



Ohio 4-H *Treasurer's Handbook*

Name of Treasurer _____

Year _____ Age as of January 1 _____

County _____

Name of Club _____

4-H Advisor Signature _____



Make it a Project (optional activity)

Your efforts in this officer position can be turned into a project by completing the requirements for a self-determined project. Every self-determined project requires the 4-H member to identify and complete areas of interest and related activities, learning experiences, leadership/citizenship activities, and a brief report. Just like other projects, self-determined projects can be reviewed and are eligible for fair participation. Learn more about self-determined projects and download the 4-H Self-Determined Project Guide at ohio4h.org/publications.

Material

adapted by: Travis West, County Extension Educator, 4-H Youth Development, Ohio State University Extension
Bonnie Malone, County Extension Educator, 4-H Youth Development, Ohio State University Extension

Reviewers Bill Harris, Extension Specialist, 4-H Youth Development, Ohio Agricultural Research and Development Center, Ohio State University Extension
Scott Kleon, County Extension Educator, 4-H Youth Development, Ohio State University Extension

References *4-H Treasurer's Record Book*, Kansas State University Agricultural Experiment Station and Cooperative Extension Service, 2005.

Treasurer's Manual, California 4-H Youth Development, The University of California, 2003.

Treasurer's Handbook, Minnesota 4-H Youth Development, University of Minnesota Extension Service, 1998.

4-H Treasurer's Records Book, Texas Agricultural Extension Service, The Texas A & M University System.

Treasurer's Record Book, Mississippi 4-H Club, Mississippi State University Extension Service, Form 1019.

Finances and Fund Raising, Extension Fact Sheet, 4H-005-99, Ohio State University Extension, 1999.

Managing 4-H Club Finances, Ohio 4-H Youth Development, Ohio State University, 2000.

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4-H Treasurer

Welcome

Congratulations on your new role as 4-H club treasurer! You must now fulfill the expectations of the members by serving as a hard working and effective leader. You, and all other officers of your 4-H club, represent not only your club, but also the 4-H program in your county and throughout the state. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent Ohio 4-H members. Representing others is one of your most important responsibilities because it exists at all times — not just while you are at 4-H events.

Note: This document includes background materials and samples to help you. Familiarize yourself with the whole document before beginning your term as club treasurer. This Treasurer's Handbook and related treasurer forms are available online at ohio4h.org/members/officers.

Treasurer's Job Description

- Handle all money matters of the club and maintain accurate financial records.
- Prepare a budget, with your finance committee and advisor, to guide the club.
- Spend money only with club approval. (A motion, second, and passing vote must be included in the meeting minutes.)
- Never mix your own money with club money. Never use club money for your personal needs. Both of these practices are illegal.
- Keep an accurate record in the treasurer's book of all income and expenses.
- Deposit all funds in the bank within a week.
- Pay all bills promptly as approved by the club.
- Only pay by check, and have paperwork for all bills paid.
- Write receipts for all money collected and maintain a copy of receipts in your records.
- Collect dues (if your club has dues) and keep accurate record of dues paid.
- Prepare an accurate Treasurer's Report for each meeting.
- Serve on the club executive committee.
- Complete your Treasurer's Handbook, including the year-end summary, prior to an end of the year audit by the financial review committee.
- Provide the following information for the financial review committee:
 - Club budget
 - Check register
 - Bank statements
 - Cancelled checks and deposit slips



- Receipts of all income
- Bills for all expenses
- Treasurer's Handbook
- Have the financial review committee complete the yearly audit certificate.
- Act as chairman if the president, vice president and secretary are all absent.

"Do what you can, with what you have, where you are."

