

How to Download Online Financial Manual PDF's

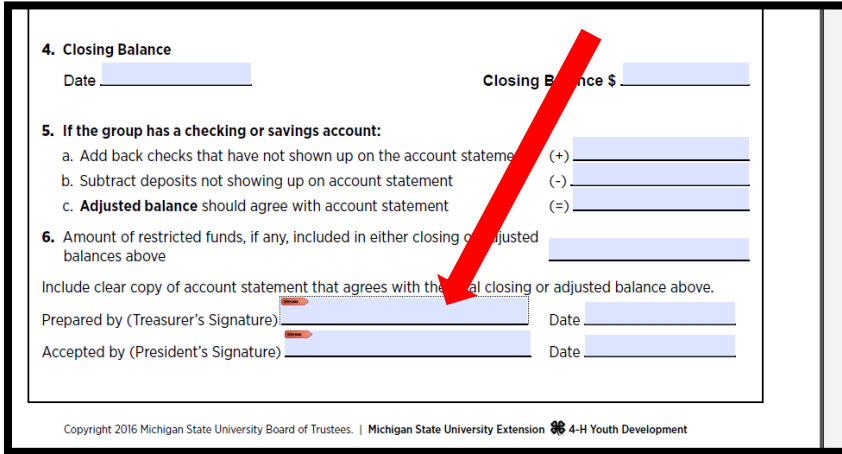
- Using Chrome and Internet Explorer– The PDF's will open in a PDF viewer within the web browser.
 - You will need to download the PDF to your computer's hard drive and then open the PDF from your computers downloads folder.
 - Once you have the PDF open on your computer, you can follow the directions below for **Adding Digital Signature to Financial Manual PDF's**.
- Using Firefox – The PDF will open in a “Firefox PDF” viewer.
 - There will be a button in the upper right corner of the Firefox browser titled “Open With Different Viewer”.
 - Click on the “Open With Different Viewer” button, and a new window will pop up.
 - In the new window that popped up, choose Adobe Reader (or whatever PDF reader you have as default on your computer).
 - The PDF will open in Adobe (or whatever PDF reader you have as default on your computer) and you can then fill out the form, apply signature, and then save/print.
 - Follow the directions below for **Adding Digital Signature to Financial Manual PDF's** to do so.

NOTE: Firefox is the preferred browser (easiest and fastest) for accessing, signing and printing/saving Financial Manual PDF's, as it allows you to open the PDF's with the “Open With Different Viewer” button, thus saving steps to “download”, and then open from downloads folder.

Adding Digital Signature to Financial Manual PDF's

After you have followed the instructions above for downloading and opening a Financial Manual PDF, follow the instructions below for adding a digital signature.

1. If you have never used the Digital Signature feature in a PDF, the first time you click in a signature text box of a PDF, a window will open asking you to acknowledge a "Trusted Certificates Update".



4. Closing Balance
Date _____ Closing Balance \$ _____

5. If the group has a checking or savings account:
a. Add back checks that have not shown up on the account statement (+) _____
b. Subtract deposits not showing up on account statement (-) _____
c. **Adjusted balance** should agree with account statement (=) _____

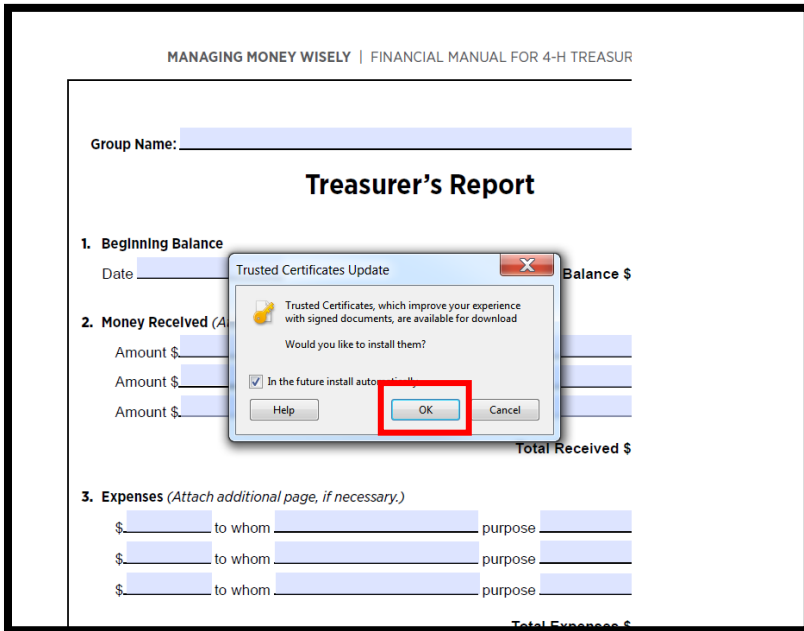
6. Amount of restricted funds, if any, included in either closing or adjusted balances above _____

Include clear copy of account statement that agrees with the final closing or adjusted balance above.

Prepared by (Treasurer's Signature) _____ Date _____
Accepted by (President's Signature) _____ Date _____

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2. When the "Trusted Certificates Update" window opens, click the "OK" button.



