

4-H Treasurer's Record Book



Name of 4-H Club/Unit _____

4-H Year: October 1, 20 ____, to September 30, 20 ____

4-H Club/Unit Treasurer _____

Signature

4-H Club/Unit Organizational Leader _____

Signature



Sources of Information

West Virginia 4-H Unit Treasurer's Record
West Virginia University Extension Service
4-H-453-94

Handbook for 4-H Club Officers
West Virginia University Extension Service
4-H-800-96

Michigan 4-H Club Treasurer's Record Book
Michigan State University Extension
4-H 1203

Revised in 2004 by Zona Hutson, Doddridge County Extension Agent.

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Extension Specialist, Volunteer Leadership; Liz Post, Lewis County Extension Agent;
and Carl Townsend, Ohio County Extension Agent.

Roles and Responsibilities of the Treasurer

For any club to make wise use of money it has earned, members need to know the amount of funds on hand and how much will be required for operating expenses. A proposed budget should be presented to the group. As treasurer, it is your responsibility to take care of the group's money and bank accounts. This requires honesty, integrity, and cooperation with your group's members and leaders.

Checklist for duties of the treasurer:

- I must keep an accurate account of money received and spent. This accurate account will be recorded in the treasurer's book.
- I will pay all bills promptly as directed by the group and approved by the president.
- I will chair the finance committee, which is responsible for planning and carrying out ways to earn money. Another responsibility should be to prepare a club budget for the year.
- I will prepare a summary of income and expenses to present at each meeting. I will also report the current balance.
- I will arrange with the 4-H leader to conduct an audit at the close of the club's fiscal year.
- I will complete and submit one copy of the financial summary report with signatures of the auditors to the County Extension Office.
- In the absence of the president, vice president, and secretary, I will preside over the meeting.
- I will serve as acting secretary when the secretary is absent.
- I will get every expenditure approved and then document it in the secretary book.

Guidelines

- All accounts require the signatures of the treasurer and of one other individual who is unrelated to the treasurer. (If a youth group, one of the signers must be a 4-H member.)
- Checks **must** be cashed or deposited within six months to be valid. Therefore, it is important to deposit checks and cash regularly.
- When you receive canceled checks and bank statements, you need to reconcile your statement with your checkbook immediately. Correct your errors first. Notify the bank if there are banking errors.
- Keep accurate records of **who** gave you money, **when**, and the **amount**.
Note specifically **what** payment is for, such as:
 - candy sales
 - fees for camp
 - donation for specific event or program
 - fees for club trip
 - fund-raiser such as bake sale, car wash, submarine sales, yard sale, etc.Count all cash in presence of giver; provide a receipt and keep a copy for treasurer's records. A receipt book is inexpensive.
- When money is taken from petty cash to pay individual bills at a camp, club, or countywide event, the person requesting payment should present proof of purchases by whom, for what, and where. This record of purchase needs to be dated, initialed by petty cash holder, marked "paid," and then recorded as an expenditure. Paying by check gives a more accurate record.
- When a new treasurer assumes responsibility, the name on the account needs to be changed at the bank. *Note:* It is important to turn in the audited treasurer's report to the county office with signatures of auditors by **October 30**.

- Use of unit funds for personal expenses is a **criminal** offense.
- Unit and county treasurer records should be kept for a minimum of seven years.
- 4-H organizations are required to make an annual report when gross receipts in a tax year exceed \$25,000. This is reported on IRS Form 990-EZ.
- When a 4-H organization opens a checking account, the banking institution will require an IRS identification number. Also, when a 4-H organization has an interest-bearing account that receives \$10 or more in interest in a calendar year, the amount will be reported to the IRS against the club IRS identification number. Clubs should obtain a Employer Identification Number (EIN) rather than use an individual's Social Security number.

For more information, see *Volunteer Visions – Handling of Funds in 4-H Organizations* at your county WVU Extension office or on the Web (www.wvu.edu/~exten/infores/fypubs/4hvolvsn-funds.pdf).

Checks

Follow these steps when writing checks:

- 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; don't destroy it.
- Write the current day's date on the check.
- Start writing the name of the person or business to whom the check is payable as close to “pay to the order of” as possible.
- 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 \$1 check, for example, into a \$100 or \$1000 check.
- Begin writing the amount at the extreme left of the amount line. Be sure the written amount agrees with the numeric amount. Avoid writing checks for less than \$1, but if you have to, start the “Dollars” line by writing the word “Only” and then the amount.
- Sign the check with your authorized signature, the same way you signed the signature card at the bank when you became treasurer. Both the treasurer and the other individual listed on the account must sign each check.
- The check example below was written to Midway Market for \$15.34 for refreshments for the 4-H Clover Club field day picnic.
- Do not give anyone a signed blank check. If you don't know the amount, fill in the “Pay to” blank before signing the check.

4-H Clover Club	<u>June 15</u> 20 <u>05</u>	1152
		33-22/730
PAY TO THE ORDER OF <u>Midway Market</u>	\$ <u>15.34</u>	
<u>Fifteen Dollars and</u>	<u>34/100</u>	DOLLARS
Home Town Trust & Savings Bank		
PURPOSE <u>Picnic refreshments</u>		

Deposits

Before you deposit a check, the person to whom it is payable must endorse (sign) the back of it. Check that are payable to the club must be endorsed by signing the club name (as written on the check) and the treasurer’s name. If someone writes a check payable to you that is intended for your 4-H club, endorse it by writing “Pay to the order of (your club name)” and signing it. You may want to have a rubber stamp made with the club name and account number on it to save you time.