—Theodore Roosevelt

Guidelines for Treasurers

At the beginning of the club year:

- Obtain the club funds and records from the previous treasurer after the financial review committee has finished its yearly audit. Check to be sure the amount of money you receive agrees with the audit and the previous treasurer's records.
- In the spaces for "Record of Club Finances," write the month you begin to serve as treasurer. Then, write on the line "Balance on hand \$ _____," the amount of money in the club treasury when you received the records.
- Work with your finance committee and club leader to put together a budget for the year. Use the sample budget sheet included.
- Be sure the account is in the name of your 4-H club. A club treasury must never be under the name of an advisor or other individual.
- All checks require two signatures from those who have signed the club signature card.
- Ideally, the treasurer, president and an advisor would be listed as signatories. Sometimes it is difficult to change account signatures and sometimes a bank will not accept a minor as a signatory. In these cases, it is okay to have two or three advisors (from different families) as signatories.
- If the treasurer is not a signatory, he or she should still write out the checks and then have two of the advisors who are signatories sign them.
- Bank statements should be sent to an advisor who is not a signatory on the account. This advisor should review the statement (correct number of deposits, checks and balance). The statement should then be given to the treasurer to reconcile with the records in the Treasurer's Handbook and the check register.
- Put your record book in a three-ring binder with pockets for bills and receipts to make record-keeping easier. Punch holes in your bank statements and include them in the notebook.

Meeting Preparations

Before each 4-H meeting:

- Make sure the club Record of Club Finances is correct and up to date.



- Complete a Treasurer's Report to share with the club. (Blank forms are included in the treasurer's section of the Club Officer Resources on the website.)
- The report should include all transactions since the beginning of the last meeting. (Include all receipts turned in and any bills paid since the Treasurer's Report was given at the last meeting.)
- The report should follow the format outlined on the Treasurer's Report forms.
- Make a copy to give to the secretary for the minutes.

During the meeting:

- Give the Treasurer's Report.
- Write receipts for any money received.
- Present bills received.
- Be sure the club takes action on all bills presented. After you present a bill during your report, you may move to pay the bill.

After the meeting:

- Pay all bills approved by the club as soon as you can before the next meeting.
- Update the Record of Club Finances when you write checks or deposit money.
- When a bill is paid, write on the bill the date it was paid and the check number. Put copies of paid bills and receipts in the three-ring binder with your other records.

At the close of the year:

- Promptly pay any bills approved at the last 4-H meeting.
- Complete the Record of Club Finances.
- Complete the "Yearly Summary." (The blank form is included in the treasurer's section of the Club Officer Resources on the website.)
- Ask the club president to appoint a club Financial Review Committee to check your records. The Financial Review Committee is comprised of two adult leaders and two 4-H members. Committee members should not be from the treasurer's family or be a signatory on the checking account.
- Checking your records is not an indication you have not kept careful records, it is just a safeguard against human error. Give the committee all of your records, including copies of receipts, deposit slips, receipted bills or sales slips, check stubs, cancelled checks, and bank statements.
- The club Financial Review Committee will need a "Yearly Audit Certificate" (found at the bottom of the Yearly Summary form from the treasurer's section of the Club Officer Resources on the web site.
- When the committee has checked your records, give them to the next treasurer.
- If you were a signatory on the bank account, have new signatories sign a new signature card. Bring a copy of the minutes from the elections meeting to verify new officers.



Employer Identification Number (EIN)

Every 4-H club must have its own EIN with its checking account. Check with your bank and record it on the “Yearly Summary.” If your club does not have an EIN, go to irs.gov to download an SS-4 form. The SS-4 form is an Application for Employer Identification Number. Contact your 4-H Educator if you need assistance.

An EIN is necessary for all groups, even though you have no employees. **A 4-H club account should never be opened with a social security number.** Be sure to keep your club’s EIN in a safe place to avoid identity theft.

Handling Money Received

The treasurer must write a receipt for all money received. The treasurer, vice president, and an advisor should count all money received. The sum of the count should equal the sum of the totals on the receipts. The treasurer should immediately write out a deposit slip for that amount. The deposit must be made within a few days. The deposit may be made by an advisor or the treasurer. Don’t forget to include the breakdown of money received in the club Record of Club Finances.

