



A Member of the University of Maine System

York County Master Gardener Financial Policies

York County Master Gardener program monies are managed by the York County Extension Association's (YCEA) Executive Committee. This is the volunteer board that serves in an advisory capacity to the York County Extension program. The YCEA also requests and manages funds from the board of York County Commissioners in support of York County office of the University of Maine Cooperative Extension.

Master Gardener program funds shall fall into the following two categories.

- 1) Monies raised via Master Gardener training fees.
- 2) Monies raised by the fundraising efforts of the York County Master Gardener Association, such as the annual plant sale, raffle, and cookbook sales.

These funds will be utilized in support of the York County Master Gardener program in various capacities as outlined below.

1) Master Gardener Training Fees

Shall support the purchase of:
-Master Gardener program manuals for new trainees -supplemental publications, i.e. Forest Trees of Maine -other training related expenses such as coffee and cream, - Master Gardener name tags
-\$5/trainee towards Master Gardener recognition.

The York County Agriculture Extension Educator will be responsible for requesting expenditure of these funds, via the normal YCEA (York County Extension Association) accounting system.

The YCEA accounting system consists of a form request being submitted to the YCEA bookkeeper. On the request form it is noted who is submitting the request, how much money is needed, what the funds are required for, invoices are attached when available (some requests are in advance of a purchase),

and from which YCEA line the funds are to be deducted. The York County Extension County Coordinator must approve the form via signature. The bookkeeper then cuts the check and either the YCEA Treasure signs it or a YCEA designated signer. The YCEA treasurer makes monthly reports to the Executive Committee board.

2.) **York County Master Gardener Association** - fundraising efforts of the Master Gardener Association such as the annual plant sale, raffle, and cookbook sales.

Shall support:

- Approved MG projects, for example but not limited to:
- Laudholm Farm Native planting and pumpkin patch
- Community Gardens
- An MG based PAR Garden
- Outreach Master Gardener programs and projects materials, for example but not limited to:
 - Farmers Market Volunteer Program
 - Kids Can Grow
 - Plant-A-Row for the Hungry
 - Garden Angel
 - Other community Master Gardener project proposals
- Proposals approved by the York County Master Gardener Association, for example but not limited to:
 - raised bed materials for Varney's Crossing Nursing Home
 - Advanced training/educational opportunities for York County Master Gardeners as outlined and approved by the York County Master Gardener Association Board.

The York County Agriculture Extension Educator will be responsible for requesting expenditure of these funds as noted above for expenditures under \$200. For anything over \$200 the Extension Educator shall check first with members of the Master Gardener Association Board for their approval. In addition, the York County Master Gardener Association Board may initiate expenditures in conjunction with the Agriculture Extension Educator. The Treasurer of the York County Master Gardener Association will report activity of the Master Gardener program funds at association meetings. The Master Gardener Association Treasurer will communicate with the YCEA Treasurer.