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:*

1. Cover Page (1)
2. Duties of a Treasurer (1)
3. Treasurer Book Index Sheet (1)
4. Your 4-H Club’s Yearly Budget (1)
5. Monthly Finances (1 for each month club meets)
   - Monthly Treasurer’s Report
   - Record of Club Finances (1 or more for each month club meets)
   - Copy of the Monthly Bank Statement with receipts (1 for each calendar month)
6. Yearly Summary of Club Finances (1)
7. 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.)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Estimated Profit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _____________</td>
<td>_____</td>
<td>$ _______________</td>
</tr>
<tr>
<td>2. _____________</td>
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<td>3. _____________</td>
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<td>4. _____________</td>
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<td>$ _______________</td>
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<td>5. _____________</td>
<td>_____</td>
<td>$ _______________</td>
</tr>
<tr>
<td>**Total ***</td>
<td></td>
<td>$ _______________</td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>Need</th>
<th>Date</th>
<th>Estimated Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. _____________</td>
<td>_____</td>
<td>$ _______________</td>
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<tr>
<td>2. _____________</td>
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<td>3. _____________</td>
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<td>7. _____________</td>
<td>_____</td>
<td>$ _______________</td>
</tr>
<tr>
<td>**Total ***</td>
<td></td>
<td>$ _______________</td>
</tr>
</tbody>
</table>

*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

Reviewed 08/2020
# Record of Club Finances (Sample)

<table>
<thead>
<tr>
<th>Date</th>
<th>From What Source</th>
<th>Amount</th>
<th>Check #</th>
<th>For What Purpose</th>
<th>Amount</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Balance carried over from previous page.**

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

Reviewed 08/2020
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

Reviewed 08/2020
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

Reviewed 08/2020
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

Reviewed 08/2020
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: $______________

<table>
<thead>
<tr>
<th>Event</th>
<th>Budgeted Receipts</th>
<th>Actual Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>$_______________</td>
<td>$_______________</td>
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<tr>
<td>2.</td>
<td>$_______________</td>
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<tr>
<td>5.</td>
<td>$_______________</td>
<td>$_______________</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$_______________</td>
<td>$_______________</td>
</tr>
</tbody>
</table>

Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>Budgeted Expenses</th>
<th>Actual Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>$_______________</td>
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<td>2.</td>
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<td>8.</td>
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<td>9.</td>
<td>$_______________</td>
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<tr>
<td>10.</td>
<td>$_______________</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>$_______________</td>
<td>$_______________</td>
</tr>
</tbody>
</table>

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/GROUP or OTHER EXTENSION AFFILIATED GROUP
ANNUAL FINANCIAL REPORT
to be completed by the Financial Review Committee

Name of club or affiliated group __________________________________________ County: _______________________

Financial Review Date ________________________________________________

Each year a financial review committee for other Extension affiliated groups, consists of at least three adults; for 4-H Club financial reviews of treasurer books, it is recommended two adults and two 4-H members to demonstrate youth-adult partnerships. Committee members may not be signatories on the group or club’s financial account(s) or have familial or financial relationships to the treasurer. In the event you do not have enough members to make up a review committee or you are unable to do so because of familial or financial relationships to the treasurer, you could consider asking a neighboring club or non-member individuals to help complete the review.

<table>
<thead>
<tr>
<th>Type of Account – Checking, Savings, CD</th>
<th>Account Number</th>
<th>Bank Name and Location</th>
<th>Beginning Balance October 1</th>
<th>Ending Balance September 30</th>
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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.

<table>
<thead>
<tr>
<th>EVENT or ACTIVITY</th>
<th>INCOME</th>
<th>EXPENSE</th>
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<tbody>
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<td>2.</td>
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</table>
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 4-H Club/Group or Other Affiliated Financial Review Committee found the following conditions or concerns in the financial records (attach additional paper if necessary):

__________________________________________________________
__________________________________________________________
__________________________________________________________

The 4-H Club/Group or Other Affiliated Financial Review Committee makes the following recommendations (attach additional paper if necessary):

__________________________________________________________
__________________________________________________________

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

Reviewed 08/2020
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:______________