

Financial Guidelines

For Management of 4-H Club & Master Gardener Group Funds



Revised September 2025

University of Arkansas, United States Department of Agriculture and County Governments Cooperating

Pursuant to 7 CFR § 15.3, the University of Arkansas System Division of Agriculture offers all its Extension and Research programs and services (including employment) without regard to race, color, sex, national origin, religion, age, disability, marital or veteran status, genetic information, sexual preference, pregnancy, or any other legally protected status and is an equal opportunity institution.

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Introduction

Master Gardener groups and 4-H clubs are programs of the University of Arkansas System Division of Agriculture – Cooperative Extension Service (hereinafter referred to as UADA-CES or Extension). As such, Extension is responsible for how club and group activities are conducted and reported. Extension has a responsibility to conduct its programs in compliance with all applicable laws and regulations, maintain the public trust, and safeguard the positive image of the organization. Because so many Extension programs are delivered in conjunction with local volunteers, it is imperative that all parties understand their roles and responsibilities regarding Extension activities.

The primary purpose of this document is to provide guidelines for county Extension personnel and club and group volunteers when conducting and recording *financial transactions* related to *club and group activities*. For topics not already addressed in UADA policies, the guidance in this document carries the same weight as UADA policies. If any inadvertent conflicts exist between this document and formal UADA policies, formal policies prevail.

The Arkansas Extension Homemakers Council (AEHC), county-based 4-H foundations, and any other separately incorporated organizations are not covered by these guidelines.

For the remainder of this document, the word “group(s)” will be used to mean 4-H clubs and/or Master Gardener groups.

Cash Receipts

Cash Handling Procedures

Although deposited in Extension accounts, groups will often be responsible for the initial collection of cash from sales and events. Groups must therefore follow proper cash handling procedures including:

1. Issuing receipts and/or maintaining a list of contributors for funds collected. The receipt or contributor list should identify the source and purpose of the funds, amount, date of receipt, and payment method (cash, check, money order, etc.). An exception is made for retail-like events such as plant sales. *In these cases, a detailed list of who purchased and paid for individual items is not required.*
2. Safeguarding funds until transfer to the County Extension office. Cash on hand should be kept to a minimum by making timely deposits with Extension. Deposits with Extension should happen the day funds are collected unless amounts are clearly immaterial, i.e., <\$100. In that case, they may be aggregated over a few days but should at least be transferred to the Extension office weekly.
3. Completing a [Record of Deposit](#) form and submitting the form with the cash when taking funds to Extension for deposit. The county Extension office will issue a receipt to the group volunteer from the official receipt book and deposit the money in the county depository account.
4. Retaining a copy of the [Record of Deposit](#) form and receipt from the County Extension Office at least until the deposit can be verified in the monthly report provided to the group by county Administrative personnel.

The County Extension office should also make regular deposits, i.e., daily, if possible, but no less frequently than weekly. Funds collected during the week should not be held over the weekend. When depositing group funds,

county personnel must ensure the proper cost center and worktag are used to identify the deposit to a particular group, if appropriate. **Do not make separate deposits for each club or activity.** Combine funds received in the same time period from all groups and activities into a single deposit. Both volunteers and Extension employees must secure any undeposited funds.

If deposits relate to taxable sales by Master Gardener groups (4-H sales are tax exempt), the county office should complete the [Gross Receipts for Sales Tax](#) form. This form collects the amount of total cash receipts from taxable sales along with information about the date and location of the sale. The form also identifies the appropriate designated worktag with which to record related transactions. The state office will then calculate, and remit required sales tax.

Accepting Credit Cards

During special events where onsite purchases or registrations are common, participants may wish to pay by credit card. Groups are NOT ALLOWED to obtain their own credit card processing system (such as Square) but Extension agents and authorized volunteers may use Extension credit card machines. Most counties have their own machine, but additional credit card machines may be reserved by completing a [Clover Device Credit Card Reservation Form](#).

When payments are collected via credit card machines, the funds are initially deposited in the UADA operating account. Payments are then transferred to the cost center and driving worktag unique to the group conducting the event. This cost center and worktag combination must be specified on the Record of Deposit form.

When accepting credit cards for taxable (plant) sales, the operator should first select the appropriate county (Exhibit A) and then select “Plant Sale” (Exhibit B). The gross receipts will be recorded in the appropriate account and then a journal entry will be made to remove the amount of sales tax that the state office calculates and remits to the Department of Finance and Administration.

Exhibit A

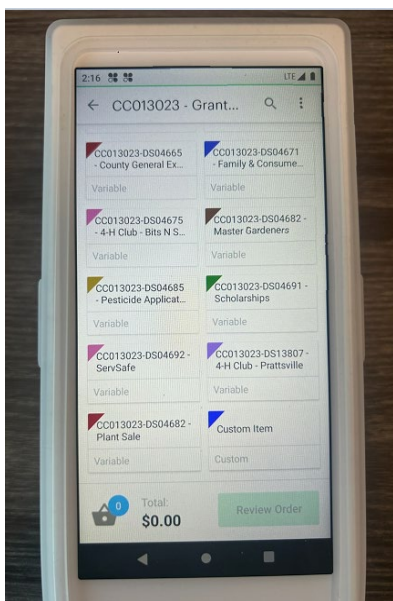
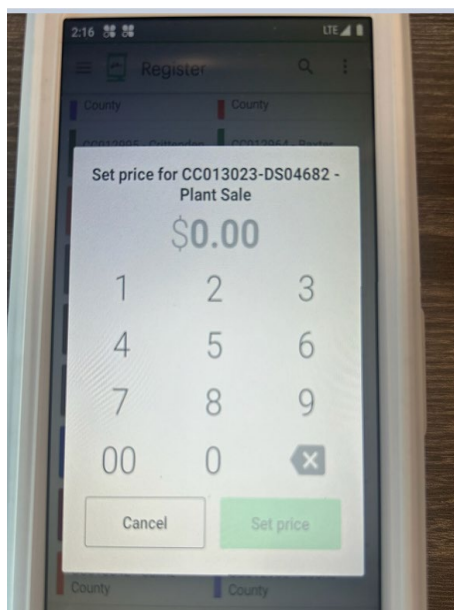


Exhibit B



Note: Plant Sale should be selected for any taxable sale of merchandise, even if the item is something other than a plant. For more information about accepting credit card payments, email Cash@uada.edu.

