

CALL TO ORDER

PLEDGES

ROLL CALL/ INTRODUCTIONS

SIGN IN SHEET

PUBLIC INPUT

SECRETARIES REPORT-

TREASURERS REPORT-

- Audit Review
- Budget

ADDITIONS TO THE AGENDA

CORRESPONDENCE

SCHOLARSHIPS

COMMITTEE REPORTS

OLD BUSINESS

Review Clover Chatter

- Some important dates are needed: see highlighted portions

Soup Supper- November 6, 2010

Winter Workshop- January 22, 2011 at Canteen- location confirmed

TSC Paper Clover Campaign- November 5-14, 2010

- No interest in popping popcorn, not doing it!

Bazarre scheduled for November 13, 2010 at Canteen

- Review registrations. Several calls for merchants coming the day of the event.

Pickle Festival

NEW BUSINESS

Good Samaritan Rescue Mission

Superintendent Election

SUPERINTENDENT COMMENTS

Mary Jo

JODI'S COMMENTS

November/December meeting date- December 9, 2010

Bylaws review

ADJOURN

Bay County 4-H Advisory Council  
September 23, 2010  
Meeting Minutes

The meeting was called to order at 6pm.

Pledges were said.

Roll call- Emily Brandt, Kristy Brandt, & Zoe Farver were excused. Heather was unexcused.

**Public input-**

Skippy- Pickle fest made \$725.00 thank you for your help.

**Results of district meeting-**

<u>Auburn</u>	<u>Hampton</u>	<u>Monitor</u>	<u>Pinconning</u>
1. Mary Jo 2012	1. Amanda 2011	1. Michelle 2011	1. Amy 2011
2. Chris 2012	2. Melissa 2013	2. Heather 2012	2. Patti 2012
3. Dana 2013	3. Vacant	3. Mike 2013	3. Ami 2013
Teen rep.	Teen rep.	Teen rep.	Teen rep.
Becka	Briana	Emily	Sara Jo
Alt.	Alt.	Alt.	Alt.
Vacant	Vacant	Vacant	Vacant

**Member at large**

Ray

**Secretaries report was said.** Amanda made a motion to accept the secretaries report Mary Jo second it.

**Treasurers report was said.** The checking account balance started at \$449.35 no money was received, the expenses were \$35.39 to MSUE for judge gift & canteen judging signs, total expenses were \$35.39, the closing balance is \$413.96. The savings account balance started at \$5,818.83 money received \$0.74 for savings interest, \$101.33 for CD interest, \$142.16 for CD interest, \$17.52 for CD interest, total received is \$261.75, the closing balance is \$6,080.58. The total spendable is \$61,497.62. There are three CD's worth \$30,003.08, \$5,000.00, & \$20,000.00. The budget was handed out by Mary Jo at the September meeting. Mike made a motion to accept the treasurers report Michelle second it.

**There was one addition to the agenda. Awards for livestock.**

**There were no correspondences, scholarships or committee reports.**

**Old business-**

Review Clover Chatter.

Archery starts in January sign up under your club and under Shooting Stars.

**New Business-**

Officer Elections-

President nominations- Mike, He accepted and was voted in.

Vice President nominations- Chris, Mary Jo, it was a tie had a coin toss Mary Jo won.

Treasurer nominations- Chris, Patti, Chris won.

Secretary nominations- Sara Jo, Dana, Sara Jo won.

Mary Jo made a motion to destroy the ballots Amanda second it.

Soup supper-

Chris made a motion to have it at the fox club Mike second it.

Set up is Friday November 5, 2010.

The supper is Saturday November 6, 2010 from 4-8pm, \$6 for Adults, \$4 for 6-12 years, and 5 and under is free.

Soup supper committee meeting October 7, 2010 at G's pizza. Chris and Mike Audit at 4pm.

Bylaws review-

Next meeting.

Winter workshop-

January 22, 2011.

TSC paper Clover Campaign-

Selling from November 5-14. Livestock activity Friday night 5-7pm November 12<sup>th</sup>.

Snow fence auction-\$100 proceeds from Nick DuBay.

