



# Ohio 4-H

# *Treasurer's Resource Guide*

Name \_\_\_\_\_

Year \_\_\_\_\_ Age (as of January 1) \_\_\_\_\_

County \_\_\_\_\_

Club Name \_\_\_\_\_

4-H Advisor \_\_\_\_\_



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



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# References

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# Treasurer

## You are a Leader

Your new position as treasurer enables you to connect with your friends, fellow members, advisors, parents, and your community. You are responsible for accurate record keeping of the club's income and expenses and providing input on decisions that require the club to spend money. You work with the advisors in your club to manage the checking account and file the financial summary at the end of the year with the county Extension office.

## Employer Identification Number (EIN)

Every 4-H club must have its own EIN with its checking account. Check with your bank and record it on the Yearly Summary. If your club does not have an EIN, go to [irs.gov](https://www.irs.gov) to fill out the online SS-4 form. The SS-4 form is an Application for Employer Identification Number. Contact your 4-H Educator if you need assistance. An EIN is necessary for all groups, even though you have no employees. A 4-H club account should never be opened with a social security number. Be sure to keep your club's EIN in a safe place to avoid identity theft and provide a copy of the EIN to your Extension Office.

## Handling Money Received

The treasurer must write a receipt for all money received. Together, the treasurer, vice president and an advisor should count all money received. The sum of the count should equal the sum of the totals on the receipts. The treasurer should immediately write out a deposit ticket for that amount. The deposit must be made within a few days. The deposit may be made by an advisor or the treasurer. Don't forget to include the breakdown of money received in the Record of Club Finances.

If the money collected was dues or another club fee, the money received may be recorded on the Record of Club Dues and Other Club Fees Paid form. The total(s) for that date may be added together as one entry in the Record of Club Finances and Treasurer's Report form. Make sure it is clear which members turned in money for each meeting date and what the money was for.

## Filling Out a Deposit Ticket

- Date the deposit ticket.
- Fill in the amount of currency (paper money) and coins you are depositing.
- List each check separately, by number and amount. Use the back of the deposit ticket if necessary. (Total the checks on the back and put this amount in "Total from other side" blank.)
- Record the deposit in the check register.
- After making the deposit, put the deposit receipt in an envelope in your 3-ring binder. Write the source of the money on the deposit receipt.

NOTE: You should never keep cash back from a deposit to pay a bill; deposit all of the money collected and write a check to pay the bill. If your club needs cash to make change for a fundraising activity, write a check for "CASH" to the bank. Be sure to note what the cash is for in the memo line and in your records.

# Activity 1: Handling Money Received

## Training Scenario

- You are Carter Adams, the treasurer for the Clover Clan 4-H Club.
  - You are at your club meeting on March 12.
  - The club voted to have the treasurer get a receipt book with duplicates at their meeting on February 26. You (Carter Adams) purchased the receipt book and turned in a sales slip for \$5.23. You received club check No. 100 on March 5 for \$5.23.
  - Club dues are \$5.00 per member.
  - Mikayla and Kiara Newcomer give you \$10.00 cash for their dues.
  - Isaiah Wyatt gives you a check (No. 1352), signed by his mom, Marsha Samples, for \$15.00 (\$5.00 for dues and \$10.00 for his project book).
  - Levi and Lily Oldhouse give you a check (No. 5008), signed by their dad, Frederick Oldhouse, for \$45.00 (\$5.00 each for dues, \$10.00 for Levi's project book, and \$25.00 for two project books for Lily).
  - Kaleb Jones gives you \$25.00 cash for his dues and two project books.
  - Brady Adams turns in his dues. He gives you three \$1.00 bills and eight quarters.
- Write out receipts for the Newcomer and Oldhouse families, Isaiah Wyatt, Kaleb Jones, and Brady Adams.