Refunds

If a refund becomes necessary due to event cancelation or other approved reason per group policies, volunteers should contact the County Extension Office. County office personnel will complete a [Refund Request Form](#) and forward it to Cash@uada.edu. Refunds will be issued to the original payer via the original payment method, i.e., a check if the original payment was a check or cash and a refund to a credit card if one was used for the original payment. Refunds cannot be issued from the county office.

Fundraising Activities

Many Master Gardener and 4-H groups conduct fundraising sales every year. These events are partly fundraising activities, partly educational, and partly community service/engagement. Although covered elsewhere in this document several issues come together when selling items such as plants, donuts, pork butts, pecans, poinsettias, etc., including the collection of cash, use of credit card systems, petty cash, special events, and sales tax.

Volunteers should carefully plan cash collection and cash handling procedures in advance of the sale. Things to consider include:

1. Where/how will the items for sale be purchased? (Volunteers should work with their county office to eliminate or minimize personal reimbursements.) Will the county office write a check or use a p-card? Will the Workday purchase requisition process be utilized?
2. Will sales tax be paid on the purchase of the items? If items purchased are for resale, sales-tax should not be required on the purchase. Has this been worked out with the vendor(s)?
3. Will credit card payments be accepted? If so, arrangements must be made by a county employee to make sure approved credit card devices are available.
4. Who will be allowed to receive cash? Have these individuals been trained?
5. Does the county office have "Pay To" and "For Deposit Only" stamps available for use at the sale? (Email Cash@uada.edu for approval and guidance on specific language for stamps.)
6. How will cash be aggregated and who will complete the Record of Deposit form and take the funds to the county office for deposit? How will funds be secured in the meantime?
7. Will cash be needed to make change at the event? Have arrangements been made to obtain the start-up funds? (See [Petty Cash](#) later in this document.)
8. Will the county need to complete a [Gross Receipts for Sales Tax](#) form?
9. Will other vendors be selling items at the event? If so, have "[Special Event](#)" procedures been followed?

Raffles

UADA-CES has a state license to conduct raffles. If an Extension group or program wishes to conduct a raffle, the Staff Chair must complete the [Raffle Request Form](#) and submit the form to the Office of the Associate Vice President for Finance and Administration at least 10 business days prior to the start of the raffle. If the item to be raffled is donated (instead of purchased), a Non-Cash Donation Notification form or Gift Donation Notification form must be completed for non-cash and cash gifts, respectively.

The purchase of a firearm for raffle or any other purpose is strictly prohibited! If a group wants to raffle a firearm, a gift card/certificate can be purchased from a firearm dealer, and the winner can trade the

card/certificate for the designated firearm at the conclusion of the raffle. In this manner, Extension never owns the firearm, and the winner of the raffle can register the firearm in his/her name as required by law.

Because Extension Homemakers (EHC) and 4-H foundations are legally separate entities, the ***UADA-CES raffle license cannot be used by these organizations***. Agents are to direct EHC volunteers to that organization's leadership for guidance on conducting raffles. Likewise, 4-H foundation personnel and volunteers should consult foundation leadership about the availability of a raffle license and other fundraising policies.

Raffles held May 1 through April 30 must be reported on the [Annual Raffle Report](#) by May 15 of each year. Counties are to include all raffles held during that timeframe in one report. Submit the completed [Annual Raffle Report](#) along with a copy of each associated Raffle Request form to the Office of the Associate Vice President for Finance and Administration no later than May 15.

Note: No online sales of merchandise or raffle tickets are permitted. Also, no one under the age of 18 may purchase a raffle ticket.

Donations to Outside Organizations

Except as noted below, donations to outside organizations, even nonprofit organizations, are not allowed. If groups wish to donate to another organization, the funds must be raised for that stated purpose. The following guidelines apply.

1. The donation must be preapproved by the staff chair.
2. Funds must be raised specifically for that purpose with fundraising material spelling out the amount (percentage) and recipient of the donation.
3. When deposited, the Record of Deposit form should indicate that those funds were collected for donation to "X" organization.
4. Donated funds cannot exceed the amount collected and deposited for that purpose.
5. County personnel should contact the Cash Management Office at Cash@uada.edu for coding instructions for both the deposit and the donation to the other organization.

Occasionally, Master Gardener groups wish to support special activities of their local 4-H clubs or the state Master Gardener program. Examples include donating to help fund participation at a national 4-H competition, sponsoring attendance at a national 4-H meeting, or supporting the State Master Gardener Conference. Because 4-H Youth Development and the State Master Gardener programs are UADA-Extension programs, these are not considered donations to outside organizations. Such contributions may be made upon a documented vote of the Master Gardener board, subject to funds availability. Payment can be made by the county office by completing a Finance 216C.

Special Events

A Special Event is defined by the Arkansas Department of Finance and Administration as

An entertainment, amusement, recreational, or marketing event which occurs at a single location on an irregular basis and where tangible personal property is sold. Special events include, but are not limited to, music shows and events; auto shows; boat shows; gun shows; knife shows; home shows; craft shows; flea markets; carnivals; circuses; bazaars; fairs; and art or other merchandise displays or exhibits.