Filling Out a Deposit Slip

- Date the deposit slip.
- Fill in the amount of currency (paper money) and coins you are depositing.
- List each check separately, by number and amount. Use the back of the deposit slip if necessary. (Total the checks on the back and put this amount in “Total from other side” blank.)
- Record the deposit in the check register.
- After making the deposit, put the deposit receipt in an envelope in your three-ring binder.

NOTE: You should never keep cash back from a deposit. If your club needs cash to make change for a fund-raising activity, write out a check for “CASH” to the bank. Be sure to note what the cash is for in the memo line and in your records.

Training Activity 1: Handling Money Received

Training Scenario:

- You are the treasurer for the Clover Clan 4-H Club.
- You are at your club meeting on March 12.
- The club voted to have the treasurer get a receipt book at their meeting on February 26. The treasurer, Christopher Adams, purchased the receipt book and turned in a sales slip for \$5.23. He received club check no. 100 on March 5 for \$5.23.
- Club dues are \$5 per member.
- Mary & Molly Newcomer give you \$10 cash for their dues.
- Jason Wyatt gives you a check (No. 1352), signed by his mom, Marsha Samples, for \$10 (\$5 for dues and \$5 for his project book).
- Fred and Linda Oldhouse give you a check (No. 5008), signed by their dad, Frederick Oldhouse, for \$25 (\$5 each for dues, \$5 for Fred’s project book, and \$10.00 for two project books for Linda).
- Sam Jones gives you \$15 cash for his dues and two project books.



- Bobbie Adams turns in his dues money. He gives you three, one-dollar bills and eight quarters.

I. Write out receipts for the Newcomer and Oldhouse families.

RECEIPT			
No. 1001			
Received of _____			
Payment as indicated below:			
Date	Purpose	Cash or Check No.	Amount
Signed _____			

RECEIPT			
No. 1002			
Received of _____			
Payment as indicated below:			
Date	Purpose	Cash or Check No.	Amount
Signed _____			



Answer Key:

I. Write out receipts for the Newcomer and Oldhouse families.

RECEIPT			
No. 1001			
Received of <u>Mary & Molly Newcomer</u>			
Payment as indicated below:			
Date	Purpose	Cash or Check No.	Amount
3/12/2007	Mary - \$5.00 dues	Cash	\$10.00
	Molly - \$5.00 dues		
Signed: <u>Christopher Adams</u>			

RECEIPT			
No. 1002			
Received of <u>Fred & Linda Oldhouse</u>			
Payment as indicated below:			
Date	Payment	Cash or Check No.	Amount
3/12/2007	Fred - \$5.00 dues & \$5.00 project book	5008	\$25.00
	Linda - \$5.00 dues & \$10.00 project books		
Signed: <u>Christopher Adams</u>			

II. Fill out a deposit slip.



DEPOSIT SLIP		CASH				
Clover Clan 4-H Club		1352		3	0	0 0
4 Clover Way, Apt. H		5008		1	0	0 0
Cloverville, OH 44444				2	5	0 0
DATE <u>3/13/20XX</u>		OR TOTAL FROM OTHER SIDE	SUBTOTAL	6	5	0 0
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL			LESS CASH RECEIVED			
SIGN HERE FOR CASH RECEIVED (IF REQUIRED)			\$	6	5	0 0
THE COMMUNITY BANK						
: 0 4 1 2 1 6 3 :						
44-HHHH						

III. Update your Record of Club Finances.

Record of Club Finances

Club Name Clover Clan 4-H Club Year 20XX

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received—Name & Purpose and Payments made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
3/5/YR	Christopher Adams—Reimburse receipt book	100		\$5.23	\$168.42
3/12/YR	Mary & Molly Newcomer—\$10 dues		\$10.00		\$178.42
3/12/YR	Jason Wyatt—\$5 dues, \$5 project book		\$10.00		\$188.42
3/12/YR	Fred & Linda Oldhouse—\$10 dues, \$15 books		\$25.00		\$213.42
3/12/YR	Sam Jones—\$5 dues, \$10 project books		\$15.00		\$228.42
3/21/YR	Bobbie Adams—\$5 dues		\$5.00		\$233.42

