**Establish County UCCE Office Process**

County director should determine appropriate processes and involvement of 4-H YDP and support staff and roles for each.

**Identify all 4-H Unit and VMO Accounts (checking and savings)**

Account numbers

Bank and location

Authorized signers on the account(s)

Local 4-H unit or VMO treasurer

**Receive Monthly Statements from the Bank**

Log in the statements using the *Monthly 4-H Bank Statement Verification Form.*

Contact the bank if a monthly statement is not received.

**Copy and Forward Bank Statements**

Immediately photocopy for office reference and

send the original statement to the 4-H unit or VMO treasurer.

**Review Bank Statements**

Review the 4-H Council and Club *Monthly Bank Statements Checklist* for review tips.

Complete the *Monthly 4-H Bank Statement Verification Form*. Date and initial the form before filing.

Report any discrepancies or “red flags” to the county director.

**CD Approval**

The county director should review and sign the form before filing.

Follow the policy process if any discrepancies are identified.

**File Maintenance**

The bank statements and the verification form should be maintained in secure storage.

Records should be maintained for 5 years.

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