Bazaar-

November 13, 2010 at the Canteen 10am-4pm Call Jodi for a table 4-Her's \$5 and outsiders \$10 food will be sold.

Livestock awards-

Table till next meeting. Talked about ribbons and trophies Jodi's going to fair board.

**Superintendent Comments-**

Mary Jo-Next canteen superintendent at October meeting.

**Jodi's comments-**

November/December meeting date December 9, 2010 pot luck 6pm.

**The meeting was adjourned.** Michelle made a motion to adjourn the meeting and Amanda second it.



**SAVINGS**

Date: September 20, 2010

Beginning Savings Balance: \$6,080.58

Indicate money received:

DATE

9/30/2010 amount \$ \$0.74 for what purpose \_\_\_\_\_  
 amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_  
 amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_  
 amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_

Savings Interest \_\_\_\_\_  
 CD Interest \_\_\_\_\_  
 CD Interest \_\_\_\_\_  
 CD Interest \_\_\_\_\_  
 Total received: \$0.74

Transfers :

amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_  
 amount \$ \_\_\_\_\_ for what purpose \_\_\_\_\_

Total transfers: \$0.00

Date: October 27, 2010

Closing Savings Balance: \$6,081.32

**CD's**

*No penalty	amount \$	<u>\$30,003.08</u>	Thumb National	Exp Date	4/13/2011	Int Rate	0.40%	7 month
	amount \$	<u>\$5,000.00</u>	Thumb National	Exp Date	3/10/2011	Int Rate	1.40%	15 month
**Special**	amount \$	<u>\$20,000.00</u>	Thumb National	Exp Date	3/9/2015	Int Rate	2.82%	5 yr
	amount \$			Exp Date		Int Rate		

\*No penalty for early withdrawal. Revisit rates in November 2010

\*\*The 5 yr CD - one withdrawal per calendar year w/o penalty. Minimum balance required is \$5,000.