Keep these things in mind when making deposits:

- Deposit all funds promptly. If your club receives more than \$10 at any time, deposit the money within three days.
- Endorse checks immediately when you receive them.

Preparing Deposits

Total the receipts you have written since you made the last deposit and compare that amount with the amount of cash, coins, and checks you intend to deposit. The two figures should agree. If they don’t, repeat the process. When the two figures do agree, prepare a deposit ticket or slip similar to the one below. There is usually a supply of deposit slips at the end of each pad of checks. You should be able to get one in the bank lobby, also.

DEPOSIT TICKET TO BE USED FOR DEPOSIT TRANSACTIONS ONLY	4-H CLOVER CLUB	<input checked="" type="checkbox"/> CASH INCLUDING COINS ▶	3 1 3
		1977	9 3 4
	List	_____	
	Checks	_____	
	Singly	_____	
	TOTAL ITEMS	<input type="checkbox"/> 2	
	OR TOTAL FROM REVERSE		
	SUB TOTAL ▶	1 2 4 7	
	LESS CASH RECEIVED ▶	0	
	\$	1 2 4 7	
< 073000 2 2800 7334		804 0900	

Follow these steps when filling out a deposit ticket or slip:

- Date the deposit slip.
- Fill in the amount of currency (bills) and coins you are depositing.
- List each check number and its amount separately (use the back of the deposit slip, if necessary).
- Record the deposit in the checking account ledger.
- Complete a duplicate of the deposit slip, and keep the duplicate with the bank receipt.

The deposit slip example above shows a deposit was made June 25. There was a check for \$9.34, three \$1 bills and \$0.13 in coins. The total deposit was \$12.47.

Maintaining the Check Ledger

To keep your 4-H club's or unit's check ledger up-to-date, follow these steps:

- Write the check number and the date it was written in the appropriate columns.
- In the “description of transaction” column, write to whom the check was made payable.
- Enter the check amount in the “payment/debt” column. Then subtract the check amount from the remaining balance on the line above and enter the new balance immediately below.
- You can use the “T” column at the end of each month when you reconcile the account against the bank statement. Use this space to check off the checks that have cleared the bank (this information comes from the bank statement or the checks that have been returned to you).
- The “Fee, if any” column is the place to list any fees the bank has charged your group for cashing or purchasing checks or for preparing an account statement. Any fees will appear on the account statement. Enter the fee amount and subtract it from the account balance.
- Record the amount of any deposits in the “deposit/credit” column. Then add the deposit amount to the account balance on the line above and record the new account balance straight across.

The example below shows that:

- Beginning balance was \$30.45.
- Check 1101 for \$15.34 was written on June 15 to Midway Market.
- A \$12.47 deposit was made on June 25.
- A \$2 bank statement fee was charged to the account on May 30.
- The current balance is \$25.58.

Checking Account Register										
RECORD ALL CHARGES OR CREDITS THAT APPEAR ON YOUR ACCOUNT										
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/ DEBT (-)		✓ T	FEE (IF ANY) (-)	DEPOSIT/ CREDIT (+)		BALANCE	
									30	45
1152	6/15/05	Midway Market	15	34					15	11
	6/25/05	Deposit					12	47	27	58
	5/30/05	Statement Fee				2.00			25	58

REMEMBER TO RECORD AUTOMATIC PAYMENTS/DEPOSITS ON DATE AUTHORIZED

Monthly Treasurer's Report

Information the treasurer should report at each club meeting.

Date

1. Beginning Balance \$ _____

2. List Income

From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

Total Amount Received \$ _____

3. List Expenses

From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

Total Expenses \$ _____

4. Closing Balance \$ _____

Signature of Treasurer

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From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

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3. List Expenses

From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

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3. List Expenses

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From _____ purpose _____ \$ _____

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Total Expenses \$ _____

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From _____ purpose _____ \$ _____

Total Amount Received \$ _____

3. List Expenses

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From _____ purpose _____ \$ _____

Total Expenses \$ _____

4. Closing Balance \$ _____

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Date

1. Beginning Balance \$ _____

2. List Income

From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

Total Amount Received \$ _____

3. List Expenses

From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

From _____ purpose _____ \$ _____

Total Expenses \$ _____

4. Closing Balance \$ _____

Signature of Treasurer

Financial Summary

Name of 4-H Club or Unit _____

I. On October 1, 20____, our club treasury had: \$ _____

During the year, we earned money by these methods:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____
- 7. _____ \$ _____
- 8. _____ \$ _____

TOTAL \$ _____

II. How our club money was spent:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____
- 7. _____ \$ _____
- 8. _____ \$ _____

TOTAL \$ _____

III. Balance on hand September 30, 20____ TOTAL \$ _____

Auditors _____
Signature *Signature*

(This copy will remain in book.)

Financial Summary

Name of 4-H Club or Unit _____

I. On October 1, 20____, our club treasury had: \$ _____

During the year, we earned money by these methods:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____
- 7. _____ \$ _____
- 8. _____ \$ _____

TOTAL \$ _____

II. How our club money was spent:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____
- 7. _____ \$ _____
- 8. _____ \$ _____

TOTAL \$ _____

III. Balance on hand September 30, 20____ TOTAL \$ _____

Auditors _____
Signature *Signature*

(This copy will be retained by County Extension Office.)

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