If a Special Event is organized by any UADA-CES employee or volunteer and includes ANY outside vendor(s) selling tangible items, [Special Event Procedures](#) must be followed. The organizer must contact the local Staff Chair who will then contact the Assistant VP for Finance and Administration at (501) 671-2304 to ensure proper forms and procedures are completed in compliance with state law. A [Special Event Application](#) must be completed at least 15 business days prior to the start of the event. In addition, a [Special Event Vendor Log \(MISC 378\)](#) should be completed each day of the event. For more information, visit the UADA [Special Events](#) webpage.

Event Change (Petty Cash)

Start-up cash for events, including change for fundraising events, can be obtained in one of two ways. First, someone can use personal funds with reimbursement made from proceeds of the event before the remaining funds are deposited. Second, a [County Cash Procurement Agreement](#) may be completed (Sections 1-3) and submitted to Cash@uada.edu for approval and payment. (Note: DO NOT WRITE THE CHECK TO CASH. The check should be written to the person who will be taking responsibility for the funds.) After the event, the advanced funds will be deposited back into the account from which they came and documented in Section 4 of the [County Cash Procurement Agreement](#).

Note: Petty cash is simply a term used by the state office to refer to cash needed for change at specific events that is to be repaid from proceeds or deposited to the account that advanced them immediately following the event.

Use of the term is not meant to imply that clubs/groups or county offices can keep small amounts of cash to make purchases rather than using UADA-approved methods such as p-cards, county checks, or Workday requisitions.

Sales Tax

Sales Tax on Purchases

*Based on recent information from the Arkansas Department of Finance and Administration, sales tax does not have to be paid on **purchases** that support **4-H program activities** nor collected and remitted on **4-H fundraising sales**. Master Gardener purchases and sales may be subject to sales tax as described below.*

Master Gardener Purchases

The purchase of most supplies for Master Gardener projects and operations requires the payment of sales tax. If, however, items are purchased for resale to the public, the purchase may be exempt from sales tax by the State of Arkansas. To qualify for sales tax exemption, items purchased must be in the same form/state as that sold or be an integral part of the item sold. For example, if pots, soil, and plants are purchased separately and are then combined to sell at a plant sale, the purchase of the individual items would be tax exempt. The subsequent sale of the plant (with pot and soil) would be taxable. Supplies used at the plant sale such as tables and signs that are not part of the purchase would not be tax exempt (would be taxable when purchased). Individual plant tags that are sold with the plant are tax exempt when purchased. Whether purchases are taxed or not, sales at plant sales require the collection and remittance of sales tax to the Arkansas Department of Finance and Administration (DFA). *However, only state office personnel should remit sales tax or otherwise interact with DFA.*

To avoid sales tax on qualified purchases, the [Sales and Use Tax Certificate](#) should be presented to in-state vendors, and an agreement reached that the vendor will not charge sales tax. (If purchasing by requisition, a note signifying the item is for resale should be made when creating the requisition.) Most out-of-state vendors

do not charge Arkansas sales tax, but this should be verified prior to the purchase. If sales tax is charged on a non-taxable sale, it cannot be refunded. Qualified tax exempt purchases from Amazon may be made on behalf of the Master Gardener program by county Extension personnel through a special tax-free account established for these purchases. County Extension personnel should see [Amazon Business Instructions](#) for further information.

Sales Tax on Sales

Because the Arkansas Department of Finance and Administration does not require the collection and remittance of sales tax on 4-H fundraising sales, this section will focus on Master Gardener sales of plants and other merchandise.

Master Gardener Sales

The collection of sales tax is required on Master Gardener sales of tangible personal property unless specifically directed by the Business Office. *Volume sales are NOT automatically exempt from the collection of sales tax, nor are sales conducted three times or less per year!* See Table 1 for examples of sales and their taxability. For activities not listed, volunteers should contact their County Extension Office.

Table 1 – Collection of Sales Tax		
Item #	Activity/Sale	Proceeds Taxable?
1	Fundraising Auction – Silent or Audible	No
2	Ticket Sales for Educational Seminar (Includes PAT)	No
3	Ticket Sales for Garden (or similar) Tour	No – Considered an educational event
4	Plant Sales	Yes
5	Sale of Other Purchased Merchandise at a Plant Sale	Yes
6	Sale of Donated Plants, Bulbs, and Other Items at a Plant Sale	Yes
7	Sale of Donated Items at an Event where Only Those Items are Sold, i.e. Rummage Sale	No
8	Sale of Baked Goods	No
9	Sale of Raffle Tickets	No
10	Sale of T-Shirts and other Logo Items	Yes, unless the sale is to MG members at a price that is primarily cost-reimbursement. In that case, sales tax does not have to be collected and remitted.

Reporting Receipts from Taxable Sales. Amounts collected from taxable sales should be transferred to the county Extension office with a [Record of Deposit](#) form. Amounts reported should be gross receipts collected. Based on information in the Record of Deposit form, the county office will complete a [Gross Receipts for Sales Tax](#) form. Business Office personnel will then calculate, record, and remit sales tax to the Arkansas Department of Finance and Administration.

Note: If taxable sales are collected and deposited in multiple deposits related to the same event, the Gross Receipts for Sales Tax form may be completed once for the entire event, aggregating all related gross receipts into one amount.

Accepting Credit Cards for Taxable Sales. As discussed in the [Accepting Credit Cards](#) section of this document, before accepting credit cards for taxable sales, the inventory item representing taxable sales (Plant Sales or similar) should be selected in the Clover credit card device. Amounts recorded are gross receipts, and the Business Office will take care of calculating, recording, and remitting sales tax. ***Volunteers and county personnel may not contact the Arkansas Department of Finance and Administration or pay sales tax directly to the state.***

Cash Disbursements

Purchasing/Payments

Purchases for group activities and events should be made by Extension personnel at the request of a group volunteer with approval from the group treasurer. If a volunteer wishes to initiate a purchase using group funds in Workday, they should submit a [Volunteer Purchase Request](#) form to the County Extension Office describing the items needed and providing other requested information. If the request is for allowable items and approved by the Staff Chair or agent, county office personnel will determine the most appropriate method of acquiring the merchandise, i.e. p-card, requisition, county check. Before any purchase commitments are made, group volunteers and county personnel should verify that sufficient funds are available in the group's designated worktag/account. If funds are not sufficient, the purchase will not be made.

