

THE TREASURER'S REPORT

The treasurer's report informs members of the club's financial activity for the past month.

You should present a "Monthly Treasurer's Report" at each club meeting and present, for the club's approval, the bills to be paid in the next month.

After the club has reviewed your treasurer's report and verified that it is reconciled with the bank statement, a member moves to accept the treasurer's report. The motion is seconded and the club votes on the motion. If the motion is approved, the secretary enters the treasurer's report into the minutes. All bank statements, bills, monthly treasurer's reports, annual summary financial reports, and receipt books become part of the club's permanent records.

SAMPLE MONTHLY TREASURER'S REPORT

1. State the beginning balance:

Date: (M/D/Y) Beginning Balance: \$200.00

RECEIPTS				EXPENSES			
Date	From What Source	Amount		Date	For What Purpose	Amount	
4-13	Bake Sale	151	39	4-6	Clover Corner Supermarket Achievement Dinner	15	69
4-15	Dues	4	00	4-22	Jim Member – Puppets for Children's Hospital and Cups and Napkins for Achievement Dinner	21	84
Total Received		155	39	Total Expenses		37	53

2. Indicate closing balance:

Date: (M/D/Y) Closing Balance: \$317.86

If the club has a checking account, do the following:

Add back checks that have not shown up on the bank statement. plus \$10.00

Subtract deposits not showing up on bank statement. minus

Adjusted balance should agree with bank statement. equals \$327.86

Include copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: Beth Treasurer
Beth Treasurer

Club Treasurer's Signature

Date: (M/D/Y)

Accepted by: Green Clover 4-H Club
Martha President

Club President's Signature

(M/D/Y)

GUIDELINES FOR 4-H CLUBS WITHOUT CHECKING OR SAVINGS ACCOUNTS

Some 4-H clubs operate without checking or savings accounts. Even without a bank account, clubs must follow certain guidelines.

Clubs without bank accounts must follow the same bill paying system as clubs with bank accounts. The main difference is that you will purchase money orders or cashier's checks from a bank to pay bills instead of using the club's own checks. Do not use a leader or adult's personal checks to pay bills for your club. Also, your Monthly Treasurer's Report leaves out the bank reconciliation. All other financial rules and guidelines for clubs with bank accounts apply to clubs without bank accounts.

ANNUAL FINANCIAL SUMMARY

The "Annual Financial Summary" is due in your County Extension Office by October 1st of each year. Even if your club does not handle any money during the year, you must still submit this report; mark 0's in the blanks, sign and date the form, and turn it in.

SAMPLE ANNUAL FINANCIAL SUMMARY REPORT

Period Covered: October 1, (XXXX) to September 30, (XXXX)

Balance: January 1	\$ <u>300.30</u>
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Savings \$ _____

Checking \$ 300.30

CD(s) \$_____

Other \$ _____

Income (Add income of 12 monthly reports)	\$ <u>451.69</u>
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Indicate Major Sources of Income

Bake Sale	\$ 151.39
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\$

_____ \$ _____

Expenses (Add expenses of 12 monthly reports)	\$ <u>321.69</u>
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Indicate Major Sources of Expenses

Achievement Dinner	\$ 130.00
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\$

Balance: December 31	\$ 321.69
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Savings \$ _____

Checking	\$ 321.69
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CD(s)	\$
1	100
2	200
3	300
4	400
5	500
6	600
7	700
8	800
9	900
10	1000

Other \$

Audited by: 4-H Members (2 Signatures Required)

Suzie White

Billy Green

Adults (2 Signatures Required)

Anne Black

John Brown

Date: October 10, (XXXX) October 10, (XXXX)

Note: Audit committee – two adults and two 4-H members, not related to each other or treasurer.

Due to: Received by (Signatures): Date:

County Extension Office-October 1 F.H. Educator October 1, (XXXX)

State 4-H Office-December 1

4-H CLUB/AUTHORIZED GROUP

MONTHLY TREASURER'S REPORT

1. State the beginning balance:

Date: _____ Beginning Balance: _____

RECEIPTS				EXPENSES			
Date	From What Source	Amount		Date	For What Purpose	Amount	
Total Received				Total Expenses			

2. Indicate closing balance:

Date: _____ Closing Balance: _____

If the club has a checking account, do the following:

Add back checks that have not shown up on the bank statement. plus _____

Subtract deposits not showing up on bank statement. minus _____

Adjusted balance should agree with bank statement. equals _____

Include copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: _____ Accepted by: _____

Club Treasurer's Signature

Club President's Signature

Date: _____

Date: _____

ANNUAL FINANCIAL SUMMARY REPORT

Period Covered: October 1, _____ to September 30, _____

Balance: October 1 \$ _____

Savings \$ _____

Checking \$ _____

CD(s) \$ _____

Other \$ _____

Income (Add income of 12 monthly reports) \$ _____

Indicate Major Sources of Income

_____ \$ _____

_____ \$ _____

_____ \$ _____

Expenses (Add expenses of 12 monthly reports) \$ _____

Indicate Major Sources of Expenses

_____ \$ _____

_____ \$ _____

_____ \$ _____

Balance: September 30 \$ _____

Savings \$ _____

Checking \$ _____

CD(s) \$ _____

Other \$ _____

Audited by: 4-H Members (2 Signatures Required)

Adults (2 Signatures Required)

Date: _____

Note: Audit committee – two adults and two 4-H members, not related to each other or treasurer.

Due to:

Received by (Signatures):

Date:

County Extension Office – October 1

State 4-H Office – December 1

