



4-H Youth Development

treasurer's Book

Responsibilities of the 4-H Treasurer

Congratulations! Your fellow 4-H group members have shown their confidence in you by electing you Treasurer. The Treasurer's responsibilities include taking care of the group's money and bank accounts. This requires honesty, integrity and cooperation with your group's members and leaders.

As Treasurer, you will:

- Handle all money matters for your 4-H group.
- Keep an accurate record of all money received and how all money is used; use this Treasurer's book as a reference.
- Inform the bank in which your group's funds are deposited that you are the new Treasurer. Sign, with your leader, the appropriate forms so you can write checks on the account.
- Deposit all funds that your group earns or receives in the bank as soon as possible.
- Pay all approved bills promptly.
- Prepare and present a summary of all financial transactions at each group meeting. Include the beginning balance (all money on hand the last time you reported), income (money received), expenses (money paid out) and a current balance (all money on hand) for all accounts — checking, savings, etc.
- Complete the Annual Financial Summary at the end of the year. When completed, remind your President to select a Peer Review Committee to review your records.
- Submit a copy of the Annual Financial Statement to your county 4-H Extension office by the date requested.
- Give the new Treasurer complete and accurate records when he or she takes office.



Handling Money

As Treasurer, you're in charge of "keeping the books." This includes your group's receipt book, checkbook, check register and bank statements. You can carry out the important responsibilities required of a Treasurer by studying and following these procedures. These steps are important whether your group has a small or large amount of money.

Conflicts may arise if money is not handled carefully and accurately. You can protect yourself and your 4-H group from conflict by being careful, responsible and accurate as you handle the financial records.

RECEIPTS

Income is the most difficult to keep track of, especially cash. Write a receipt any time you receive money from group fees, a donation or a fundraising activity. Without a record of incoming money, there is no easy way to prove

that your 4-H group received a specific amount of money or that you handled it correctly.

Your 4-H group should have a receipt book with pre-numbered, two-part receipts. Receipt books are available from most office supply stores. If you make a mistake and have to void a receipt for any reason, write "VOID" on both copies, staple them together, and keep with the Treasurer's records.

Receipts for Fees

Your 4-H group may not collect fees, but if you do, follow this procedure: You don't need to write a receipt for each individual person paying fees. Just fill out the "Fees Form," total the amount paid for the meeting and write one receipt for the total amount. On the receipt, write "Group Members" in the "Received from" blank and "Fees" in the "For" blank.

Sample Receipt

Number 101	
Received from	<u>Jane Clover</u>
For	<u>cookbook</u>
Amount	<u>Ten and 00/100 dollars \$ 10.00</u>
Cash	<u>X</u> Check <u> </u> Check # <u> </u>
By	<u>Your Signature</u> Date <u>3/14/2006</u>

Give original to customer and keep a duplicate copy for your records.

Fees Form

Amount of Fees to be paid \$0.50/month

Year 2006

Date and Fees Paid

Member's Name	Date Joined	Date and Fees Paid							
		1-13	2-14	3-11	4-12				
Alex	2-30-02	.50	.50	.50	.50				
Mark	3-14-02	---	1.00	.50	.50				
Elaine	3-14-02	.50	.50	.50	.50				
Ben	3-11-04	---	---	.50	.50				
Irene	5-17-02	.50	.50	.50	.50				
Beth	2-15-02	.50	.50	.50	.50				
Sue	4-11-02	.50	.50	.50	.50				
TOTAL	\$	2.50	3.50	3.50	3.50				

Sample Receipt

Number 102
Received from <u>Club Members</u>
For <u>April 2006 fees</u>
Amount <u>Three and 50/100 dollars</u> \$ <u>3.50</u>
Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> Check # <u> </u>
By <u>Your Signature</u> Date <u>4/12/2006</u>

Receipts for Money from Fundraisers

If your club or group holds a fundraiser such as a car wash or bake sale, you do not need to write a receipt for each person buying a cookie or having his or her car washed. You (or the shift leader) do need to write a receipt at the end of each shift or at the end of the day. Each group of workers must account for the money it received.