<b>RECEIPT</b>			No. 1001
Received of _____			
Payment as indicated below:			
Date	Purpose	Cash or Check No.	Amount
Signed _____			

<b>RECEIPT</b>			No. 1002
Received of _____			
Payment as indicated below:			
Date	Purpose	Cash or Check No.	Amount
Signed _____			

**RECEIPT**

No. 1003

Received of \_\_\_\_\_

Payment as indicated below:

Date	Purpose	Cash or Check No.	Amount

Signed \_\_\_\_\_

**RECEIPT**

No. 1004

Received of \_\_\_\_\_

Payment as indicated below:

Date	Purpose	Cash or Check No.	Amount

Signed \_\_\_\_\_

**RECEIPT**

No. 1005

Received of \_\_\_\_\_

Payment as indicated below:

Date	Purpose	Cash or Check No.	Amount

Signed \_\_\_\_\_



## Answer Key:

1. Write out receipts for the five families/people who gave you money.

<b>RECEIPT</b>	No. 1001		
Received of <u>   Mikayla and Kiara Newcomer   </u>			
Payment as indicated below:			
<b>Date</b>	<b>Purpose</b>	<b>Cash or Check No.</b>	<b>Amount</b>
3/12/20XX	Mikayla - \$5.00 dues Kiara - \$5.00 dues	Cash	\$10.00
Signed <u>   Carter Adams   </u>			

  

<b>RECEIPT</b>	No. 1002		
Received of <u>   Isaiah Wyatt   </u>			
Payment as indicated below:			
<b>Date</b>	<b>Purpose</b>	<b>Cash or Check No.</b>	<b>Amount</b>
3/12/20XX	\$5.00 dues and \$10.00 project book	1352	\$15.00
Signed <u>   Carter Adams   </u>			

  

<b>RECEIPT</b>	No. 1003		
Received of <u>   Levi and Lily Oldhouse   </u>			
Payment as indicated below:			
<b>Date</b>	<b>Purpose</b>	<b>Cash or Check No.</b>	<b>Amount</b>
3/12/20XX	Levi - \$5.00 dues and \$10.00 project book Lily - \$5.00 dues and \$25.00 project books	5008	\$45.00
Signed <u>   Carter Adams   </u>			

  

<b>RECEIPT</b>	No. 1004		
Received of <u>   Kaleb Jones   </u>			
Payment as indicated below:			
<b>Date</b>	<b>Purpose</b>	<b>Cash or Check No.</b>	<b>Amount</b>
3/12/20XX	\$5.00 dues and \$20.00 project books	Cash	\$25.00
Signed <u>   Carter Adams   </u>			

  

<b>RECEIPT</b>	No. 1005		
Received of <u>   Brady Adams   </u>			
Payment as indicated below:			
<b>Date</b>	<b>Purpose</b>	<b>Cash or Check No.</b>	<b>Amount</b>
3/12/20XX	\$5.00 dues	Cash	\$5.00
Signed <u>   Carter Adams   </u>			





# Writing Checks

- Fill out the check register with the check number, date, amount, name of payee (the person or business to whom the check is written), and purpose of the payment. The check register should also show the balance before and after the check amount is deducted.
- Use ink.
- Never erase—if you make a mistake, start a new check and write VOID on the old one. Keep voided checks in your file.
- Be sure to date the check.
- Enter the name of the person or business to which the check is written. Start writing as close to “Pay to the order of ” as possible.
- Do not leave a space between dollars and cents. This helps stop someone from changing a \$1.00 check into a \$100 or \$1000 check.  
Correct: 10 34/100      Incorrect: 10 34/100
- Begin at the extreme left in writing the amount. Be sure the written amount agrees with the numeric amount. Draw a line from where your writing ends to the end of the line.
- If a check is for less than \$1, write the word “Only” and then the amount.
- Make sure the check is signed. (See Signing Checks, below).
- Know where all checks, bank statements, and deposit slips are by storing them together in a secure place. It is recommended that you keep all of your treasurer’s records together in a binder or folder.
- Make sure you write what the check is paying for on the memo line.
- Update your Record of Club Finances to reflect the check(s) written.

