: Submit via Formsite

Submit your payment request via Formsite at https://fs23.formsite.com/YVsLnb/u63vklhygj/form_login.html . Please see Formsite instructions assistance.

Professional/Contractual Services Payment Request

A Professional/Contractual Services Agreement is required each time a person is hired to perform a service to 4-H and is paid through the County accounts held at the Foundation. Examples of form use include judging an event, providing livestock for horse show, speakers, quiz development, etc. A W-9 for that individual is required annually and will be kept on file at the Foundation.

Step 1: Download the Professional/Contractual Services Agreement

Download the Professional/Contractual Services Agreement which can be found under the County and District Resources section of the Texas 4-H Foundation's website at <https://texas4hfoundation.org/resources/>.

Step 2: Completing the Form

County Manager's Name: Person to contact should there be questions about the request.

Contact Phone Number: Phone number of person to contact should there be questions about the request.

Professional/Contractual Service Provider: Name of individual or company that you are contracting.

Social Security or Federal ID Number: This is required on all contractual service agreements. Should the individual/company be paid \$600 or more a 1099-MISC will be issued the following tax year.

Mailing Address: Address of the individual/company contracted.

City, State & Zip: Location of the individual/company contracted.

Description of Services to be Performed: Description must include the 5-W's: Who, What, When, Where and Why. (Example: Speaker for Leadership Lab held August 5-6, 2014 at Brownwood.)

Dates of Services to be performed: Date of actual work (Example: August 6, 2016)

Dollar Amount of Services: Amount they will be paid. Provide justification for wage amount.

Step 3: Mail the Form

The Professional/Contractual Services Agreement must be mailed to the Foundation at the address on the form. **DO NOT SUBMIT ELECTRONICALLY.** A completed W9 must be mailed with this form. No payment will be issued until the

 Texas 4-H Youth Development Foundation P.O. Box 11020 College Station, Texas 77842-1020		Ref # _____
		FORM AND W-9 MUST BE MAILED OR FAXED TO THE FOUNDATION (DO NOT TRANSMIT VIA EMAIL)
PROFESSIONAL/CONTRACTUAL SERVICES AGREEMENT <small>Revised: March 2016</small>		
Department Manager's Name: _____		
Department Manager's Title: _____		
Professional/Contractual Service Provider: _____		
Social Security or Federal ID Number: _____		
Mailing Address: _____		
City, State, & Zip: _____		
Description of Services to be Performed: _____		
Date(s) of Services to be Performed: _____		
Dollar Amount of Services: _____		
<small>These services will be performed either by me or other persons employed by me. I further understand, agree and verify that:</small> <ol style="list-style-type: none"> Neither I, nor any person employed by me, will be subject to Worker's Compensation Insurance Act for the Texas 4-H Youth Development Foundation, the Texas A&M AgriLife Extension, Texas A&M University, or The Texas A&M University System. Neither I, nor any person employed by me, is entitled to benefits of Unemployment Compensation from the Texas 4-H Youth Development Foundation, the Texas A&M AgriLife Extension, Texas A&M University or The Texas A&M University System, nor any officer, director, or employee thereof. I have voluntarily assumed all risk of injury and accident in connection with the activities I, or other persons employed by me, have undertaken. No FDIC (withholding), social security benefits, medical coverage, or any other insurance benefits will be provided for me or any other person employed by me under this agreement. I will receive a 1099 MISC from the Texas 4-H Foundation if my income meets or exceeds \$600 in one calendar year. 		
Signature of Professional/Contractual Services Provider		Date
Signature of Department Manager, verifies adequate account of funds and proper use of funds.		Date
Signature of Foundation Executive Director, verifies fiscal accuracy.		Date
<small>*Initial Contracts must include a completed W-9 to receive payment.</small>		

form has been received at the Foundation. Updated W9 can be found on the State 4-H website or from the IRS website directly.

Step 4: Prepare Payment Request Form (see Payment Request instructions)

Step 5: Submit via Formsite

Submit your payment request via Formsite at https://fs23.formsite.com/YVsLnb/u63vklhygi/form_login.html.

Please see Formsite instructions (**Appendix A**) for assistance.

