



College of Agriculture,
Food and Environment
Cooperative Extension Service

Agent Responsibilities for Reporting Finances of Volunteer-Led Extension Groups/Entities in the County

Agents are to be aware of and report on all entities raising or handling funds on behalf of Extension. Information on each entity is to be reported through KERS annually, soon after reports are submitted to the agent and the next level of oversight. Specific information is located in [Financial Guidelines for CES County Volunteer Groups](#). (Generally, for clubs, the next level of oversight is the agent and county program council. For program councils, the next level of oversight is the agent, county extension council and extension district board. For single county 501(c) entities, the next level of oversight is the agent and county program council. For multi-county 501(c) entities, the next level of oversight is the agent and district director.)

To Report:

1. Go to KERS: use your login ID and password. (Your login ID is the same as your Link Blue credentials.)
2. Click on the tab “My Activity.”
3. Click on “Tax Exempt/Volunteer Entities.” (You may be required to log in using your Link Blue ID again.) Every group/entity within the county that handles money should be listed on the chart that appears.
4. To add a new entity: go to the bottom of the screen and click on “Create New Entity.”
5. For an existing entity: Find the name of the entity in the chart.
6. Choose the task you need to complete
 - a. **To see information entered for a group:** click on “View all Info.”
 - b. **To change/add information:** click on “Select/Edit.”
 - c. **To report annual information:** click on Edit; then update the information that you need to enter. Provide the date on which the document was submitted to the agent and the next level of oversight. Be prepared to provide the date related to:
 - Written acknowledgement to donors
 - Annual Budget
 - Annual Financial Report
 - Annual Audit Report
 - Annual Inventory Report