# Signing Checks

- The bank requires a list of everyone who is allowed to sign checks for each account.
- Those who are authorized to sign checks are known as signatories.
- Ideally, the treasurer, president, and an advisor would be listed as signatories for the club. However, sometimes it is difficult to change account signatories and sometimes a bank will not accept a minor as a signatory. In these cases, it is okay to have two or three advisors as signatories.
- It should be club policy that every check must be signed by two signatories. This prevents someone from filling out and signing a check that was not authorized by the club.
- If the treasurer is not a signatory, he/she should still write out the checks and then have two of the advisors, who are signatories, sign the checks.

# Checking Account Register

- Write the number of the check and the date it was written in the correct columns.
- In the “Transaction Description” column, write to whom the check was written and why.
- Enter the check amount in the “Payment Amount” column and then **subtract** the amount from the remaining balance above and enter the new balance straight across.
- “✓” is a column to check off when the check or deposit appears on your bank statement.
- “Fee” is a column to list any costs for cashing checks or having the account.
- **Subtract** the check amount (and any fee) from the balance.
- When a deposit is made, the amount is recorded in the “Deposit Amount” column.
- **Add** the amount of the deposit to the balance.

## Endorsing Checks

*An endorsement is a signature.*

1. To be cashed, a check must be endorsed.
2. The check must be endorsed by whomever the check is made payable to.
3. All endorsements are made on the back of the check, where designated.
4. Endorse checks immediately, using a restrictive endorsement including the club name, the treasurer’s name, and the words “For Deposit Only.”

*Example:*

Clover Clan 4-H Club

Carter Adams

For Deposit Only

# Activity 2: Paying Bills

## Training Scenario

- You are Carter Adams, the treasurer for the Clover Clan 4-H Club.
- Your club voted at the last meeting, on March 12, to have officer installation at the next meeting, on March 26, with the club buying pizza and pop for refreshments (approved with a two-third vote for up to \$70.00).
- It is now March 26. The pizza and pop has been ordered from Pizza Land. One of the advisors is getting ready to go pick it up.
- The total cost for the pizza and pop is \$68.50.
- The next check in the checkbook is 101.

1. Update the club checkbook register prior to writing the check.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT	✓	FEE	DEPOSIT AMOUNT	BALANCE \$173.65
100	3/5/20XX	Carter Adams	5 23				168 42
		Reimbursement for receipt book					
	3/12/20XX	Deposit - Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)				100 00	268 42

2. Write out a check to pay for the pizza.

**Clover Clan 4-H Club** 101  
 4 Clover Way, Apt. H  
 Cloverville, OH 44444

Date \_\_\_\_\_

Pay to the  
 Order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

THE COMMUNITY BANK  
 Cloverville, OH 44444

For \_\_\_\_\_

⑆04 1 2 1 6 3⑆ 44-HHHH

3. Update your Record of Club Finances.

# Record of Club Finances

Club Name   Clover Clan 4-H Club   Year   20XX  

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received—Name and Purpose and Payments Made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
20XX	<i>Balance at the end of the year</i>	X	X	X	\$173.65
3/5/20XX	<i>Carter Adams—Reimburse receipt book</i>	100		\$5.23	\$168.42
3/12/20XX	<i>Mikayla and Kiara Newcomer—\$10.00 dues</i>		\$10.00		\$178.42
3/12/20XX	<i>Isaiah Wyatt—\$5.00 dues, \$10.00 project book</i>	1352	\$15.00		\$193.42
3/12/20XX	<i>Levi and Lily Oldhouse—\$10.00 dues, \$35.00 books</i>	5008	\$45.00		\$238.42
3/12/20XX	<i>Kaleb Jones—\$5.00 dues, \$20.00 project books</i>		\$25.00		\$263.43
3/12/20XX	<i>Brady Adams—\$5.00 dues</i>		\$5.00		\$268.42