**Bay Area Community Foundation**

Non-Spendable \$ 19,826.50  
 \*Updated 8/24/10 with June 30, 2010 Statement

Spendable \$ -

**Total Spendable**

Savings \$6,081.32  
 Checking \$ 1,788.96  
 CD's \$55,003.08  
 BACF \$ -

Total Spendable: \$62,873.36

Prepared by: \_\_\_\_\_  
 Council Treasurer's Signature

Accepted by: \_\_\_\_\_  
 Council President's Signature

Date: 10/27/10

Date: \_\_\_\_\_

### 4-H Advisory Council - Bank Reconciliations

**Savings**

**Savings Register Balance**

**\$ 6,081.32**

**Add Outstanding Transfers**

Date		Amount	
Date		Amount	
Date		Amount	

Total **\$ - " + "**

**Subtract Outstanding Deposits**

Date		Amount	
Date		Amount	
Date		Amount	

Total **\$ - " - "**

**Savings Statement Balance**

**\$ 6,081.32**

**Checking**

**Checking Register Balance**

**\$ 1,788.96**

**Add Outstanding Checks**

check #		Amount	

Total **\$ - " + "**

**Subtract Outstanding Deposits**

Date		Amount	

Total **\$ - " - "**

**Checking Statement Balance**

**\$ 1,788.96**

**Bay County 4-H Council  
2009 - 2010 Budget**

	<u>Budgeted</u>	<u>Spent</u>	<u>Variance</u>
1 Regional Leadermete/Winterfest	\$200.00	\$0.00	\$200.00
2 Banquets			
Leader	\$800.00	\$423.70	\$376.30
Member	\$1,800.00	\$834.90	\$965.10
3 County Teams	\$50.00	\$0.00	\$50.00
4 Citizenship Washington Focus	\$450.00	\$0.00	\$450.00
5 Capitol Experience	\$490.00	\$0.00	\$490.00
6 Exploration Days Scholarships	\$2,000.00	\$264.00	\$1,736.00
7 Kettunen Center Scholarships	\$600.00	\$0.00	\$600.00
8 4-H Camp	\$500.00	\$0.00	\$500.00
9 Educational Scholarships	\$500.00	\$100.00	\$400.00
10 County Wide Programs			
Winter Workshop	\$600.00	\$740.91	-\$140.91
Ag Olympics	\$200.00	\$0.00	\$200.00
11 East Central Regional Acitivities	\$100.00	-\$215.54	\$315.54
12 Awards, Pins, Ribbons, Premiums, etc.	\$2,000.00	\$264.82	\$1,735.18
13 Fair Events (Judge Gifts)	\$500.00	\$143.24	\$356.76
14 Office Allocation	\$750.00	\$750.00	\$0.00
15 Postage to MSUE for Newsletters	\$800.00	\$0.00	\$800.00
16 Family Fun Day	\$750.00	\$24.22	\$725.78
17 Miscellaneous	\$500.00	\$130.00	\$370.00
18 Fundraisers			
Soup Supper	\$500.00	\$202.19	\$297.81
Cow Plop	\$250.00	\$0.00	\$250.00
<b>Total</b>	<b>\$14,340.00</b>	<b>\$3,662.44</b>	<b>\$10,677.56</b>
<b>2010 Income</b>			

**October 1, 2009 - October 27, 2010**

Soup Supper Profit - October 2009	(\$852 - \$202.19 = \$649.81)	\$649.81
Cow Plop Profit 2010 - not held		\$0.00
Soup Supper 50/50 - none		\$0.00
Winter Workshop - (Lunches \$120 / Regist Fees \$500)		-\$106.96
6/23/10 BACF Disbursement		\$1,175.00
CD Interest Income		
12/8/2009		\$100.22
12/18/2009		\$29.80
2/10/2010		\$47.12
3/8/2010		\$99.12
3/9/2010		\$25.18
3/18/2010		\$17.14
5/11/2010		\$79.98
6/17/2010		\$17.52
6/8/2010		\$117.82
6/8/2010		\$101.33
9/7/2010		\$101.33
9/8/2010		\$142.16
9/17/2010		\$17.52
		<hr/>
Savings Interest Income		\$11.44
Donations		\$0.00

\$896.24
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CD Interest

Total Yearly Income \$2,625.53

Savings Interest		Donations	
Date	Amount	Date	Amount
1-Oct	\$0.85		\$0.00
1-Nov	\$0.82		\$0.00
1-Dec	\$0.87		\$0.00
1-Jan	\$0.88		\$0.00
1-Feb	\$0.80		\$0.00
1-Mar	\$0.91		\$0.00
1-Apr	\$0.89		<span style="border: 1px solid black; padding: 2px;">\$0.00</span>
1-May	\$0.93		
1-Jun	\$1.00		
1-Jul	\$1.24		
1-Aug	\$0.74		
1-Sep	\$0.77		
30-Sep	\$0.74		
	<span style="border: 1px solid black; padding: 2px;">\$11.44</span>		

**Date Regional Leadermete/Winterfest**

**For: Amount**

**\$0.00**

**Member Banquet**

**For: Amount**  
 Reimbursment -\$25.00  
 Field-decorate \$54.21  
 Schulz-decorate \$123.06  
 Gordons-food \$575.92  
 Joey K-dj \$100.00  
 C Wazny-salad \$16.47  
 Gordons-return -\$9.76

\$834.90

**Kettunen Center Scholarships**

**For: Amount**  
 \$0.00  
 \$0.00  
 \$0.00

**Winter Workshop**

**For: Amount**  
 Lunch \$133.95  
 Various Expenses \$606.96  
 \$0.00  
 \$0.00  
 0  
 0  
 \$740.91

**East Central Regional Activities**

**For: Amount**  
 Reim due to \$0.00  
 dissolving -\$215.54  
 \$0.00  
 -\$215.54

**Leader Banquet**

**For: Amount**  
 Reimbursment -\$60.00  
 Royal Buffet \$352.50  
 MSUE \$131.20  
 \$0.00  
 \$0.00  
 \$0.00  
 \$0.00  
 \$423.70