Writing Checks



- Fill out the check register with the check number, date, amount, name of payee (the person or business to whom the check is written) and purpose of the payment. The check register should also show the balance before and after the check amount is deducted.
- Use ink.
- Never erase—if you make a mistake, start a new check and write VOID on the old one. Keep voided checks in your file.
- Be sure to date the check.
- Enter the name of the person or business to which the check is written as close to the “Pay to the order of” as possible.
- Do not leave a space between dollars and cents. This helps stop someone from changing a \$1.00 check into a \$100 or \$1000 check.

Correct: \$10.34 Incorrect: \$10 . 34

- Begin at the extreme left in writing the amount. Be sure the written amount agrees with the numeric amount. Draw a line from where your writing ends to the end of the line.
- If a check is for less than \$1, write the word “Only” and then the amount.
- Sign the check the same way you signed the signature card at the bank, if you are a signatory.
- Obtain required signatures from account signatories.
- Know where all checks, bank statements, and deposit slips are by storing them together in a secure place. It is recommended that you keep all of your treasurer’s records together in a three-ring binder. (Zipper envelopes like those for school pencils work well.)
- Make sure to write what the check is paying for on the memo line.
- Update your Record of Club Finances to reflect the check(s) written.

Checking Account Register

- Write the number of the check and the date it was written in the correct columns.
- In the “Transaction Description” column, write to whom the check was written.
- Enter the check amount in the “Payment Amount” column and then **subtract** the amount from the remaining balance above and enter the new balance straight across.
- “✓” is a column to check off when the check or deposit appears on your bank statement.
- “Fee” is a column to list any costs for cashing checks.
- **Subtract** the check amount (and any fee) from the balance.
- When a deposit is made, the amount is recorded in the “Deposit Amount” column.
- **Add** the amount of the deposit to the balance.

Endorsing Checks

An endorsement is a signature. To cash a check, it must be endorsed by whomever the check is made payable to. All endorsements are made on the back of the check, where designated. Endorse checks



immediately, using a restrictive endorsement including the club name, the treasurer's name, and the words "For Deposit Only."

Example:

Clover Clan 4-H Club
Christopher Adams
For Deposit Only

Training Activity 2: Paying Bills

Training Scenario:

- You are the treasurer for the Clover Clan 4-H Club.
- Your club voted at the last meeting, on March 12, to have officer installation at the next meeting, on March 26, with the club buying pizza and pop for refreshments.
- It is now March 26. The pizza and pop has been ordered from Pizza Land. One of the advisors is getting ready to go pick it up.
- The total cost for the pizza and pop is \$68.50.
- The next check in the checkbook is 101.

I. Update the club checkbook register prior to writing the check.

NO. OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE	
									\$173	65
100	3/5/YR	Christopher Adams	5	23					168	42
		Reimbursement for receipt book								
	3/12/YR	Deposit—Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)					65	00	233	42

II. Write out a check to pay for the pizza.

Clover Clan 4-H Club	101
4 Clover Way, Apt. H	
Cloverville, OH 44444	
Date _____	
Pay to the	
Order of _____	\$ _____
_____ Dollars	
THE COMMUNITY BANK	
Cloverville, OH 44444	



I: 0 4 1 2 1 6 3

I:

44-HHHH

III. Update your Record of Club Finances.

Record of Club Finances

Club Name Clover Clan 4-H Club

Year 20YY

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received—Name & Purpose and Payments made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
3/5/YR	Christopher Adams—Reimburse receipt book	100		\$5.23	\$168.42
3/12/YR	Mary & Molly Newcomer—\$10 dues		\$10.00		\$178.42
3/12/YR	Jason Wyatt—\$5 dues, \$5 project book		\$10.00		\$188.42
3/12/YR	Fred & Linda Oldhouse—\$10 dues, \$15 books		\$25.00		\$213.42
3/12/YR	Sam Jones—\$5 dues, \$10 project books		\$15.00		\$228.42
3/21/YR	Bobbie Adams—\$5 dues		\$5.00		\$233.42

Answer Key:

I. Update the club checkbook register prior to writing the check.

NO. OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE	
									\$173	65
100	3/5/YR	Christopher Adams	5	23					168	42
		Reimbursement for receipt book								
	3/12/YR	Deposit—Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)					65	00	233	42
101	3/26/YR	Pizza Land	68	50					164	92
		Pizza & pop for Installation								



II. Write out a check to pay for the pizza.

Clover Clan 4-H Club 4 Clover Way, Apt. H Cloverville, OH 44444	101 Date <u>March 26, 20XX</u>
Pay to the Order of <u>Pizza Land</u>	\$ <u>68.50</u>
<u>Sixty-Eight and 50/100</u>	Dollars
THE COMMUNITY BANK Cloverville, OH 44444	Signatory Signature Signatory Signature
For <u>Pizza for Installation</u>	
Ⓜ: 0 4 1 2 1 6 3 Ⓜ:	44-HHHH

III. Update your Record of Club Finances.

Record of Club Finances

Club Name Clover Clan 4-H Club Year 20YY

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received—Name & Purpose and Payments made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
3/5/YR	Christopher Adams—Reimburse receipt book	100		\$5.23	\$168.42
3/12/YR	Mary & Molly Newcomer—\$10 dues		\$10.00		\$178.42
3/12/YR	Jason Wyatt—\$5 dues, \$5 project book		\$10.00		\$188.42
3/12/YR	Fred & Linda Oldhouse—\$10 dues, \$15 books		\$25.00		\$213.42
3/12/YR	Sam Jones—\$5 dues, \$10 project books		\$15.00		\$228.42
3/21/YR	Bobbie Adams—\$5 dues		\$5.00		\$233.42
3/26/YR	Pizza Land—Pizza and pop for officer installation	101		\$68.50	\$164.92

Reconciling Bank Statements



- Bank statements are usually received once each month. A bank statement includes the account balance at the beginning of the month, any deposits made, any checks written, any fees charged to the account, and an ending balance.
- Your treasury records must be reconciled to (be consistent with) the bank statement each month.
- Use the Checkbook Balancing/Reconciliation Form from the the treasurer's section of the Club Officer Resources on the website, or the form on the back of the bank statement for your monthly reconciliation.

To check the figures on the bank statement:

1. Add the amount of deposits during the month and the balance carried forward from the previous bank statement.
2. From this total subtract the total of the service charge, if any, and the checks that are included in the bank statement.
3. This should be the same as the new balance on the statement.
 - Cancelled checks, or a copy of them, if any, may be included with the statement.
 - If a check you wrote is not with the other checks, list it in "Outstanding Checks" at the bottom left of the Checkbook Balancing/Reconciliation Form.
 - If you cannot balance, take the statement and your treasury records to an advisor and ask for help.
 - If you think there is an error in the bank statement, take the statement and your treasury records to the bank and ask them to check it.

Service Charge

Some banks have a service charge for handling an account. Usually a few cents are charged for each check written and for each deposit. If your club is charged a service charge in any month, there will be a notation on the bank statement showing the amount deducted from the account.

- The amount for the service charge should be shown as an expenditure on the Checkbook Balancing/Reconciliation Form for the month.
- The service charge must also be listed in your check register as a payment amount.

"The time is always right to do what is right."

—Martin Luther King, Jr.

