

Handling 4-H Enrollment Fees

With the implementation of the 4-H Online Registration Process and the need to transfer registration dollars for participants both to campus from counties and from campus to the respective counties, handling procedures are provided in this document for consistency purposes throughout the state in regards to County QuickBooks Accounting. Realizing that some counties may already have a system in which they use, modifications can be adapted through the editing of classes or accounts to accommodate the statewide suggested usage of the class and account numbering systems. The suggested use of class 9400 - 4-H Enrollments and the use of income account 0125 - 4-H Enrollment Fees and the use of expense account 7400 – 4-H Enrollment Fees should work for many counties. For those that may already be using those numbers, either consider editing the current lists to accommodate or use 9xxx, 01xx, and 7xxx as a numbering system to get close to the recommendation.

If Counties are new to handling funds for 4-H Councils due to the tax ID numbers and University Policy on payments:

Within QuickBooks, go to **Lists, Chart of Accounts, Account** and **New**.

Create an income account of **0125 - 4-H Enrollment Fees**

This will be a sub account under 0100 – student fees

This will allow the county to record income received for enrollment payments collected by the University or by the County.

Within QuickBooks, go to **Lists, Chart of Accounts, Account** and **New**.

Create an expense account of **7400 - 4-H Enrollment Fees**

This will allow the county to record expenses when sending payment to the University for enrollments received at the county level and due to the University.

Within QuickBooks, go to **Lists, Class List, Class** and **New**.

Create a class of **9400 - 4-H Enrollment Fees**

This will be a Class where counties can keep track of income and expenses coming and going during the year.

If Counties are currently handling funds for 4-H Councils due to the tax ID numbers and University Policy and already have income and expense accounts established:

Consider editing your current numbering system to match the suggested usage for consistency purposes statewide. To do this:

Go to **Lists, Chart of Accounts**, select the account, **right click** and choose **Edit**
Do this for both the income and expense accounts you have established.

If the numbering system we have suggested is being used for other accounts, consider renumbering them to another number by:

Go to **Lists, Chart of Accounts**, select the account, **right click** and choose **Edit**
This will free up the suggested numbering system to allow you to change to the proposed guidelines. Editing will then change all prior transactions to the newly selected numbering system.

Proceed with adding the new income and expense accounts for 4-H Enrollment Fees using the newly free numbering system.

To complete the process, decipher whether or not you need to implement a class code for the enrollment fees. If you are using a class already, try to incorporate the 9xxx class numbering system. 9400 is preferred but at least in the 9xxx is helpful.