Reading Your Financial Reports

These instructions will assist in reading your financial reports from the Foundation.

Step 1: Reading Check Register

This report is intended to reflect a bank statement and give you your total deposits, total withdrawals and a balance for your account. You will see your deposits (debit) in **GREEN** and withdrawals (credit) in **RED** along with your balance in **BLUE**. The balance shown is a running balance, so the bottom number is the final ending balance for your account. Take note of your beginning balance in **PURPLE**. This is the most recently certified balance for the previous month. In the example below, beginning balance represents the balance as of 8/31/2014.

TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION, INC.
D09 CHECK REGISTER FOR MONTH
September 2014

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
PROGRAMS 4-H CONNECT WF #6626							
09/01/2014	Deposit				\$390.00		390.00
09/02/2014	Deposit				\$260.00		650.00
Total for PROGRAMS 4-H CONNECT WF #6626					\$650.00		
PROGRAMS - CHECKING WF #1408							
Beginning Balance							5,229.27
09/05/2014	Check	2823	FedEx	Invoice 2-748-35153 Freight Acct 4362-6338-4		\$34.60	5,194.67
09/05/2014	Check	2826	Lone Star Ambulance 1, LLC	Invoice 14045237:1 & 14045238:1 Ambulatory Fees at Horse Show		\$150.00	5,044.67
09/10/2014	Check	EFT 9.15	Chase Credit Card Services			\$42.15	5,002.52
09/30/2014	Deposit				\$220.00		5,222.52
Total for PROGRAMS - CHECKING WF #1408					\$220.00	\$226.75	

Tuesday, Oct 28, 2014 01:18:26 PM PDT GMT-5 - Cash Basis

Notice your register may have two bank accounts (Example: #6626 and #1408 in **RED**). To obtain your total balance, you will need to add the final balance line from each bank account in **BLUE**. This will be your total account balance that you will certify in Formsite as discussed in Step 4 on the following pages.

TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION, INC.
D09 CHECK REGISTER FOR MONTH
September 2014

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
PROGRAMS 4-H CONNECT WF #6626							
09/01/2014	Deposit				\$390.00		390.00
09/02/2014	Deposit				\$260.00		650.00
Total for PROGRAMS 4-H CONNECT WF #6626					\$650.00		
PROGRAMS - CHECKING WF #1408							
Beginning Balance							5,229.27
09/05/2014	Check	2823	FedEx	Invoice 2-748-35153 Freight Acct 4362-6338-4		\$34.60	5,194.67
09/05/2014	Check	2826	Lone Star Ambulance 1, LLC	Invoice 14045237:1 & 14045238:1 Ambulatory Fees at Horse Show		\$150.00	5,044.67
09/10/2014	Check	EFT 9.15	Chase Credit Card Services			\$42.15	5,002.52
09/30/2014	Deposit				\$220.00		5,222.52
Total for PROGRAMS - CHECKING WF #1408					\$220.00	\$226.75	

Tuesday, Oct 28, 2014 01:18:26 PM PDT GMT-5 - Cash Basis

\$5,872.52

Step 2: Reading Income Detail Report

This report is intended to provide you with details on the deposits from your Check Register. For this example, refer to the 9/30/2014 deposit of \$220 in **RED**. In the Check Register the Memo/Description line simply states deposit. Refer to the same date on your Income Detail Report and you will see the details of that specific deposit.

TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION, INC. D09 CHECK REGISTER FOR MONTH September 2014

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
PROGRAMS - 4-H CONNECT WF #6626							
09/01/2014	Deposit				\$390.00		390.00
09/02/2014	Deposit				\$260.00		650.00
Total for PROGRAMS 4-H CONNECT WF #6626					\$650.00		
PROGRAMS - CHECKING WF #1408							
Beginning Balance							5,229.27
09/05/2014	Check	2823	FedEx	Invoice 2-748-35153 Freight Acct 4362-6338-4		\$34.60	5,194.67
09/05/2014	Check	2826	Lone Star Ambulance 1, LLC	Invoice 14045237:1 & 14045238:1 Ambulatory Fees at Horse Show		\$150.00	5,044.67
09/10/2014	Check	EFT 9-15	Chase Credit Card Services			\$42.15	5,002.52
09/30/2014	Deposit				\$220.00		5,222.52
Total for PROGRAMS - CHECKING WF #1408					\$220.00	\$226.75	

