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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:** \_\_\_\_\_

**4-H Club:** \_\_\_\_\_

**Year:** \_\_\_\_\_

# TREASURER JOB DESCRIPTION

You are the keeper of the money for your club. Your job is more than just collecting and spending money for your club. You must also keep an accurate record of all money collected and spent. You must be able to report to the club where the money came from and what it was spent for. As you know, money is important to people. Therefore, it is very important you keep good records of the money you handle.

## Duties of the Treasurer

- Give a Financial (Treasurer's) Report at each club meeting
- 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.
- The 4-H accounts must **have at least two screened, non-related, and board-approved adult volunteers** as signatories.
- At the end of the year(around September/October), you will submit your Treasurer's Book to the **Financial Review Committee**. The Treasurer's Book should contain:
  - Club Budget
  - Treasurer's ledger report (check register)
  - Financial Institution Statements (Bank Statements)
  - Canceled checks and deposit slips
  - Receipts of ALL income
  - Bills and receipts of ALL expenses
  - \*\*The Financial Review Committee will submit the Report to the Extension Office by the set deadline.

*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.*

## Helpful Hints for the Treasurer

### ✓ 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*)

- Don't spend any money without club approval. Motion to pay bill, passed and recorded in minutes.
- Write checks for all expenditures. Do not pay bills with cash. Have a bill and get a receipt.
- Do NOT use club money as a bank for yourself.
- Never date a check ahead—use the CURRENT date.
- ALWAYS use a pen to write checks, NEVER a pencil!
- 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!

## Sample Treasurer's Report

Start with previous balance	“The beginning balance was \$_____.”
State all income and where it came from	“Income was \$_____ from _____ and \$_____ from _____ for a total income of _____.”
State all expenses paid	“Expenses were \$_____, for _____ and \$_____ for _____, for a total of \$_____.”
Finish with ending balance	“The closing balance is \$_____.”
Present any outstanding bills for payment and ask for a	“We have a bill from _____ for \$_____ for _____(what its for).”

# **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)

# 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: \_\_\_\_\_





# 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. _____	\$ _____	\$ _____
<b>Total</b>	<b>\$ _____</b>	<b>\$ _____</b>

## Expenses

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

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 agree 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

Kansas Extension Council law as well as federal and state expectations for use of all funds generated in support of Extension programs, require the Director of Extension and Extension Council/District Boards to be accountable for non-appropriated funds generated for Extension programs within their jurisdiction. In other words, the Director of Extension and the Executive Board are accountable for funds raised and/or collected by such groups as 4-H Clubs, 4-H Councils, and Master Gardeners. In order for the Extension Council/District to ensure compliance with financial requirements for 4-H and other Extension affiliated groups, a yearly financial review of those accounts is to be conducted by a Financial Review Committee of the club/group.

Of most importance are the following principles:

- Utilize the 4-H Club Treasurer Job Description in 4-H officer training.
- Each 4-H Club or other Extension affiliated group bank account should have two signatures for expenditures (checks and withdrawals).
- An annual financial report must be filed with the Extension Council/District Board. A suggested deadline is November 1st for 4-H Club accounts.
- All club/group accounts must have their own employer identification number (EIN) from the Internal Revenue Service. The Extension Council or 4-H Council number is not to be used. Personal social security numbers may not be used for these groups.

Find the most recent form at  
<https://www.johnson.k-state.edu/4-h/forms-resources/index.html>