
Johnson County 4-H Club Record
for
Treasurer



“A thing written can live to speak again after memories have faded into oblivion.”

My Name: _____

County: _____

Community or Town: _____

Year: _____

TREASURER BOOK

Treasurers are important officers in 4-H clubs and are charged with keeping an accurate record of all money received and paid out. Many clubs find old treasurer's books of historical importance as the years pass.

Treasurer's Records included should be in the following order:

Cover Page (1)

Duties of a Treasurer (1)

Treasurer Book Index Sheet (1)

Your 4-H Club's Yearly Budget (1)

Monthly Treasurer's Report (1 for each month club meets)

Record of Club Finances (1 or more for each month club meets)

Copy of the Monthly Bank Statement (1 for each calendar month)

Yearly Summary of Club Finances (1)

4-H Club Annual Financial Report (1)

DUTIES OF A 4-H TREASURER

- ✓ Ensure the 4-H Club's Yearly Budget is established
- ✓ Keep ACCURATE records of:
 - ALL money received: its SOURCE and WHAT for—use a 2-part pre-numbered receipt book.
 - ALL money paid out: to WHOM and WHAT for.
- ✓ Give a Financial (Treasurer's) Report at each club meeting
- ✓ Signature Card/Change of Address Card (*see personal banker at bank*)
 - The FIRST thing you MUST do as a newly elected (*installed*) treasurer is to sign a signature card at your bank. 1-2 adult(s) should also be on the signature card. (*They should not be related to the treasurer.*)

Helpful Hints for Maintaining a Checking Account

- ✓ Deposits (*Money Received*)
 - Make all deposits promptly—within 3 days.
 - Record deposits in checkbook register BEFORE going to the bank. (*Note FROM WHOM and WHAT FOR with deposit total*)
 - Endorse (*sign*) checks on backside (*upper left within top 1.5 inch area*). Club Name & Treasurer's Name
- ✓ Writing Checks (*Money Paid Out*)
 - ONLY write check authorized (*approved*) BY YOUR CLUB—never give out blank checks.
 - Be sure your checking account has sufficient funds to write the check—don't pay out cash.
 - Never date a check ahead—use the CURRENT date.
 - ALWAYS use a pen to write checks, NEVER a pencil!
 - Compare written dollar amount with amount written in figures.
 - Sign check as your name appears on the Bank Signature Card.
 - Two signatures are needed on every check.
 - Use the memo line to write what the check is for.
 - Initial corrections made, NEVER ERASE.
 - Record check written in checkbook register, to WHOM and WHAT FOR.
 - Write check number and date paid on printed bills to aid Audit Committee.
 - Reconcile Bank Statement MONTHLY or quarterly—ask for assistance!

TREASURER'S REPORT should include:

- ✓ Balance as of last meeting date
- ✓ Checks written (*bills paid*)
- ✓ Deposits made (*money received*)
- ✓ Current balance
- ✓ Prepare report BEFORE attending meeting to eliminate errors
- ✓ BE ACCURATE!

PERMANENT RECORD (*Turn into Club Leader when your Record Book is due*)

- Financial Record Form (*Transfer information from your checkbook register as checks are written. Be sure ENDING balance is in agreement with your records.*)
- ALL Bank Statements (*hole punch and put in binder*).

YOU are responsible for club funds until a successor is elected and INSTALLED.

Give complete and accurate records to successor.

Audit Committee should check records BEFORE newly elected Treasurer assumes office.

TREASURER'S BOOK INDEX SHEET

4-H Club: _____ 4-H Year: _____

4-H Treasurer: _____

Financial Institution: _____

Checking Account Yes No

Checking Account
Number _____

Savings Account Yes No

Savings Account
Number _____

CD Yes No

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 this form or make your own as long as you remember to keep a copy to turn in with your Treasurer's Record Book.

_____ Budget (Year)

Receipts

(List fund-raising event plans, approximate date of event and estimated profit.)

Event	Date	Estimated Profit
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
	Total *	\$ _____

Expenses

(Include items such as: trips to camp, Discovery Days, leader's conference or training, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, Kansas 4-H Foundation donations, etc.)