Allowable Expenditures from Group Funds

Allowable expenditures from group funds can be made using a county office p-card, county check, or state-office payment following the creation of a purchase requisition or other order/payment process in Workday, depending on the nature of the purchase. To charge a payment to a group account in Workday, the cost center (identifying the county) and worktag (identifying the group) must be included in the purchase information. All purchases must follow state and UADA purchasing policies.

Tables 2 and 3 below list several allowable and unallowable expenditures from funds designated for a specific club/group, as well as the approved source of payment. These are just examples. When in doubt, email Purchasing@uada.edu or call the Little Rock Business Office at 501.671.2247 for more information. ***In all cases, payments must be supported with proper receipts.***

**Table 2 – Allowable Expenditures from Group Funds
(Designated Worktag)**

Item #	Description	Source of Payment
1	Recurring operating expenses (utilities, rentals, etc.)	P-Card, Workday purchase requisition
2	Office & meeting supplies	County check, p-card, Workday purchase requisition

3	Demonstration supplies	County check, p-card, Workday purchase requisition
4	Plaques/trophies/awards ≤ \$150 each	County check, p-card, Workday purchase requisition
5	Program-related purchases ≤ \$100 for non-employees, i.e speakers, judges, etc.	County check, p-card, Workday purchase requisition
6	Group meals for official functions	County check, p-card, Workday purchase requisition with appropriate documentation
7	Equipment < \$500	County check, p-card, Workday purchase requisition
8	Equipment ≥ \$500	Workday purchase requisition ONLY
9	Items on mandatory state contracts: vehicles, tires, bath tissue, paper towels, etc.	P-card, if authorized vendors are known and used, otherwise Workday purchase requisition
10	Printing services	County check is allowed if less than \$500, otherwise p-card or Workday purchase requisition
11	Out of State travel expenses	Assuming travel was preapproved via a Spend Authorization in Workday, volunteers and employees may be reimbursed for travel through the Workday expense report process. Note: Volunteers will need to be established as External Committee Members to receive payment through the Workday expense report process.
12	<p>Personal reimbursements of allowable items (not travel) with proper documentation/receipts</p> <p>Note: Personal reimbursements should be for small, infrequent, and unforeseeable purchases. Whenever possible, such purchases by volunteers should be preapproved by the Staff Chair.</p>	County check for reimbursement of volunteers; Expense report process in Workday for employee reimbursement

**Table 3 – Unallowable Expenditures from Group Funds
(Designated Worktag)**

Item #	Description	Notes
1	Gifts without a business purpose	Examples include gifts for bereavement, illness, going-away or for nonprogram celebratory reasons
2	Group meals without a state-approved business purpose or which are excessive	Examples include holiday parties, retirement parties, etc.
3	Alcohol	Alcohol purchases are NEVER allowed!
4	Donations to other organizations	Exception is made if funds were raised and advertised for that purpose
5	Individual meals unless in travel status with an overnight stay	Individual meals without an overnight stay are not allowable. Group meals at an approved event are allowable
6	Any purchase of a personal nature including payment of expenses for family members	Only allowable program expenditures made by authorized club and group volunteers can be paid from group funds

Most expenditures should be made by county office personnel entering a requisition in Workday and using the county cost center and group worktag to designate where the expenditure is to be charged. Smaller purchases including refreshments and supplies can be made directly by issuing a county check or using a county p-card.

When purchasing items on state contract, authorized vendors must be used. When the purchase requisition process in Workday is used, the Purchasing department can ensure state contract compliance. If the payment is made pursuant to a contract or Memorandum Of Agreement (MOA), the payment must come from the state office.

In all cases, it is critical that the proper cost center and worktag be used when making the purchase/payment, because transfers between funds will not be allowed after the transaction is complete.

P-Cards

P-cards are a convenient way of making purchases without having to use personal funds or go through the purchase requisition process. However, because approval is after-the-fact, guidelines must be strictly followed and will be strictly enforced. This section provides only an overview of p-card guidelines. For more information, see the UADA [P-Card Policy](#).

Only employees in a regular, appointed position are eligible to be UADA purchasing card (p-card) holders. However, all counties have at least one person authorized to use a UADA p-card. Each p-card has a monthly spending limit as well as limits on individual transactions. Transaction and monthly spending limits can be temporarily or permanently raised by submitting a request with justification to pcard@uada.edu. *Under no circumstances should limits be circumvented by dividing the purchase into multiple payments.*

Table 4 lists sample expenditures and indicates whether those expenditures can be paid with a p-card.

Table 4 - P-Card Usage
(Not all inclusive; only general overview)

#	Description	P-Card
1	Airfare, airline reservations (excludes first class airline tickets)	No
2	Airline baggage fee (1 st bag only)	No
3	Automotive fluids (oil, windshield wiper fluid)	Yes
4	Books (retail)	Yes
5	Bus, passenger rail, mass transportation (for employees in travel status only)	No
6	Car rental (travel related only)	No
7	Catering of events (official functions only; <i>Official Function Form</i> required)	Yes
8	Computers, Software	No
9	Conference or meeting room rental	Yes
10	Courier service	Yes
11	Flowers or greeting cards	No
12	Gas, fuel purchases	No
13	Gifts, donations	No
14	Gift cards See Note 1 and <i>Gift Card Guidelines & Process</i> for exceptions	No
15	Janitorial supplies	Yes
16	Lodging, hotels, motels (for business travel only)	No
17	Meals (for official functions only; Official Function Form required)	Yes
18	Meals (travel related)	No
19	Membership fees or dues (License/Membership Justification Form required)	Yes
20	Office supplies	Yes
21	Parking fees (travel related)	No
22	Personal purchases or expenses	No
23	Printing	No
24	Postage (postage meters or campus mail should be used when available)	Yes
25	Registration fees (seminars, conferences, training)	See Note 2
26	Roadside assistance	No
27	Unplanned or emergency services (repairs, plumbing, maintenance -not vehicle related)	Yes
28	Subscriptions	Yes
29	Taxi or shuttle (tips not allowed on taxi or shuttle service)	No
30	Travel agency fees	No

Notes:

1-Walmart, Sam's Club, or Amazon gift card purchases using P-Cards are allowed with pre-approval.