Two people should count the money, agree on the amount and turn the money over to you. It's a good idea for you to verify the amount (recount the money) in the presence of the people giving you the money. Be certain to give them a receipt for the amount they gave you.

BANK DEPOSITS

Before you deposit checks that are made payable to your 4-H group, they must be endorsed (signed) on the back. Write "For Deposit Only." Sign the group name (as written on the front of the check) and then sign your name followed with a comma (,) and the word "Treasurer." If someone writes a check payable to you that is intended for your 4-H group, endorse it by writing "Pay to the order of (your group name)" and signing it. If your group receives many checks, you may want to have a rubber stamp made with the group name and account number on it. Your bank can help you with this.

Sample Receipt from Fundraiser

Number 103
Received from <u>Mr. Club Leader</u>
For <u>Bake Sale</u>
Amount <u>One Hundred Fifty One and 39/100 dollars</u> \$ <u>151.39</u>
Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> Check # <u> </u>
By <u>Your Signature</u> Date <u>4/12/2006</u>

Give the original to the customer and keep a duplicate copy.

Sample Deposit Slip

Deposit Ticket Green Clover 4-H Club Date <u>May 18 2006</u> <hr style="width: 80%; margin-left: 0;"/> Sign here for cash received (if required) HOME TOWN Trust & Savings Bank 073000 2028 7334 804 0900	Cash \$10.85
	Check 19-2/1250 10.00
	Check 19-81/1251 15.30
	Total from other side 10.00
	Subtotal 46.15
	Less cash -----
TOTAL DEPOSIT \$46.15	

Preparing Deposits

Deposit all funds promptly. Total the receipts you have written since your last deposit and compare the total with the amount of cash (bills and coins) and checks you intend to deposit. The two figures must agree. If they do not, repeat the process. When the two figures do agree, prepare a deposit slip. Check the deposit slip by adding the dollar amounts written on the deposit slip with the cash and checks that you are depositing. Deposit slips are usually found in the back of a checkbook or you may get a supply from the bank. When you fill out a deposit slip, list each check and its amount separately (use the back of the deposit slip if necessary). The checks are usually listed by the bank code number, which may be found in the upper right corner of the check. It looks something like this: 19-2/1250. Some banks no longer require this number. If this is the case, use the check number to help you keep track of deposited checks.

APPROVING AND PAYING BILLS

Part of your monthly Treasurer's Report at group meetings should include asking for and receiving approval to pay the club's outstanding bills. After the members approve

paying the bills, ask the group President to initial the bill to indicate approval of payment. Then write a check for the approved amount of each bill. You can also use a copy of the meeting minutes to show that payments have been approved.

Make payment for bills by check because this provides a record of the payment. Holding cash back from deposits and using it to pay bills is not a good practice. This does not leave a record or provide proof of payment. If you must pay by cash, get a receipt.

CHECKS

Follow these steps when writing checks:

- Always use ink.
- Never erase a mistake. If you make a mistake, write "VOID" on the spoiled check and start a new one. Keep the voided check with the Treasurer's records; do not throw it away.
- Leave as little space as possible between the figures and words when filling in the amount lines. This helps prevent someone else from changing a \$15 check into a \$115 check, for example.

Sample Check

Green Clover 4-H Club 1234 Your Street Green Clover, WA 99800		Date <i>April 17, 2006</i>	609
Pay to the Order of	<u><i>Clover Corner Supermarket</i></u>	\$ <u><i>15.69</i></u>	
	<u><i>Fifteen and 69/100</i></u>	Dollars	
Home Town Trust & Savings Bank For _____	<u><i>Your Signature</i></u>	The other signature _____	
0073000 2028 7334 804 0900			

- Begin writing the amount at the far left of the amount line. Be sure the written amount agrees with the numeric amount. Avoid writing a check for less than \$1. If you have to write a check for less than \$1, start the amount line by writing the word “Only” and then the amount: *Only 73/100*.
- Sign the check with your “authorized” signature, the same way you signed the Signature Card at the bank when you became Treasurer. If two signatures are required, be sure both people sign the check. ***Do not pre-sign checks.***

the balance from the last sheet you used. If one sheet is used per month, begin with the last month’s ending balance.