Tuesday, Oct 28, 2014 01:18:26 PM PDT GMT-5 - Cash Basis

TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION, INC. D09 - INCOME DETAIL REPORT September 2014

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	AMOUNT
September 1, 2014					
09/01/2014	Deposit			10% - CC settlements - Fall Council Meeting	390.00
Total for September 1, 2014					\$390.00
September 2, 2014					
09/02/2014	Deposit			10% - CC settlement - Fall Council Meeting	260.00
Total for September 2, 2014					\$260.00
September 8, 2014					
09/08/2014	Deposit			5% - Fall Council Meeting - Ref#7888077	233.39
Total for September 8, 2014					\$233.39
September 30, 2014					
09/30/2014	Deposit			10% - Fall Council Meeting - Grimes - T#20056	25.00
09/30/2014	Deposit			10% - Fall Council Meeting - Brazoria - T#20127	50.00
09/30/2014	Deposit			10% - Fall Council Meeting - San Jacinto - T#20070	25.00
09/30/2014	Deposit			10% - Fall Council Meeting - Walker - T#20068	60.00
09/30/2014	Deposit			5% - Fall Council Meeting/Adult Leader Dues - Ref#7888058	10.00
09/30/2014	Deposit			5% - Fall Council Meeting/Adult Leader Dues - Ref#7888058	50.00
Total for September 30, 2014					\$220.00

Wednesday, Oct 29, 2014 09:19:01 AM PDT GMT-5 - Cash Basis

On the Income Detail Report, the Memo/Description line in **BLUE** contains important information, such as a percentage, event name, donor name, source of funds, and reference number. The percent refers to the Foundation management fee for that specific deposit (12% for donations). The Reference number (Ref#) refers to the Formsites upload reference number.

Step 3: Reading Expense Detail Report

This report is intended to provide you with details on the expenses from your Check Register. For this example, refer to the 10/10/2014 check 2994 for \$361.76 in **RED**. In the Check Register the Memo/Description line gives you the memo line from the actual check. Refer to the same date and check number on your Expense Detail Report in **BLUE** and you will see the details of that specific payment request.

TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION, INC.
YOUTH LIVESTOCK & AGRICULTURE CHECK REGISTER FOR MONTH
 October 2014

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	DEBIT	CREDIT	BALANCE
PROGRAMS - CHECKING WF #1408							
Beginning Balance							7,013.00
10/02/2014	Check	2989	Texas A&M AgriLife Ext-025501	Account 025501-1395		\$43.55	6,969.45
10/02/2014	Check	2985	Texas A&M AgriLife Ext-025501	Account 025501-1395		\$6.00	6,963.45
10/10/2014	Check	3013	CC Creations	Inv # N113020		\$384.00	6,579.45
10/10/2014	Check	3016	District 5 TCAAA			\$250.00	6,329.45
10/10/2014	Check	3009	Jessica Cowan	Travel Reimbursement		\$266.00	6,063.45
10/10/2014	Check	2993	Zanolini, Billy	Travel reimbursement		\$963.20	5,100.25
10/10/2014	Check	2998	Garland, Tam	Travel reimbursement		\$103.04	4,997.21
10/10/2014	Check	2994	Zanolini, Billy	Travel reimbursement		\$361.76	4,635.45
10/15/2014	Deposit				\$1,760.00		6,395.45
10/16/2014	Check	3030	Moriah J Beyers	Personal Reimbursement		\$171.43	6,224.02
Total for PROGRAMS - CHECKING WF #1408					\$1,760.00	\$2,548.98	