**Exploration Days Scholarships**

**For: Amount**  
 clark \$57.75  
 clark \$56.25  
 m leppek \$50.00  
 d leppek \$50.00  
 Rudy \$50.00

**\$264.00**

**Educational Scholarships**

**For: Amount**  
 MI 4-H Foundation \$100.00  
 \$0.00  
 \$0.00  
 \$100.00

**Ag Olympics**

**For: Amount**  
 \$0.00  
 \$0.00  
 \$0.00

**Fair Events, Judge Gifts**

**For: Amount**  
 better made \$32.85  
 brandt \$75.00  
 msue \$35.39  
 \$0.00  
 \$0.00  
 \$143.24

**Awards, Pins, Ribbons, Premiums**

<b>For:</b>	<b>Amount</b>
Youth banquet	\$359.67
leader of yr	\$55.15
All around sponsor	-\$150.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$264.82

**Office Allocation**

<b>For:</b>	<b>Amount</b>
msue	\$750.00
	\$0.00
	\$0.00
	\$750.00

**Family Fun Day**

<b>For:</b>	<b>Amount</b>
prizes - 2009	\$24.22
	\$0.00
	\$24.22

**Postage to MSUE for Newsletters**

<b>For:</b>	<b>Amount</b>
	\$0.00
	\$0.00
	\$0.00
	\$0.00

**Miscellaneous**

<b>For:</b>	<b>Amount</b>
Bowmans	\$100.00
checks-thumb	\$30.00
	\$0.00
	\$0.00
	\$0.00
	\$130.00

**Bay County 4-H Council  
2010 - 2011 Budget**

	<u>Budgeted</u>
1. Regional Leadermete/Winterfest	<input type="text"/>
2. Banquets	<input type="text"/>
A. Leader	<input type="text"/>
B. Member	<input type="text"/>
3. County Teams	<input type="text"/>
4. Citizenship Washington Focus	<input type="text"/>
5. Capitol Experience	<input type="text"/>
6. Exploration Days Scholarships	<input type="text"/>
7. Kettunen Center Scholarships	<input type="text"/>
8. 4-H Camp	<input type="text"/>
9. Educational Scholarships	<input type="text"/>
10. County Wide Programs	<input type="text"/>
A. Winter Workshop	<input type="text"/>
B. Ag Olympics	<input type="text"/>
11. East Central Regional Activities	<input type="text"/>
12. Awards, Pins, Ribbons, Premiums, etc.	<input type="text"/>
13. Fair Events (Judge Gifts)	<input type="text"/>
14. Office Allocation	<input type="text"/>
15. Postage to MSUE for Newsletters	<input type="text"/>
16. Family Fun Day	<input type="text"/>
17. Miscellaneous	<input type="text"/>
<b>Total</b>	<input type="text"/>

**Conducting A Financial Review on 4-H Accounts**  
**Julie A. Chapin, Program Leader**  
**Michigan State University Extension**

All 4-H clubs and groups must conduct a review of their financial records on an annual basis, prior to submitting their Summary Annual Financial Report to the MSU Extension Office. The following steps provide groups with a simple procedure that demonstrates an effective system of internal controls is in place to help ensure that funds raised on behalf of Michigan 4-H youth Development are being handled and managed appropriately.

1. Add up the receipts from the receipt book to see if that amount matches the bank deposits. Determine reasons for differences if any.

*Receipt book difficult to understand since it was used for multiple organizations.*

*Suggest: Start with new book and only use for council.*

2. Were there any events that took in cash? If so, is there evidence of a “witnessed cash count” by individuals other than the person making the deposit? Does the witnessed cash count equal the amount of the deposit and does the deposit show up on the bank statement?

*Yes there were cash events we didn't see any “witnessed cash counts”*

3. Compare the bank deposit amounts to the amounts that show up on the bank statements each month. Determine reasons for differences, if any.

*Match*

4. Has the bank statement been reconciled each month? This is usually found on the reverse side of the monthly statement. Can you compare the reconciled bank account balance to a figure in the check registry? It should be apparent that the two are the same amount.

*Yes*

5. Have there been any cash withdrawals from the bank account? If so, is there documentation as to why this is legitimate? Are there any other transactions in the bank account that need further explanation?