- At the end of each month reconcile the account; this means that you will compare your records with the bank statement. Mark off the checks and deposits that have cleared the bank (this information is included on the bank statement). Sometimes there is a form on the back of the bank statement that can be used to reconcile your statement.

Maintaining the Check Register

To keep your 4-H group’s check register current, follow these steps:

- Write the check number and the date it was written in the appropriate columns.
- Write the name of the person or company the check was made out to in the “Paid To” column.
- Write what the check paid for in the “Description of Transaction” column.
- Enter the check amount in the “Payment/Debit” column. Then subtract the check amount from the remaining balance in the line above and enter the new balance in the end column. This column begins with

THE TREASURER’S REPORT

The Treasurer’s Report informs members of the group’s financial activity for the past month. You should present a “Monthly Treasurer’s Report” at each group meeting and present, for the members’ approval, the bills to be paid in the next month.

After the group 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 members vote 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 Financial Summary Reports and receipt books become part of the group’s permanent records.

Sample Checking Account Register

Check #	Date	Paid To	Description of Transaction	Payment/Debit (-)		Deposit Credit (+)		Balance
								\$316.78
609	4/17/06	Clover Corner Supermarket	Achievement Dinner	\$15	69			301.69
	4/18/06	Deposit	Fees receipt #			\$4	00	305.09
610	4/22/06	Jim Member	Puppets for Children’s Hosp	21	84			283.25
	4/30/06	Home Town Bank	Bank fees	1	25			282.00

SAMPLE MONTHLY TREASURER'S REPORT

1. State the beginning balance:

Date October 1, 2006

Beginning Balance: \$200.00

RECEIPTS				EXPENSES			
Date	From What Source	Amount		Date	For What Purpose	Amount	
10/14	Bake Sale	140	27	10/6	Clover Corner Market Achievement Dinner	17	28
10/17	Fees	4	00	10/22	Jim Member cups/napkins Achievement Dinner	20	77
Total Received		144	27	Total Expenses		38	05

2. Indicate closing balance:

Date: October 31, 2006

Closing Balance \$306.22

To match with checking account, do the following:

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

Subtract deposits that have not shown up on the bank statement minus _____

Adjusted balance should agree with bank statement equals \$316.22

Include a copy of the bank statement that agrees with the total adjusted balance as shown above.

Prepared by: Your Printed Name Accepted by: Green Clover 4-H Club

Your Signature
Club Treasurer's Signature

Club President's Signature
Club President's Signature

Date November 5, 2006

November 5, 2006

GUIDELINES FOR GROUPS WITHOUT CHECKING OR SAVINGS ACCOUNTS

Some clubs or groups operate without checking or savings accounts. Even without a bank account, certain guidelines must be followed.

Groups without bank accounts must follow the same bill paying system as those with bank accounts. The main difference is that you will purchase money orders or cashiers' checks from a bank to pay bills instead of using the group's checks. Do not use a checking account of a leader or other person to pay bills. Also, your monthly Treasurer's Report leaves out the bank reconciliation. All other financial rules and guidelines for groups with bank accounts apply to those without bank accounts.

CREDIT AND DEBIT CARDS

Credit and debit cards do not provide a good record of expenses and should be avoided for this reason. If your 4-H unit requires two signatures for checks, credit and debit cards don't meet this requirement. These cards are also more easily abused.

ANNUAL FINANCIAL SUMMARY

The "Annual Financial Summary" is due in your county 4-H Extension office by January 31 of each year. Even if your club or group *does not handle any money* during the year, you must still submit this report; mark zeros in the blanks, sign and date the form and turn it in to your county Extension 4-H office.