2-P-Cards can be used for registrations only when there is no travel component included.

For questions about allowable p-card purchases, email pcard@uada.edu.

Amazon Purchases

Extension personnel can initiate group purchases through Amazon and use their p-card to pay for those purchases. At the time of this writing, there are two Extension Amazon accounts available for Master Gardener purchases – one for taxable purchases and one for nontaxable purchases of items for resale to the public. A similar nontaxable account for 4-H purchases is anticipated soon. To determine if that account is active and for more information, please see [Amazon Business Instructions](#).

Receipts & Personal Reimbursements

In rare circumstances, volunteers may be reimbursed for approved program-related expenditures when use of a county p-card, check, or requisition is not feasible. To be eligible for reimbursement, the expenditure should be small, infrequent, and unforeseeable, as well as pre-approved by the appropriate (4-H or Master Gardener) agent or Staff Chair. *Without preapproval, expenditures may not be reimbursable.* In addition, a valid, legible, receipt must be submitted with the [Reimbursement Request](#) form within **30 days** of the initial expenditure. Sufficient funds must exist in the group's Workday account for the reimbursement to be paid.

If a request for reimbursement is anticipated, items should be purchased separately from any personal items so that stand-alone receipts are generated to accompany the reimbursement request. ***If multiple receipts are needed to support a reimbursement request, please include a list of amounts and a total so that appropriate items are easily identified.***

Note: Although reimbursements may be requested for up to 30 days following the initial purchase, If the reimbursement is not made and entered into Workday within five business days following the month of the initial purchase by the volunteer, the expenditure will not be included in that month's financial report.

If a valid receipt is submitted to the county office for reimbursement of an approved purchase within the designated timeframe of 30 days, the county office will issue a reimbursement, usually by county check. A **minimum** of three business days should be allowed for processing. ***However, reimbursement timeframes vary by county and circumstance.*** Some counties only issue checks at certain times during the week or even month. In other cases, offices may be closed due to inclement weather, may have staffing shortages, or the Staff Chair or Administrative Assistant may be out of the office on business or leave. To minimize the burden of out-of-pocket expenses, volunteers should work with their county agents to make necessary purchases with p-cards, county checks, or purchase requisitions rather than personal funds.

What is a valid receipt?

A receipt is a written acknowledgment that something of value has been transferred from one party to another and that payment has been made. To be a valid receipt for reimbursement, the following elements must be present:

- (1) Date of the transaction
- (2) Order details (Quantity and description of all items purchased)
- (3) Name of the vendor and, where applicable, customer name
- (4) Amount of the transaction including shipping, taxes, etc.
- (5) Method and date of payment
- (6) Balance remaining, if any

Order confirmations and invoices are not receipts. An invoice is essentially a bill. It documents what goods or services were sold on a particular date or with respect to a particular order. An invoice names the buyer and the seller, describes terms of the sale, refund policy, payment discounts, if any, etc. An invoice also communicates the amount due and due date. It is not a proof of payment unless subsequently marked “Paid” by the seller with the date and method of payment noted.

To be considered valid for reimbursement purposes, a receipt cannot be handwritten by the volunteer. Also, the receipt must be final with all the elements listed above. Orders and incomplete invoices are not acceptable. Finally, reimbursements may only be made to UADA employees and volunteers. See Table 2, Item 12 for “Source of Payment.”

Note: This section is applicable to non-travel expenses. For travel-related reimbursements, see [Travel Expenses](#) later in this document.

Logo Clothing and Other Promotional Items

Logo clothing such as shirts and hats, as well as other promotional items such as cups, umbrellas, etc. may be purchased using group funds in Workday. However, before purchase, three quotes should be obtained from potential vendors. (Quotes may be obtained in writing or via phone calls.) Volunteers should complete the [Quote Tabulation Form](#) and submit it to their County Extension Office along with a [Volunteer Purchase Request](#) form to start the purchase process. Quotes can be considered valid for six months, after which new quotes should be obtained.

Travel Expenses

Approval and Payment of Individual Travel

Payment of travel for volunteers should be rare. For Master Gardeners, mileage is allowed for the following events, if approved by the Group and County Extension Agent or Staff Chair.

1. State Master Gardener Conference
2. Quarterly County 76 Meetings
3. Any UADA Required Meeting

In addition, registration for the events listed above plus registration for Master Gardener Leadership Training is allowed from group funds in Workday. If allowed and approved by the Master Gardener Group and County Extension Agent and/or Staff Chair, registration should be paid via an Internal Service Delivery transfer in Workday.

Whether 4-H or Master Gardener related, if allowable, volunteer mileage must be paid through Workday via an Expense Report, and the recipient of the payment must be set up as an External Committee Member in Workday. Payments will ultimately be charged to the Master Gardener or 4-H account in Workday using the group’s designated worktag. Individual meals are not reimbursable without an approved overnight stay.

Out-of-state travel by volunteers must be preapproved by submitting a Workday Spend Authorization or Travel Authorization Form prior to the travel occurring. This form will be attached to the corresponding Expense Report in Workday after travel is complete.

Travel expenses can only be paid based on state and UADA guidelines with proper receipts and/or other documentation as described in UADA [Travel Policies](#).

Hotel/Motel Expenses

There are several methods of paying for hotel/motel charges. These include:

- Reimbursement to the agent or volunteer after submission of proper documentation.
- Utilizing a travel card to reserve and settle charges by contacting the County Office.
- Direct billing from the facility. Direct billing requires a lot of coordination in advance of the travel, so more notice is necessary.