Training Activity 3: Reconciling a Bank Statement

Training Scenario:

Your monthly bank statement (below) has arrived. You must reconcile the bank statement with your treasury records.



The Community Bank

Statement

Clover Clan 4-H Club
 4 Clover Way, Apt. H
 Cloverville, OH 44444

Date 3/31/YR
 Account Number

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--- **CHECKING ACCOUNTS** ---

Previous Balance	173.65	Statement Dates	3/01/YR—
3/31/YR			
Deposits/Credits	65.00	Days in the statement period	
31			
Checks/Debits	68.50		
Service Charge	4.00		
Interest Paid	0.00		
Ending Balance	166.15		

Deposits and Additions

Date	Description	Amount
3/13	DDA REGULAR DEPOSIT	65.00

Checks in Serial Number Order

Date	Check No.	Amount
3/27	*101	68.50

* Indicates Skip in Check Number

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance	Date	Balance
3/01	173.65	3/13	238.65	3/27	170.15	3/31	166.15



I. Reconcile the bank statement on the Checkbook Balancing/Reconciliation Form.

CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook register to make sure they are balanced (equal) each month.

OUTSTANDING DEPOSITS

(Not included in your statement)

DATE	AMOUNT
Total Outstanding Deposits	

Total A

STEPS TO RECONCILE/BALANCE ACCOUNT

1) Ending balance from your checkbook ledger	_____
2) Subtract total outstanding deposits (A)	- _____
3) Add total outstanding checks (B)	+ _____
4) Subtract bank fees	- _____
5) Add interest earned	+ _____
6) Adjusted balance (should equal bank statement)	= _____

OUTSTANDING CHECKS

(Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

Total B



II. Update the check book register to reflect any changes.

NO. OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE	
									\$173	65
100	3/5/YR	Christopher Adams	5	23					168	42
		Reimbursement for receipt book								
	3/12/YR	Deposit—Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)					65	00	233	42
101	3/26/YR	Pizza Land	68	50					164	92
		Pizza & pop for Installation								

III. Update the Record of Club Finances so that all records match.

Record of Club Finances

Club Name Clover Clan 4-H Club Year 20YY

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year’s treasurer’s manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received—Name & Purpose and Payments made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
3/5/YR	Christopher Adams—Reimburse receipt book	100		\$5.23	\$168.42
3/12/YR	Mary & Molly Newcomer—\$10 dues		\$10.00		\$178.42
3/12/YR	Jason Wyatt—\$5 dues, \$5 project book		\$10.00		\$188.42
3/12/YR	Fred & Linda Oldhouse—\$10 dues, \$15 books		\$25.00		\$213.42
3/12/YR	Sam Jones—\$5 dues, \$10 project books		\$15.00		\$228.42
3/21/YR	Bobbie Adams—\$5 dues		\$5.00		\$233.42
3/26/YR	Pizza Land—Pizza and pop for officer installation	101		\$68.50	\$164.92



Answer Key:

- I. Reconcile the bank statement on the Checkbook Balancing/Reconciliation Form.

CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook register to make sure they are balanced (equal) each month.

OUTSTANDING DEPOSITS

(Not included in your statement)

DATE	AMOUNT
Total Outstanding Deposits	

Total A

STEPS TO RECONCILE/BALANCE ACCOUNT

1) Ending balance from your checkbook ledger	<u>\$164.92</u>
2) Subtract total outstanding deposits (A)	- _____
3) Add total outstanding checks (B)	+ <u>\$5.23</u>
4) Subtract bank fees	- <u>\$4.00</u>
5) Add interest earned	+ _____
6) Adjusted balance (should equal bank statement)	= <u>\$166.15</u>

OUTSTANDING CHECKS

(Not included in your statement)

Check #	Written To:	Amount
100	Christopher Adams	\$5.23
Total Outstanding Checks		\$5.23