MANAGING MONEY WISELY | FINANCIAL MANUAL FOR 4-H TREASURER

Group Name: _____

Treasurer's Report

1. Beginning Balance
Date _____ Balance \$ _____

2. Money Received (Attach additional page, if necessary)
Amount \$ _____
Amount \$ _____
Amount \$ _____
Total Received \$ _____

3. Expenses (Attach additional page, if necessary)
\$ _____ to whom _____ purpose _____
\$ _____ to whom _____ purpose _____
\$ _____ to whom _____ purpose _____
Total Expenses \$ _____

Trusted Certificates Update

Trusted Certificates, which improve your experience with signed documents, are available for download

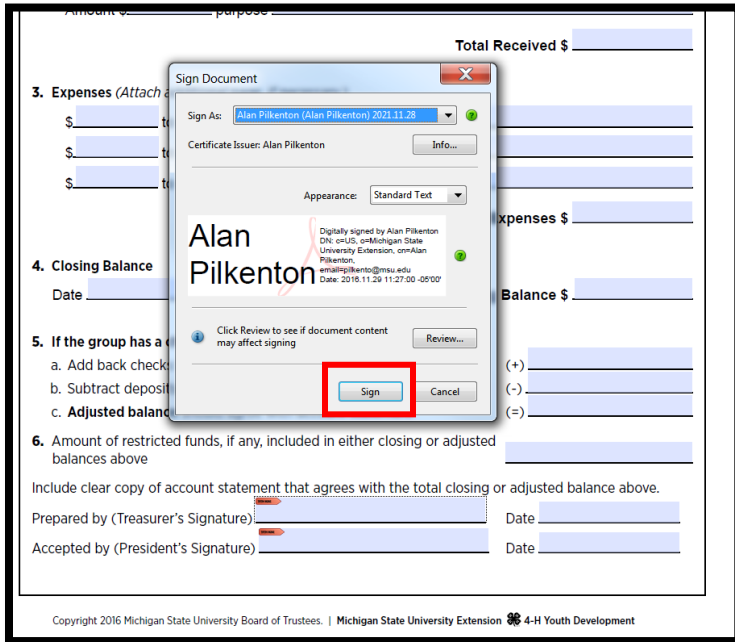
Would you like to install them?

In the future install automatically

Help OK Cancel

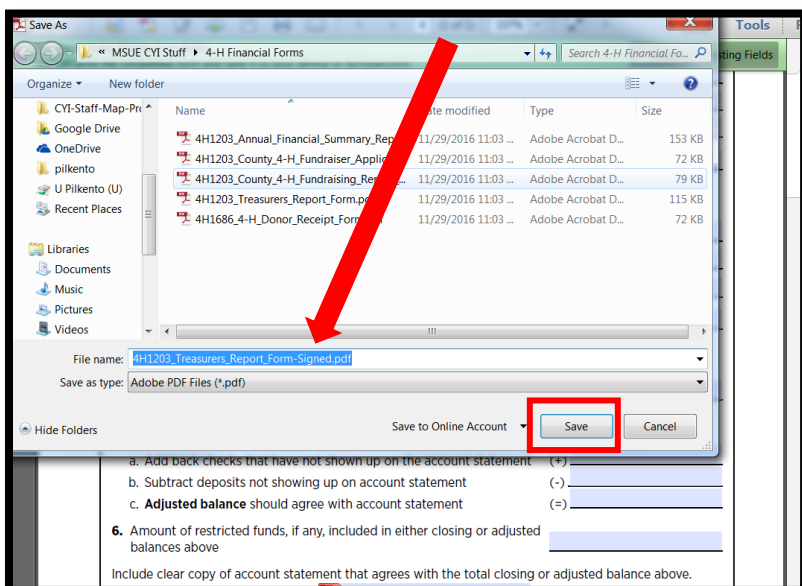
3. After you click the “OK” button in the “Trusted Certificates Update” window:

- A new “Sign Document” window will open.
- Verify that your name appears correctly.
- Click the “Sign” button to place your signature in the PDF’s signature text box.



4. Now a “Save As” window will open.

- You will need to save the document with your signature.
- Best practice here is to simply add the word “Signed” to the end of the file name.
- Click the “Save” button after you have added the word “Signed” to the file name.



5. Your typed signature will now appear in the PDF document.

5. If the group has a checking or savings account:

a. Add back checks that have not shown up on the account statement (+) _____

b. Subtract deposits not showing up on account statement (-) _____


c. **Adjusted balance** should agree with account statement (=) _____

6. Amount of restricted funds, if any, included in either closing or adjusted balances above _____

Include clear copy of account statement that agrees with the total closing or adjusted balance above.

Prepared by (Treasurer's Signature) Alan Pilkenton Digitally signed by Alan Pilkenton
DN: cn=Alan Pilkenton, o=Michigan State University Extension, cn=Alan
Pilkenton, email=pilkent@msu.edu
Date: 2016.11.28 11:20:40 -0500 Date _____

Accepted by (President's Signature) _____ Date _____

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6. You can now send the saved version with “Signed” added to the end of the file name, to whomever needs to have a copy of the signed PDF version.

You can find more about [Adobe Digital ID's at the Adobe Website](#)

Links to 4-H Financial Manual PDF's

[4-H Treasurer's Report](#)

[Annual 4-H Financial Summary Report](#)

[County 4-H Fund-Raiser Application](#)

[County 4-H Fund-Raising Report Form](#)