## Answer Key:

1. Update the club checkbook register prior to writing the check.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE \$173.65	
100	3/5/20XX	Carter Adams	5	23					168	42
		Reimbursement for receipt book								
	3/12/20XX	Deposit - Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)					100	00	268	42
101	3/26/20XX	Pizza Land	68	50					199	92
		Pizza and pop for Installation								

2. Write out a check to pay for the pizza.

<b>Clover Clan 4-H Club</b>	101
4 Clover Way, Apt. H Cloverville, OH 44444	Date <b>March 26, 20XX</b>
Pay to the Order of _____ <b>Pizza Land</b> _____	\$ 68.50 _____
_ <b>Sixty-Eight and 50/100</b> _____ Dollars	
THE COMMUNITY BANK Cloverville, OH 44444	
For _ <b>Pizza for Installation</b> _____	___ <b>Signatory Signature</b> _____
⑆ 0 4 1 2 1 6 3 ⑆	<b>44-HHHH</b>

3. Update your Record of Club Finances.

Date	Money Received—Name and Purpose and Payments Made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
20XX	<i>Balance at the end of the year</i>	<b>X</b>	<b>X</b>	<b>X</b>	\$173.65
3/5/20XX	<i>Carter Adams—Reimburse receipt book</i>	100		\$5.23	\$168.42
3/12/20XX	<i>Mikayla and Kiara Newcomer—\$10.00 dues</i>		\$10.00		\$178.42
3/12/20XX	<i>Isaiah Wyatt—\$5.00 dues, \$10.00 project book</i>	1352	\$15.00		\$193.42
3/12/20XX	<i>Levi and Lily Oldhouse—\$10.00 dues, \$35.00 books</i>	5008	\$45.00		\$238.42
3/12/20XX	<i>Kaleb Jones—\$5.00 dues, \$20.00 project books</i>		\$25.00		\$263.43
3/12/20XX	<i>Brady Adams—\$5.00 dues</i>		\$5.00		\$268.42
3/26/20XX	<i>Pizza Land—Pizza and pop for Officer Installation</i>	101		\$68.50	\$199.92

# Reconciling Bank Statements

- Bank statements are usually received once each month. A bank statement includes the account balance at the beginning of the month, any deposits made, any checks written, any fees charged to the account and an ending balance.
- Treasury records must be reconciled to (be consistent with) the bank statement each month.
- Bank statements should be sent to an advisor who is not a signer on the account. This advisor should review the statement (deposits, checks, and balances) to make sure it agrees with what the treasurer has reported during treasurer's reports at meetings.
- The bank statement should then be given to the treasurer to reconcile with records in the Treasurer's Record Book and the check register.
- Use the Checkbook Balancing/Reconciliation Form from Officer Resources on the state 4-H website ([ohio4h.org/officerresources](http://ohio4h.org/officerresources)), or the form on the back of the bank statement for your monthly reconciliation.
- To check the figures on the bank statement, complete the following steps:
  1. Add the amount of deposits during the month and the balance carried forward from the previous bank statement.
  2. From this total, subtract the total of the service charge, if any, and the checks that are included in the bank statement.
  3. This should be the Kalebe as the new balance on the statement.
- Cancelled checks, or a copy of them, if any, may be included with the statement.
- If a check you wrote is not with the other checks, list it in "Outstanding Checks" at the bottom left of the Checkbook Balancing/Reconciliation Form.
- If you cannot balance, take the statement and your treasury records to an advisor and ask them to check it.
- If you think there is an error in the bank statement, take the statement and your treasury records to the bank and ask them to check it.
- Reconciled bank statements should be filed in the treasurer's 3-ring notebook.

## *Service Charge*

Some financial institutions have a service charge for handling an account. A fee may be charged for each check written and for each deposit, or a monthly service fee may be charged to your account. If your club is charged a service charge in any month, there will be a notation on the bank statement showing the amount deducted from the account.

- The amount for the service charge should be shown as an expenditure on the Checkbook Balancing/Reconciliation Form for the month.
- The service charge must also be listed as a fee in your check register and on the Record of Club Finances under "Payments Made."