Total B



II. Update the check register to reflect any changes.

NO. OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE	
									\$173	65
100	3/5/YR	Christopher Adams Reimbursement for receipt book	5	23					168	42
	3/12/YR	Deposit—Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)					65	00	233	42
101	3/26/YR	Pizza Land	68	50					164	92
		Pizza & pop for Installation								
	3/31/YR	Service Fee—March				4			160	92

III. Update the Record of Club Finances so that all records match.

Record of Club Finances

Club Name Clover Clan 4-H Club

Year 20XX

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year’s treasurer’s manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received—Name & Purpose and Payments made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
3/5/YR	Christopher Adams—Reimburse receipt book	100		\$5.23	\$168.42
3/12/YR	Mary & Molly Newcomer—\$10 dues		\$10.00		\$178.42
3/12/YR	Jason Wyatt—\$5 dues, \$5 project book		\$10.00		\$188.42
3/12/YR	Fred & Linda Oldhouse—\$10 dues, \$15 books		\$25.00		\$213.42
3/12/YR	Sam Jones—\$5 dues, \$10 project books		\$15.00		\$228.42
3/21/YR	Bobbie Adams—\$5 dues		\$5.00		\$233.42
3/26/YR	Pizza Land—Pizza and pop for officer installation	101		\$68.50	\$164.92
3/31/YR	Service Fee—March			\$4.00	\$160.92



Preparing a Treasurer's Report

- The treasurer needs to provide an accurate report of club finances at each meeting.
- The report needs to reflect all activity in the treasury since the last meeting.
- Prepare a report prior to each meeting. Treasurer's Report forms are available in the treasurer's section of the Club Officer Resources on the website.

The report should follow this format:

- Beginning balance (closing balance from previous meeting)
- Money received (list each item with the dollar amount, who it was from, and the purpose)
- Total received (add all of the money received amounts)
- Expenses (list each item with the dollar amount, who was paid, and what it was for)
- Total expenses (add all of the expense amounts)
- Closing Balance (beginning balance + total received – total expenses.)
- The closing balance is the actual balance you have in your records and in the bank. It will be the new beginning balance for the next meeting

When you make your report:

- Begin with the previous balance.
 "The beginning balance was \$_____. Income was \$_____ from _____ for _____ and \$_____ from _____ for _____, etc., for a total amount received of \$_____.
 Expenses were \$_____ to _____ for _____ and \$_____ to _____ for _____, etc., for total expenses of \$_____. This leaves us with a closing balance of \$_____."
- Present any outstanding bills for payment. "We have a bill from _____ (store or individual) for \$_____ (amount) for _____ (what it was for)."
- Expenses should be approved by the club prior to the transaction taking place.
- Have club members pass a motion to approve payment before you pay the bill.
- The secretary must record the motion, second, and whether the motion passed or failed in the minutes.

Fund Raising in 4-H

- If money is to be raised, your club needs to vote on the fund raiser. The motion, second, and passing vote approving the fund raiser must be included in the secretary's minutes.
- The basic purpose of 4-H is youth development. A club must not get sidetracked by fundraising and lose sight of learning by doing.
- Keep fund raising to a minimum. One or two special activities per year should suffice.
- There should always be a purpose for raising funds. Proper record keeping is essential.
- At the conclusion of the fund raiser, a complete report must be included in the treasurer's records and a summary report must be included in the secretary's minutes.



Training Activity 4: Preparing a Treasurer's Report

Training Scenario:

- It is March 26. Your club is meeting later today. You need to prepare a Treasurer's Report for the meeting.
- Your last meeting was March 12. Refer to Training Activity 1 for financial transactions at that meeting.



I. Fill out a Treasurer's Report form.

Treasurer's Report

The Treasurer's Report informs members of the club's financial activity since the last meeting. Complete the Treasurer's Report and present it to the club for each meeting.

