

Submitting 4-H Premium Reports

Things to note:

1. Do not make any changes to the number of eligible 4-H members or the estimated maximum reimbursement rate without approval from the State 4-H Office.
2. Be sure that the Extension Unit Leader and/or designee signs the report.
3. Include signed, itemized receipts for all 4-H premiums paid. Counties that use the 4-H Data Management System (4-HDMS) may submit a printout of the *Year-End Report for Bureau of County Fairs* in lieu of individual signed receipts. Be sure that the total of all receipts is the same as the total that is indicated on the report. The Extension staff members who are responsible for preparing and submitting the information should sign the 4-HDMS report. Please note that 4-H premium expenses that are greater than the estimated maximum reimbursement amount may be considered for reimbursement should pro rata funds be available.
4. Copies of receipts that have been signed by judges or copies of approved University vouchers should be submitted to substantiate the amount claimed for reimbursement. The sum of the receipts must be the same as the total that is designated on the 4-H report. Up to \$800 for judges fees may be claimed for reimbursement. Additional expenses for judges may be considered for reimbursement should pro rata funds be available. Expenses for judges' meals, travel, or other consumables may not be reimbursed from premium funds.
5. Expenses for 4-H ribbons that were used in conjunction with a county 4-H show or exhibition may be considered for reimbursement should pro rata funds be available. If the county purchased a multi-year supply of ribbons, only the cost of the portion of ribbons distributed this year may be submitted.
6. **DO NOT send the 4-H Premium Report directly to the Illinois Department of Agriculture Bureau of County Fairs in Springfield.** There are certain procedures that must be followed in the State 4-H Office before each county report is submitted. Sending it directly to Springfield delays the processing of your county's reimbursement check.
7. The following should be included when submitting claims for reimbursement:
 - One copy of the *2006 4-H Premium Report*.
 - One copy of the approved 4-H exhibition forms that allowed the use of 4-H premiums in conjunction with specific county 4-H exhibitions.
 - One signed copy of the 4-H Data Management System (4-H DMS) *Year-End Report for Bureau of County Fairs* of premium checks written. Note: the Bureau of County Fairs has approved and agreed to accept this report in lieu of individually signed receipts. However, if your county offered cash awards or did not use the 4-H DMS fair program, itemized receipts signed by the individual exhibitors must be submitted to justify reimbursement for premium expenses.
 - One copy of the 4-H DMS report of itemized listing of 4-H exhibition results and premiums earned for each member by 4-H club/group.
 - Documentation (signed receipts, vouchers, etc.) to justify reimbursement claims for 4-H judges fees.
 - Receipts for ribbon expenses that were used in conjunction with this year's county 4-H exhibitions. Remember to pro rate the expense if a multi-year supply was purchased.
 - County 4-H fair book and/or 4-H exhibit class list with 4-H premium amounts or methods of determining the 4-H premium awards, if not previously submitted.