Need	Date	Estimated Expense
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____
6. _____	_____	\$ _____
7. _____	_____	\$ _____
	Total *	\$ _____

*Total estimated receipts should equal total estimated expenses to achieve a balanced budget

MONTHLY TREASURER'S REPORT (SAMPLE)

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

Record of Club Finances (Sample)

Amount Received			Amount Paid Out			Balance
Date	From What Source	Amount	Check #	For What Purpose	Amount	Balance at the end of each entry.
<i>Balance carried over from previous page.</i>						\$
BALANCE						\$

For an electronic version please visit:
<http://www.johnson.k-state.edu/4-h/forms-resources/record-books.html>

MONTHLY TREASURER'S REPORT- **October**

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-**November**

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-December

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-**January**

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-February

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-March

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-**April**

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-**May**

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-**June**

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-**July**

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-**August**

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

MONTHLY TREASURER'S REPORT-September

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

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

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

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

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

Club President

Yearly Summary of Club Finances

To better plan your budget, use this worksheet to compare the projected budget from the last club year with the actual profits and expenses from this club year.

Receipts

Balance carried forward from previous year: \$ _____

Event	Budgeted Receipts	Actual Receipts
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
Total	\$ _____	\$ _____

Expenses

Expense	Budgeted Expenses	Actual Expenses
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____
8. _____	\$ _____	\$ _____
9. _____	\$ _____	\$ _____
10. _____	\$ _____	\$ _____
Total	\$ _____	\$ _____

Balance on last bank statement	\$ _____	Beginning balance from last month's report	\$ _____
Plus deposits not listed on statement	+ \$ _____	Total receipts	+ \$ _____
Subtotal	= \$ _____	Subtotal	= \$ _____
List outstanding checks: _____ _____		Less total expenses	- \$ _____
Less outstanding checks	- \$ _____	Subtotal	= \$ _____
Balance*	= \$ _____	Less bank charges	- \$ _____
		Balance *	= \$ _____

*These balances should be in agreement and is the balance to use as the new club year's first monthly treasurer's report beginning balance.

4-H CLUB/EXTENSION AFFILIATED GROUP ANNUAL FINANCIAL REPORT

to be completed by the Financial Review Committee

Name of club or affiliated group (include county) _____

Financial Review Date _____

Each year a financial committee of at least two adult leaders and two 4-H members will need to prepare a Financial Review of the financial records of your club or affiliated group. Committee members should not be signatories on your group or club's financial accounts or have familial or financial relationships to the treasurer.

Check or Savings Account Number	Bank Name and type of account Savings, checking, CD...	Beginning Balance October 1	Ending Balance September 30
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list the organization's employer identification number or IRS Tax ID# or FEIN _____

The bank records are in the possession of: _____

Persons authorized to sign on the club or affiliated group financial account(s) _____

List at least the five major financial events or activities of your club or group from the past year. Please include the income and expense from each of these events. NOTE: There may only be INCOME or EXPENSE, simply list a zero as it applies.

EVENT or ACTIVITY	INCOME	EXPENSE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

List any expenses or income that looks unusual:

- 1. _____
- 2. _____

This certifies that the financial review committee has reviewed the record keeping and financial balances and finds that they are (Please check one as it applies):

_____ Are in Order (Sign below and return to your local Extension Office)

_____ Will Be in Order upon implementation of the recommendations listed below. (List below, and return the form to your local Extension Office for further instructions or comments by the date due.)

_____ Require further review and action (Further review and actions should be done within 30 days of the original financial review if possible. Recommendations should be included on this form-use additional paper if needed. A written follow up must be submitted to your local Extension Office of any actions taken. Submit this form by the date due without signatures.)

The Club or Other Affiliated Financial Review Committee found the following conditions or concerns in the financial records:

The Club or Other Affiliated Financial Review Committee makes the following recommendations:

We have examined the treasury records of the club or affiliated group and believe all expenses and incomes to be accurate.

*Name (Please Print)

Signature

Date

1. _____

2. _____

3. _____

4. _____

5. _____

*By signing I verify that I am not a family member of the treasurer of this account, am not personally a signatory on the account and have adhered to all the guidelines established for a Financial Review Committee member.

PLEASE KEEP A COPY OF THIS REPORT FOR YOUR CLUB'S FINANCIAL RECORDS

EXTENSION OFFICE USE BELOW

Date First Received In Office _____ Reviewed/Received By _____

___ 1. All submitted information appears to be in order. No follow up information or actions are needed.

___ 2. Corrections or additional information is needed as indicated: _____

Agent's Signature: _____

Date: _____

Board Chair's Signature: _____

Date: _____

Approved by the Johnson County Extension Executive Board