Group Travel Advances

Direct billing, P-cards, or departmental T-cards are recommended for expenses related to group travel. If none of these options is available, an employee may be advanced up to 90% of the estimated costs of overnight, out-of-state group travel. To request such an advance, the employee should complete a Spend Authorization in Workday and mark the appropriate box to request an advance payment. To ensure the request can be processed in a timely manner, the request should be submitted to the Business Office in Workday at least two weeks prior to travel.

Following the completion of the travel, the employee who received the advance should create an expense report based on the original Spend Authorization. Additionally, itemized receipts and an [Official Function Form](#) for group meals should be submitted. The amount of the travel advance will be netted against the actual expenses and a payment made for the difference.

Group Meals

Allowable group meals can be paid for using a UADA-Extension p-card or county check. If necessary, a request for personal payment of costs related to group meals may be made. Reimbursement of volunteers should be extremely rare (because UADA methods of payment should be used). In those rare circumstances and with proper justification and documentation, volunteers may be reimbursed with a county check, assuming funds are available. Reimbursement of employees must be made through the Workday expense process. Regardless of the payment method, an itemized meal receipt and [Official Function Form](#) are required. Any discretionary gratuity (not mandated by the establishment) cannot exceed 15% of the cost of the meal.

The state prohibits reimbursement for the cost of alcoholic beverages.

Payments to Volunteers

For anyone who is not an employee or established vendor in the UADA Workday system to receive a payment from the state office, including payment for travel, they must be established as a “External Committee Member” in Workday. In addition, a Spend Authorization must be initiated in Workday prior to the expense being incurred. Subject to the criteria previously described, volunteers may be reimbursed for expenses other than travel using a county check by submitting a [Reimbursement Request](#) form to the local Extension office.

Speaker/Judges Gifts & Honorariums

Gifts for speakers, judges, and similar people providing periodic specialized services costing no more than \$100 may be purchased using group funds. These token gifts may be provided in lieu of an honorarium. Purchases of this nature may be made via p-card, county check, or Workday purchase requisition. Pursuant to the UADA [Gift Card Guidelines and Process](#), gift cards may also be purchased for speaker gifts by completing the [Gift Card Request Form](#). (Remember, the gift card request form needs to be submitted to the purchasing office for approval *prior* to the purchase being completed.) After gift cards are issued, a [Gift Card Disbursement Log](#) must be completed.

For payment of honorariums of \$500 or less, an [Honorarium Form](#) must be completed. If the current payment is \$500 or less AND total annual payments are not expected to exceed \$600, payment can then be made via county check without needing the recipient to be established as a supplier or External Committee Member (ECM) in Workday.

If a program speaker, contest judge, or person filling a similar role is to be compensated more than \$500, the following guidelines apply:

1. A [Memorandum of Agreement](#) or [Judging Agreement](#) must be executed.
2. Payments must be made from the state office by submitting a Supplier Invoice Request using the county cost center and group worktag and attaching the MOA or Judging Agreement. (Payments may not be made via county checks).
3. Prior to payment, a W-9 must be completed by the recipient of the payment.
4. The speaker/judge must be established as a supplier in Workday before payment can be issued. If the speaker/judge is not a supplier in Workday, the county must send the speaker/judge a link to register through the *Payment Works* system.

To prevent duplicate entries in Workday and avoid confusion, it is important for the county office to check Workday to see if the intended recipient of the check is already established as a supplier. Only if the person is not already a supplier should the county send the link for registration in Payment Works. Once the registration process has been successfully completed in Payment Works, the person will be added as a supplier in Workday.

Note: While reimbursement of speaker/judge travel expenses is possible, the process is cumbersome. The preferred method is to increase the honorarium to cover travel costs without reimbursing those costs directly.

Printing

Although the UADA print shop in Little Rock is closed, the Communications Department will continue to facilitate the processing of large printing jobs through other University of Arkansas printing operations. In addition, the UADA Communications department in Little Rock will continue to fulfill orders for UADA publications (pubs@uada.edu) as well as signs, displays, stickers, posters, lamination, etc. (cmeux@uada.edu) Local printer/copy shops may be used for orders less than \$1,000, but documents must have design approval from the Communications Department before printing/copying any materials that will be distributed to or used by the public. **Therefore, all printing and signage orders should be handled by the county office to ensure proper procedures are followed.** Volunteers should initial the process by submitting a [Volunteer Purchase Request](#).

Purchases and Disposals of Equipment

Tangible items such as equipment costing \$500 or more must be made by county office personnel creating a purchase requisition in Workday. This is necessary to ensure state purchasing guidelines are met and documented and that, if applicable, the item will be tagged for inventory purposes. If tagged equipment is to be located off UADA property, an [Off-Site Property Form](#) must be completed and signed by the Staff Chair.

Regardless of the method of purchase or receipt, when disposing of equipment groups should transfer the equipment that is no longer needed to the county office for disposal. The county office will complete a [Surplus Items](#) form and email the completed document along with two pictures of each asset to property@uada.edu. Contrary to previous procedures, in some cases, property may be disposed of in the county. Contact Property Accounting at property@uada.edu to see if your property qualifies. Otherwise, equipment must be disposed of by the State office of Marketing and Redistribution through the Little Rock State Office Warehouse.

Special computer and software rules. Master Gardener officers, especially presidents and treasurers, often have laptop computers that are used to manage program activities and finances. In the future, group funds in Workday can be used to pay for these computers and related software, if appropriate processes and procedures are followed. See [Computer and Software Rules for Volunteer Groups](#) for more information.

For existing computers that meet certain requirements, it is possible to transfer the management of the computer to UADA so that approved software can be purchased for the computer using group funds in Workday. Contact the County Extension Office for more information.