Wednesday, Oct 29, 2014 10:23:29 AM PDT GMT-5 - Cash Basis

TEXAS 4-H YOUTH DEVELOPMENT FOUNDATION, INC.
YOUTH LIVESTOCK & AGRICULTURE - EXPENSE DETAIL REPORT
 October 2014

DATE	TRANSACTION TYPE	NUM	NAME	MEMODESCRIPTION	AMOUNT
October 2, 2014					
10/02/2014	Check	2985	Texas A&M AgriLife Ext-025501	April mileage (R# 7898395)	-6.00
10/02/2014	Check	2989	Texas A&M AgriLife Ext-025501	January conference call (R# 7889499)	-13.07
10/02/2014	Check	2989	Texas A&M AgriLife Ext-025501	July conference call (R# 7894161)	-30.48
Total for October 2, 2014					\$ -49.55
October 10, 2014					
10/10/2014	Check	3016	District 5 TCAAA	District 5 TCAAA West Coast Professional Improvement Tour	-250.00
10/10/2014	Check	3013	CC Creations	Invoice N113020 - Ambassador t-shirts	-384.00
10/10/2014	Check	3009	Jessica Cowan	Travel in Dallas area, Kroger Store Engagement (R# 7916254)	-266.00
10/10/2014	Check	2998	Garland, Tam	Travel reimbursement Texas Livestock Project Conference (R# 7920687)	-103.04
10/10/2014	Check	2994	Zanolini, Billy	Travel reimbursement 4-H Faculty Retreat, Youth Trail Ride Meeting, D5 Faculty Conference, State Fair (R#7918213)	-361.76
10/10/2014	Check	2993	Zanolini, Billy	Travel reimbursement West Region, TAE4HA, D8 Retreat, District 4 Faculty (R# 7918170)	-963.20
Total for October 10, 2014					\$ -2,328.00
October 16, 2014					
10/16/2014	Check	3030	Moriah J Beyers	Texas Tech Livestock Ambassador short course expenses (Ref#7923639)	-171.43
Total for October 16, 2014					\$ -171.43

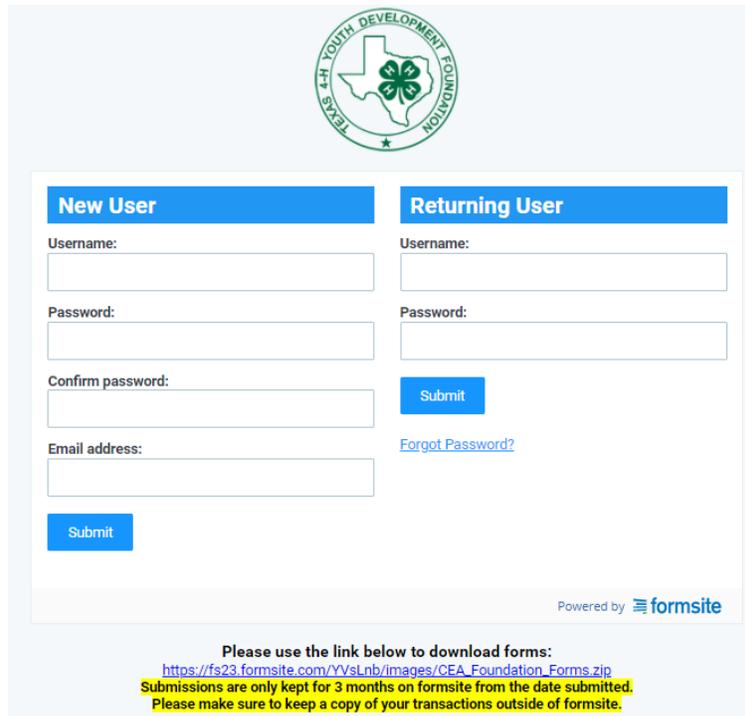
Wednesday, Oct 29, 2014 10:50:39 AM PDT GMT-5 - Cash Basis

In the Expense Detail Report the Memo/Description line contains important information. The "Explanation of Expense" section of the Payment Request Form will be used for the memo as well as the reference number from Formsite.

Formsite Instructions

We ask that all payment requests, deposits, and transfers be submitted online. We will no longer accept them via email, mail, or person-to-person.