*No cash withdraws just transfers to checking. No transactions that need further explanation.*

6. Review the expenditures and how they were approved. Is there an approval Process that prevents the Treasurer from approving checks that are written? Are there expenditures that seem out of place? If cancelled checks are returned, review both sides of the checks to make sure the people you have determined to be legitimate recipients of the checks are, in fact, the people who deposited the checks.

*Yes there is an approval process; all checks must be approved by council before written. All expenditures reviewed seem justified.*

7. Review the annual financial report. Was Michigan Sales Tax paid if the group sold over \$5,000 worth of tangible personal property? Does the financial report reflect all of the fund raising activities that happened during the year? Does it reflect all of the expenditures for the year? Does it reconcile easily at the closing balance of the last bank statement for the year?

*Report not required by MSUE. Budget variance report reflects all money activities. The group did not sell over \$5,000 worth of tangible personal property.*

8. Did the gross income of the group exceed \$25,000 for the past three years? If so, Does an IRS Form 990 need to be prepared? Has it been prepared?

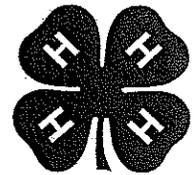
*Gross income does not exceed \$25,000.*

Overall everything seems to be in order and up to date.

Thank you,  
Mike and Chris

10-7-10

Bay County 4-H Council  
Member List  
2010-2011 Program Year



Auburn District

Mary Jo Brandt  
4024 Carter Rd.  
Auburn, MI 48611  
662-4775  
Term Expires: 2012

Chris Wazny  
2374 West Anderson  
Linwood, MI 48634  
697-3477  
Term Expires: 2012

Dana DuBay  
1490 Carter Road  
Linwood, MI 48634  
*Phone number needed.*  
Term Expires: 2013

Hampton District

Amanda Farver  
716 Scheuermann  
Essexville, MI 48732  
894-4077  
Term Expires: 2011

Melissa Meier  
2471 Kawkawlin Road  
Kawkawlin, MI 48631  
225-8239  
Term Expires: 2013

*Vacant.*

Monitor District

Michelle Field  
2053 East North Boutell Rd.  
Linwood, MI 48634  
(989) 697-7017  
Term Expires: 2011

Heather Basner  
612 Bradford St  
Bay City, MI 48706  
686-4682  
Term Expires: 2012

Mike Meier  
2332 Boutell Rd.  
Linwood, MI 48634  
697-3430  
Term Expires: 2013

Pinconning District

Amy Sylvester  
113 North Flajole Road  
Linwood, MI 48634  
(989) 205-9570  
Term Expires: 2011

Patti DuBay  
3336 Bay- Gladwin  
Rhodes, MI 48652  
879-7525 cell: 313-0174  
Term Expires: 2012

Ami Stender  
1280 West Anderson Road  
Linwood, MI 48634  
205-2395  
Term Expires: 2013

All teens' terms of service last one year (2010-2011).

Teen Representatives

Becka Doud  
4783 N Bay Mid Line Rd  
Midland, MI 48642  
615-3559

Briana DuBay  
310 W Nebobish  
Essexville, MI 48732  
894-5137

Emily Brandt  
4024 Carter Road  
Auburn, MI 48611  
662-4775

Sara Jo Stender  
1280 West Anderson Road  
Linwood, MI 48634  
205-2395

All teen alternates' terms of service last one year (2010-2011).

Teen Alternates

*Vacant:* If you are interested  
in filling this spot contact  
MSU Extension at (989) 895-  
4026

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in filling this spot contact  
MSU Extension at (989) 895-  
4026

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in filling this spot contact  
MSU Extension at (989) 895-  
4026

The Member-At-Large term of service is one year (2010-2011).

Member-At-Large

Ray Doud  
1308 Carter Road  
Midland, MI 48642  
662-2150

2010-2011 Council Officers

**President:** Mike Meier  
**Vice-President:** Mary Jo Brandt  
**Treasurer:** Chris Wazny  
**Secretary:** Sara Jo Stender