Scholarships & Awards

Program Scholarships

Program scholarships are payments made to cover all or some of the registration fees or other costs of a program or activity on behalf of an individual participant. Program scholarships may be paid from the county depository account on behalf of an individual 4-H member, volunteer, or Master Gardener. Examples include 4-H camp scholarships, regional and national competitions and conferences, and scholarships for Master Gardener state and leadership conferences. If a group wants to use funds in its account to support program scholarships, it first must have objective criteria and processes to determine who will receive the scholarship and how much it will be. Then, the group should make a request to the county office using the [Volunteer Purchase Request](#) form. If approved, county personnel will then make the payment to the vendor or state office, depending on the program.

College Scholarships

Some groups may wish to use funds to help students taking college courses. To award college scholarships, the group must have written, preestablished criteria for applicants and must award the scholarships based on an objective process. College scholarship policies and procedures, as well as the names of award recipients, must be approved by the local Staff Chair prior to notifying the recipient.

Like a program scholarship, if a group wishes to use funds in a group account for a college scholarship, a [Volunteer Purchase Request](#) form should be completed and submitted to the county office for approval. The county office will initiate payment to the institution of higher learning of the recipient's choice (within scholarship parameters), not to the individual student. This payment may be made via county check or

through the state office by initiating a supplier invoice request.

If it is not possible to make direct payment to the institution of higher education and the payment is to be made directly to the student, the student will need to be added as a supplier in Workday by registering through *Payment Works*. The scholarship recipient will also need to complete a W-9. Once the recipient is established in Workday, the county office will need to initiate a Supplier Invoice Request using the county cost center and group worktag. A copy of the Award Letter to the student should be attached. ***Payments to students may not be made via county checks.***

Program Awards

Program awards are monetary, tangible, or travel gifts in recognition of program achievement. Monetary awards include checks and gift cards. Tangible awards include, but are not limited to trophies, ribbons, belt buckles, supplies, etc. Program award trips must be related to the components of the program. Trips that are not tied directly to an educational program cannot be paid.

Program awards up to \$150 each are allowed to be paid from county office accounts if selection criteria and processes are followed and funds are available in the appropriate account. If gift cards are purchased for use as awards, the [Gift Card Guidelines and Process](#) must be followed, and the appropriate forms completed. To request payment of program awards, in addition to a [Volunteer Purchase Request](#) form, a document noting the selection criteria and names of recipients should be submitted to the County Extension Office to use as support for the payment.

Angel Tree and Santa for Seniors

4-H clubs often participate in holiday programs to benefit those less fortunate such as (but not limited to) Angel Tree and Santa for Seniors. These activities support youth development and the achievement of 4-H program goals. Therefore, under certain conditions, these activities are allowed for 4-H clubs. First, the amount contributed or spent on related gifts should not exceed \$100 per recipient. Also, recipients of the gifts must be chosen through the program, i.e. Angel Tree, Santa for Seniors, etc. Volunteers should not be selecting who receives the gifts.

Gifts, Grants, & Contracting

Cash Gifts

All cash gifts received by group volunteers on behalf of a group must be delivered to the county Extension office for deposit. The county Extension office will ensure proper accounting, reporting, receipting, and acknowledgement. All gifts of \$250 or more, or those for which the donor requests a tax receipt, must be reported via a Gift Disclosure form.

Staff Chairs will ensure all gifts are properly acknowledged with a Thank You note. All formal gift acknowledgements and tax receipt letters will be sent from the UADA. Copies will be provided to the fund manager noted on the Gift Disclosure Form. No county office employee or volunteer should attempt to provide an IRS-acceptable tax receipt!

The Assistant VP for Finance and Administration should be notified when a donation with a written

restriction for a specific purpose is received.

Non-cash Gifts

Non-cash gifts are tangible items that are directly used or consumed in a sanctioned project or educational outreach effort. Examples include plants, seed, soil, food, supplies, tools, books, or other printed resources, etc. Non-cash gifts also include capital gifts such as equipment, buildings, and real estate. Non-cash gifts should be reported to the county office which will complete a Non-Cash Donation Notification form. As is the procedure for cash gifts, the local county office is responsible for ensuring that the donor receives a Thank You note.

Sponsorships *Received*

Sponsorships are simply cash or non-cash gifts received for support of a specific event or meeting. If a donor provides money to pay for a meal or other component of an Extension event, the donation should be reported as a cash gift. If the donor pays a vendor (say a restaurant for a meal), directly in support of an Extension event, whatever is received should be reported as a non-cash gift.

Grants

There are many factors used to determine whether an offer of money or something else of value is a gift or a grant. In some cases, the classification is clear; in others it is not. In general, a grant is a contribution requiring certain performance by the recipient, specific deliverables, and/or program or financial reporting to the funder. What the funds are called by the funder is not the determining factor. When in doubt about the classification of gift versus grant, contact the Office of Sponsored Programs for a determination, or simply treat the contribution as a grant. Treating the contribution as a grant is the safest approach because of the inherent tracking of funds and ability to generate reports.

All grant applications and pre-applications, including letters of intent, require the initiation and approval of a proposal by Extension employees in Streamlyne (grants software system). If the application is approved for funding, the county office should notify the Office of Sponsored Programs by forwarding a copy of the notification. The Office of Sponsored Programs will then establish an award and grant Worktag in Workday.

Occasionally, funds are received without the submission of an application to the funder. If there are performance requirements, deliverables, or required reports, a proposal should be submitted in Streamlyne as soon as possible. When the proposal is processed, the Office of Sponsored Programs will establish an award and grant Worktag in Workday.

Grant funds are not to be deposited into group accounts in Workday! These funds will be assigned unique worktags to facilitate tracking and reporting. The funds must be spent in accordance with the grant requirements through normal Extension expenditure procedures such as the requisition process or use of P-Cards. ***Do not pay for grant purchases by writing a county check!*** Because grant funds come with external requirements, additional tracking and monitoring by the Office of Sponsored Programs are required.