4-H Club Name

Treasurer's Report for _____

(Date of Meeting)

1. Beginning account balance: \$ _____ (closing balance from previous meeting)
Date of Previous Meeting: _____

2. Money received:

\$ _____ from _____ for what purpose _____

Total money received \$ _____

3. Expenses:

\$ _____ to _____ for what purpose _____

Total expenses \$ _____

4. Closing balance: \$ _____

5. Submitted by: _____

(treasurer)

II. Prepare your report for the club.

"The beginning balance was \$ _____. Income was \$ _____ from _____ for _____, and \$ _____ from _____ for _____, for a total amount received of \$ _____. Expenses were \$ _____ to _____ for _____ for total expenses of \$ _____. This leaves us with a closing balance of \$ _____."



II. Prepare your report for the club.

“The beginning balance was \$168.42. Income was \$35.00 from Mary & Molly Newcomer, Jayson Wyatt, Fred & Linda Oldhouse, Sam Jones, and Bobbie Adams for dues, and \$ 30.00 from Jason Wyatt, Fred & Linda Oldhouse and Sam Jones for project books for a total amount received of \$65.00. There were no expenses. This leaves us with a closing balance of \$ 233.42 .”

This report should be handed to the secretary so that it may be recorded accurately in the minutes.

Your 4-H Club’s Yearly Budget

- A tentative budget should be set by the Financial Review Committee or by the officers and leaders at the beginning of the 4-H year, or as soon as possible after a new club is organized.
- The tentative budget should be presented to the club at the first possible meeting, discussed, and approved.
- Depending on your club’s needs, you can use the budget form provided in the treasurer’s section of the Club Officer Resources on the website or you make your own.
- Receipts will include dues, potential fund raising events, and estimated profit.
- Expenses will include items such as club outings, donations to worthy causes, meeting location rental fees, refreshments for parties, fair decorations, supplies for community service activities, postage, etc.
- Items that come into the treasury and go out again do not have to be included in the budget (i.e. members turning in money for project books and the club using all of that money to pay for project books). If the club pays for a portion of the project books, that estimated amount must be included as an expense.

When a Club Disbands

- If a 4-H club disbands, be sure to pay all outstanding bills approved by the club.
- The club treasury should be given to a worthy cause. If possible, the club should decide on the cause (i.e. county 4-H Committee, another 4-H related cause, or other non-profit organization).
- If a club votes to split into two smaller clubs, the treasury should be divided based upon membership, with equal shares per member going to the respective club treasury.
- If a club is divided without mutual agreement and cannot decide on division of the treasury, the problem should be turned over to the 4-H county educator.
- The balance of a club treasury may never be divided among members.

Financial Review Committee

The financial review committee is comprised of two adult leaders and two 4-H members. Committee members should not have familiar or financial relationships to the treasurer.

Procedures for a Committee:

1. Check each month’s reconciled bank statement and cancelled checks. Make sure the ledger (check register) postings are current and complete.

2. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
3. Total all funds received. Verify that cash receipts were written and that funds received were listed on the ledger reports.
4. Total all deposits made to bank account. This total should equal the total of all funds received.
5. Total all expenditures. Verify that a written bill (or store receipt) is on file for each expenditure. Verify that all expenditures were paid by check, not cash.
6. Examine the Yearly Summary. (Blank forms are included in the treasurer's section of the Club Officer Resources on the website.)
7. The treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, must equal the treasurer's total balance at the end of the year.
8. Examine club minutes for monthly financial reports and club approval of all expenditures.
9. Examine the club inventory sheet and make sure that a letter or receipt is on file for each item, documenting donor, date, and value.

Forms for the Treasurer

Visit the Club Officer Resources web site at ohio4h.org/members/officers for these helpful forms:

- Budget Form
- Check Balancing/Reconciliation Form
- Record of Club Finances
- Treasurer's Report
- Yearly Summary



I pledge

My head to clearer thinking,

My heart to greater loyalty,

My hands to larger service, and

My health to better living

For my club, my community, my country, and my world.



THE OHIO STATE UNIVERSITY

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