Step 1: Login and Create a Login





New User

Username:

Password:

Confirm password:

Email address:

Submit

Returning User

Username:

Password:

Submit

[Forgot Password?](#)

Powered by  formsite

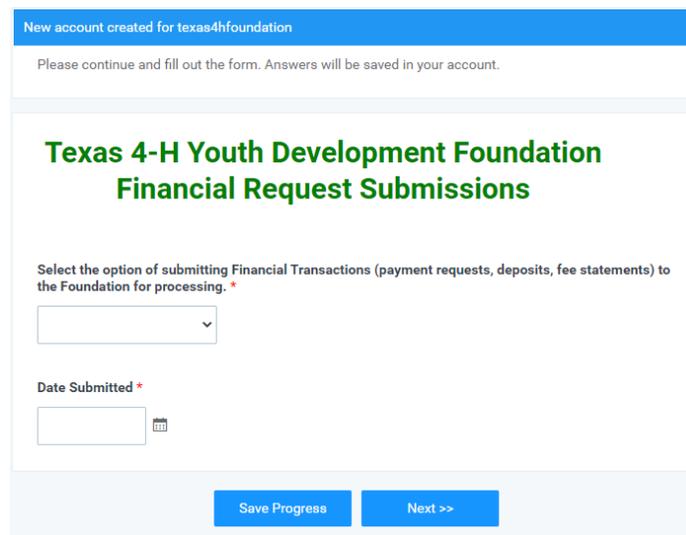
Please use the link below to download forms:
https://fs23.formsite.com/YVsLnb/images/CEA_Foundation_Forms.zip
Submissions are only kept for 3 months on form site from the date submitted.
Please make sure to keep a copy of your transactions outside of form site.

Go to https://fs23.formsite.com/YVsLnb/u63vklhygj/form_login.html to login to your account under *Returning Users*. If you do not already have a login please create a login under *New Users*.

****Please note that you can use the link at the bottom of the login screen to download the forms required for submission.**

Step 2: Form Completion

Once logged in, select **Payment Request/Deposit** from the drop-down menu.



New account created for texas4hfoundation

Please continue and fill out the form. Answers will be saved in your account.

**Texas 4-H Youth Development Foundation
Financial Request Submissions**

Select the option of submitting Financial Transactions (payment requests, deposits, fee statements) to the Foundation for processing. *

Date Submitted *

Save Progress

Next >>

Only One Payment Request /Deposit can be submitted per session (include support documents such as receipts). Once submitted, each document will be assigned a reference number which will be used for financial tracking.

Step 3: Payment Request/Deposit

—Filling out the form:

Email of Person Submitting: Only submit requests on behalf of a department you represent. For example, if Harris County submits a payment request, the request must be approved by the 4-H Coordinator.

County: This will be the county from which the funds will be deposited or withdrawn.

Financial Category: Select the type of transaction you wish to complete.