**4-H CLUB/GROUP SAMPLE
ANNUAL FINANCIAL SUMMARY REPORT TO
WASHINGTON STATE UNIVERSITY EXTENSION**

Reporting Year October 1, 2005 to September 30, 2006 Tax ID# (EIN) 91-XXXXXXX

Club Name Green Clover 4-H Club Club # 207 County Cascade

	Savings	Checking
Beginning Balance Date <u>10/1/05</u>	\$ <u>none</u>	\$ <u>300.30</u>
Income this year	\$ _____	\$ <u>400.50</u>
Expenses this year	\$ _____	\$ <u>200.20</u>
Ending Balance Date _____	\$ _____	\$ <u>500.60</u>

Bank Name Home Town Trust & Savings Bank

Account #: (checking) 07300 2028 7334 804 0900 (savings) _____

**List any Donors and Fundraising Activities
Description**

Bake Sale \$ 140.27
 _____ \$ _____

Date IRS Form 990 Filed if required Not Required
 Required if Gross \$25,000 or greater

Treasurer's Signature _____ Your Signature _____

Treasurer's Name (Printed) _____ Your Name _____

Peer Review Completed Date Oct 15, 2006

Peer Review Committee
 Chair's Signature The Chair's Signature

Chair's Name (Printed) The Chair's Name

Date Received in County Office Nov. 1, 2006

Date Received in Foundation Office Nov. 15, 2006

Attach list of equipment or other assets the club or group owns. Include date acquired and current value. This form due to the county 4-H Extension office by January 31.

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 _____

To match with checking account, do the following:

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

Subtract deposits that have not shown up on the bank statement minus _____

Adjusted balance should agree with bank statement equals _____

Include copy of the bank statement that agrees with the total adjusted balance as shown above.

Prepared by: _____ Accepted by: _____

Club Treasurer's Signature

Club President's Signature

Date: _____

**4-H CLUB/GROUP
ANNUAL FINANCIAL SUMMARY REPORT TO
WASHINGTON STATE UNIVERSITY EXTENSION**

Reporting Year October 1, ____ to September 30, ____ Tax ID# (EIN) _____

Club Name _____ Club # _____ County _____

	Savings	Checking
Beginning Balance Date _____	\$ _____	\$ _____
Income this year	\$ _____	\$ _____
Expenses this year	\$ _____	\$ _____
Ending Balance Date	\$ _____	\$ _____

Bank Name _____

Account #: (checking) _____ (savings) _____

List any Donors and Fundraising Activities
Description

_____ \$ _____
_____ \$ _____

Date IRS Form 990 filed if required _____
Required if Gross \$25,000 or greater

Treasurer's Signature _____

Treasurer's Name (Printed) _____

Peer Review Completed Date _____

Peer Review Committee
Chair's Signature _____

Chair's Name (Printed) _____

Date Received in County Office _____

Date Received in Foundation Office _____

Attach list of equipment or other assets the club or group owns. Include date acquired and current value.

This form due to the county 4-H Extension office by January 31.

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 _____

To match with checking account, do the following:

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

Subtract deposits that have not shown up on the bank statement minus _____

Adjusted balance should agree with bank statement equals _____

Include a copy of the bank statement that agrees with the total adjusted balance as shown above.

Prepared by: _____ Accepted by: _____

Club Treasurer's Signature

Club President's Signature

Date _____

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 _____

To match with checking account, do the following:

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

Subtract deposits that have not shown up on the bank statement minus _____

Adjusted balance should agree with bank statement equals _____

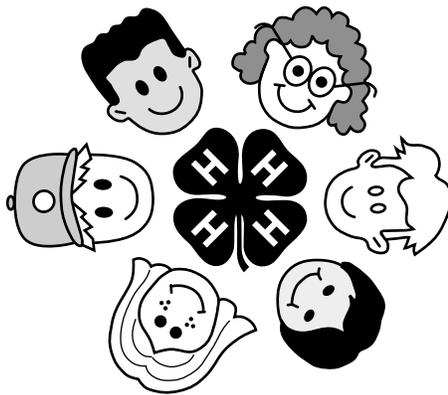
Include a copy of the bank statement that agrees with the total adjusted balance as shown above.

Prepared by: _____ Accepted by: _____

Club Treasurer's Signature

Club President's Signature

Date _____



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