**­­Understanding County Budgets and Fiscal Reports**

***Trainer Notes and Council Activity***

Through this council development activity, Extension councils will learn about their responsibility for local financial support of extension. Upon completing the exercise, council members will understand:

* Sources of funding for Extension work;
* The council’s role in fiscal accountability;
* What reports the council is required to provide.

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|  | AgendaAt the Meeting 1. Introduce “Understanding County Budgets and Fiscal Reports” module. (5 minutes)
* Discuss the importance of proper accounting procedures, reminding council that it manages public funds and is accountable for how funds are used.
1. Distribute and review module materials. (20 minutes)
* Deliver PowerPoint presentation.
* Review budget example, discussing classes and accounts for your county.
1. Lead Activity (10 - 20 minutes)
* Choose one or both of the activities below to reinforce learning.
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|  | ActivitiesScavenger HuntHave participants work with a partner to complete the “financial report scavenger hunt” using the “Sample Financial Statement” to find the answers. Review correct answers. Share your county’s monthly financial report, sharing any important information that may be unique to your county’s financial condition.Discussion (5-10 minutes) Using the “Providing Sound Financial Management” checklist, examine the responsibilities of the multiple roles included in your county’s financial oversight (pages 5-7 of handout). You may want to refer back to slides 19 – 23 in presentation. Point out which individuals in your county fulfill those roles.  |
|  | Facilitator TipsPreparation time: 1 hour or less Presentation time: approximately 45 minutes The following tips can help prepare trainers to teach the “Understanding County Budgets and Fiscal Reports” council training module:1. Review “Understanding County Budgets and Fiscal Reports” materials:
	* Council member handout, including additional resources listed;
	* PowerPoint presentation with speaker notes;
	* Council activity with financial statement worksheet.
2. Print handouts listed under “what is needed” above.
3. Place “Understanding County Budgets and Fiscal Reports” module on council agenda, allowing approximately 45 minutes for completing the training.

What is needed? *(Note: Online resources may be used if Internet access is available.)* 1. Copies for each participant of: * “Understanding County Budgets and Fiscal Reports” council handout
* “Budget example”
* “Sample Financial Statement”
* “Financial scavenger hunt” council activity worksheet;
* County annual report;
* Council’s monthly financial statement;
* Council budget request form.

2. Newsprint, markers, easel and masking tape (optional) 3. References * The Council Manual
* County Extension Manual (M-61)
* Extension Council website (http://extension.missouri.edu/extcouncil/)

Supplemental materials:[County council funding assessment tool](http://extension.missouri.edu/extcouncil/documents/funding/5_%2017%20County%20Council%20Assessment%20Tool.xlsx)[County council funding guide spreadsheet](http://extension.missouri.edu/extcouncil/documents/funding/3_%2017%20Council%20Funding%20Guidelines.xlsx)[County funding guidelines narrative](http://extension.missouri.edu/extcouncil/documents/funding/2_%2017%20Council%20Funding%20Guidelines-Narrative.docx)[Audit guidelines for county extension councils](http://extension.missouri.edu/staff/fiscal/documents/QuickBooks/audit/audit_guidelines.pdf) |