Small Grants

Except as noted below, small grants (defined as \$1,000 or less) provided by external parties to support group or county activities may be treated as gifts and spent from group accounts in Workday. In these cases, county

personnel should complete a Gift Donation Notification form as they would for any other gift and record the transaction using a RC0005 revenue category in Workday. However, proceeds from the United Way, National Rifle Association, or any federal agency, no matter how small, must be deposited in and spent from state office accounts established by the Office of Sponsored Programs.

Volunteers may not apply for grants. All grant applications for the county must be initiated by an agent who will enter the proposal in Streamlyne.

Contracting Authority

Contracting authority and guidelines are found in the [University of Arkansas System Board of Trustees Policy 300.1](#). Contracts must be written in the name of the Board of Trustees of the University of Arkansas.

Contracts made in the name of a campus, school or college, academic department, etc., are unenforceable. Contracts representing the UADA-CES are to be worded in the following manner:

The Board of Trustees of the University of Arkansas, acting for and on behalf of the University of Arkansas System Division of Agriculture.

The President of the UA System is authorized to delegate the authority to contract. For UADA- CES, that authority has been delegated to the Senior Associate Vice President for Agriculture – Extension and the Associate Vice President for Finance and Administration. This includes authority to review, approve, and sign all of the following documents, even if no money is involved:

- Applications for grants
- Contracts for grants
- Rental agreements for facilities and equipment
- Contracts for caterers, speakers, etc.
- Any agreement requiring the signature of an “authorized agent/official”
- Bus rental agreements for 4-H or Master Gardener tours or activities

Contracting authority also extends to online acceptance of ***terms & conditions related to purchasing***, subscribing, accepting financial awards, etc. If you are asked to check a box accepting terms and conditions, that is the same as signing a contract. If asked to do this, print the terms and conditions along with the body of the agreement and forward it to the county office which will submit to the Office of the Associate Vice President for Finance and Administration for review and approval before completing the online transaction.

If you sign a contract, you may be taking personal responsibility for any and all activities, including disputes, related to the contract.

Foundation Grants and Contracts

Board policy applies to contracts in the name of the Board of Trustees of the University of Arkansas only. All grants and contracts in the name of foundations must be developed, executed, and administered by the foundation. If an agreement in the name of a foundation requires performance by UADA-CES personnel, there must be a sub-agreement executed.

Other Topics

Group Dissolution

Although rare, occasionally 4-H clubs or Master Gardener groups that have money in a designated account in Workday choose to dissolve or simply cease operations. In those circumstances, Staff Chairs and/or agents that work with those groups should try to contact last known leaders to confirm their intentions regarding group operations. If there are no volunteers willing to reactivate the group, the Staff Chair and/or agent should work with the last known group leaders (if possible) to determine how to liquidate club funds. Options include:

1. Transferring the funds to another group of the same type, i.e. one 4-H/Master Gardener group to another 4-H/Master Gardener group in a different county.
2. Transferring the funds to general operations of the same or similar type at the state or county level; for example, from a 4-H/Master Gardener group to the state 4-H/Master Gardener program or to a county 4-H/horticulture account.
3. Transferring group funds to another UADA program such as Master Gardeners to 4-H. *Note: This option is not available to 4-H clubs, because money raised in the name of 4-H must be spent on 4-H activities.*

In all cases, the funds must remain within UADA. In addition, the applicable state program leader and Cash & Treasury Manager should be notified and approval obtained before the transfer occurs. Approval may be requested via email as there is no applicable form.

Record Retention and Reporting

Records should be kept in compliance with the UADA-CES [Electronic and Paper File Retention Guide](#). If not specifically addressed in this [Guide](#), records should be retained for a period of five years after the transaction date.

Once and to the extent that transactions (deposits and expenditures) are made through UADA-Extension and accounted for in Workday, annual financial reporting by clubs/groups that previously had bank accounts is no longer necessary.

After the 15th of each month, county administrative personnel will prepare a report showing all income and expenditures recorded in Workday, by designated worktag. This report will be shared with group treasurers or other officers so groups can effectively manage their funds.

Volunteer Immunity

Volunteers are covered under the [Volunteer Immunity Act of 1987](#). Volunteers are not to be held civilly liable for their acts or omissions in carrying out their authority and responsibilities as volunteers if such acts or omissions were performed in good faith and did not constitute gross negligence. There is an exception when the volunteer is covered by a policy of insurance, in which case the liability is limited to the amount of coverage provided by the policy.

Links to Forms & Policies

1. [4-H MG Reporting for Designated Worktags](#)
2. [Annual Raffle Report](#)
3. [Amazon Business Instructions](#)
4. [Clover Devise Credit Card Reservation Form](#)
5. [County Cash Procurement Agreement](#)
6. [Electronic and Paper File Retention Guide](#)
7. [Gift Card Disbursement Log](#)
8. [Gift Card Guidelines](#)
9. [Gift Card Request Form](#)
10. [Gift Disclosure Form \(MISC 400\)](#)
11. [Gross Receipts for Sales Tax Form](#)
12. [Honorarium Form](#)
13. [Judging Agreement](#)
14. [Memorandum of Agreement](#)
15. [Off-Site Property Form](#)
16. [Official Function Form](#)
17. [P-Card Policy](#)
18. [Quote Tabulation Form](#)
19. [Raffle Request Form](#)
20. [Record of Deposit](#)
21. [Refund Request](#)
22. [Sales and Use Tax Permit](#)
23. [Special Event Application \(Misc 377\)](#)
24. [Special Event Procedures](#)
25. [Special Event Vendor Log \(MISC 378\)](#)
26. [Surplus Items](#)
27. [Travel Policies](#)
28. [UA System Board of Trustees Policy 300.1-Contracting Authority](#)

29. [Volunteer Immunity Act](#)
30. [Volunteer Purchase Request](#)