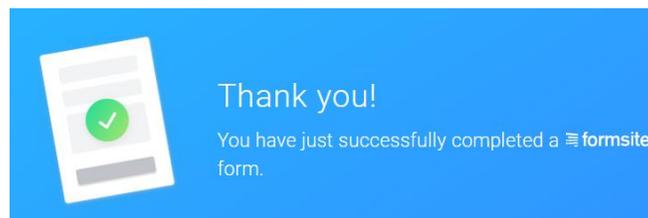
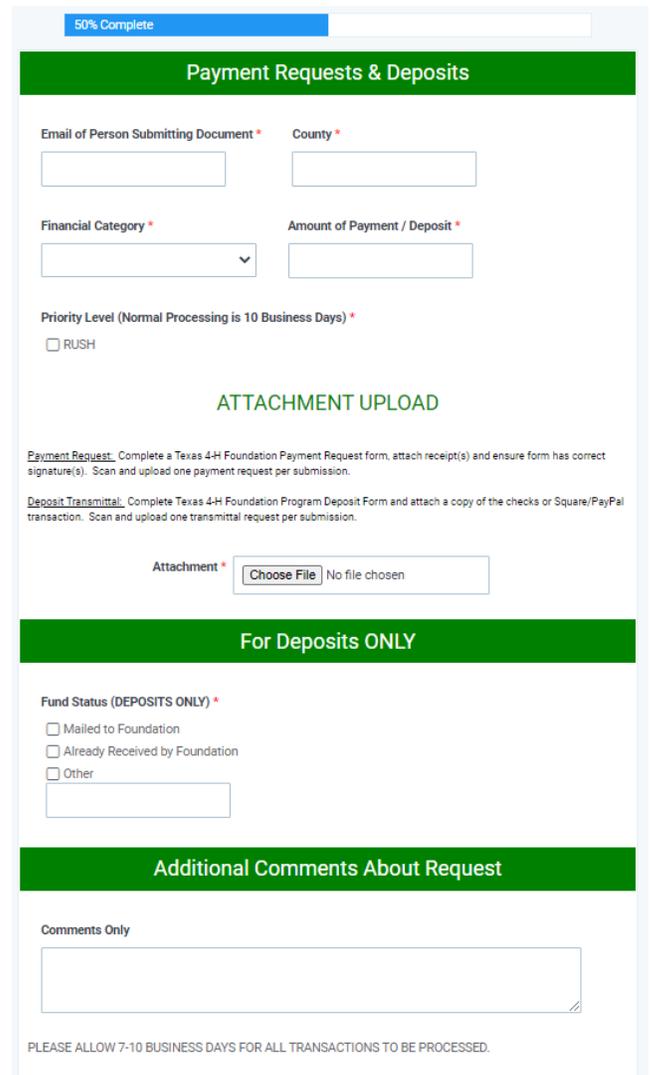
Priority Level: Only select the rush button if you need your request processed faster than the normal 10 business day turnaround. Please explain your situation in the comment box at the bottom of the form.

Attachment: You must include the proper Foundation form along with your support documents (Example: check copy, invoice, receipts, etc.)

Deposits Only: Please select the most current status of the funds.

Step 4: Submit

Once you have accurately completed your form, click the submit button at the bottom of the form. If properly processed, the window below will appear on your screen. If you need to submit additional documents, at this screen you can do so. You will be **REQUIRED** to login again at this point. Your reference number is noted on the Submission Complete screen. You may print for your records if you would like.



When you login again, you should see the window below that will list all submissions you have completed. Pay special attention to the **REFERENCE #** as this will appear on the memo of your reconciliation reports to help cross reference your request. We recommend saving each upload with a unique name, related to your submission, which will appear in the “ATTACHMENT” column to help you track your submissions.

Successful Login For: jbarrett

View your stored results below.

Start New

Reference #	Updated	Select the option of submit...	Date Submitted	Email of person submitting ...	Department	FINANCIAL CATEGORY	Amount of Payment / Deposit	Priority Level (Normal proc...	Please check if payment req...	Attachment	Funds
8023912	2014-12-09 13:06:21	Payment Request / Deposit / Transfer Submission	2014-11-30	jbarrett@aq.tamu.edu	Foundation	Payment Request	140.96		Chase Mastercard	Oct_CC Stmt.pdf (321k)	
8016795	2014-12-05 10:33:53	Payment Request / Deposit / Transfer Submission	2014-12-05	jbarrett@aq.tamu.edu	Foundation	Payment Request	750.00	RUSH		Foundation Grant Crosby 12.5.pdf (1351k)	
8016660	2014-12-05 09:25:44	Payment Request / Deposit / Transfer Submission	2014-12-05	jbarrett@aq.tamu.edu	Foundation	Payment Request	434.40		Mileage	Sept Mileage.pdf (98k)	
8011361	2014-12-02 11:11:43	Payment Request / Deposit / Transfer Submission	2014-12-02	jbarrett@aq.tamu.edu	Foundation	Non-Connect Deposit	30.00			Fnd Non-Connect Deposit SALE-LE 12.2.14.doc (765k)	Already
8000081	2014-11-24 16:00:39	Payment Request / Deposit / Transfer Submission	2014-11-24	jbarrett@aq.tamu.edu	Foundation	Non-Connect Deposit	296.00			SALE-LE.pdf (72k)	Already
7962504	2014-11-24 16:35:18			jbarrett@aq.tamu.edu	Foundation	Non-Connect Deposit	185.00			Alumni 11.3.14.pdf (157k)	Already