Try to find a financial institution that does not charge fees on the account.

# Activity 3: Reconciling a Bank Statement

## Training Scenario

- Your monthly bank statement has arrived. You must reconcile the bank statement with your treasury records.
- You forgot to cash the check you received to reimburse you for the club receipt book.
- Your bank statement is below.

The Community Bank		Statement					
Clover Clan 4-H Club 4 Clover Way, Apt. H Cloverville, OH 44444		Date 3/31/20XX Account Number	Page 1 44-HHHH				
--- CHECKING ACCOUNTS ---							
Previous Balance	173.65	Statement Dates	3/01/XX thru 3/31/XX				
1 Deposits/Credits	100.00	Days in the statement period	31				
1 Checks/Debits	68.50						
Service Charge	4.00						
Interest Paid	0.00						
Ending Balance	201.15						
-----							
Deposits and Additions							
Date	Description	Amount					
3/13	DDA REGULAR DEPOSIT	100.00					
-----							
Checks in Serial Number Order							
Date	Check No.	Amount					
3/27	*101	68.50					
* Indicates skip in check number							
-----							
Daily Balance Information							
Date	Balance	Date	Balance	Date	Balance	Date	Balance
3/01	173.65	3/13	273.65	3/27	205.15	3/31	201.15

1. Reconcile the bank statement on the Checkbook Balancing/Reconciliation Form.

### CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook register to make sure they are balanced (equal) each month.

**Outstanding Deposits** (Not included in your statement)

Date	Amount
Total Outstanding Deposits	

**[TOTAL A]**

**Outstanding Checks** (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

**[TOTAL B]**

**STEPS TO RECONCILE/BALANCE ACCOUNT**

1. Ending balance from your checkbook ledger \_\_\_\_\_
2. Subtract total outstanding deposits [TOTAL A] - \_\_\_\_\_
3. Add total outstanding checks [TOTAL B] + \_\_\_\_\_
4. Subtract bank fees\* - \_\_\_\_\_
5. Add interest earned\* + \_\_\_\_\_
6. Adjusted balance = \_\_\_\_\_  
(should equal bank statement)

\* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.



2. Update the checkbook register to reflect any changes.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE \$173.65	
100	3/5/20XX	Carter Adams	5	23					168	42
		Reimbursement for receipt book								
	3/12/20XX	Deposit - Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)					100	00	268	42
101	3/26/20XX	Pizza Land	68	50					199	92
		Pizza and pop for Installation								

3. Update the Record of Club Finances so that all records match.

Date	Money Received—Name and Purpose and Payments Made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
20XX	<i>Balance at the end of the year</i>	X	X	X	\$173.65
3/5/20XX	<i>Carter Adams—Reimburse receipt book</i>	100		\$5.23	\$168.42
3/12/20XX	<i>Mikayla and Kiara Newcomer—\$10.00 dues</i>		\$10.00		\$178.42
3/12/20XX	<i>Isaiah Wyatt—\$5.00 dues, \$10.00 project book</i>	1352	\$15.00		\$193.42
3/12/20XX	<i>Levi and Lily Oldhouse—\$10.00 dues, \$35.00 books</i>	5008	\$45.00		\$238.42
3/12/20XX	<i>Kaleb Jones—\$5.00 dues, \$20.00 project books</i>		\$25.00		\$263.43
3/12/20XX	<i>Brady Adams—\$5.00 dues</i>		\$5.00		\$268.42
3/26/20XX	<i>Pizza Land—Pizza and pop for Officer Installation</i>	101		\$68.50	\$199.92

## Answer Key:

1. Reconcile the bank statement on the Checkbook Balancing/Reconciliation Form.

### CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook register to make sure they are balanced (equal) each month.

#### Outstanding Deposits (Not included in your statement)

Date	Amount
Total Outstanding Deposits	

[TOTAL A]

#### Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
100	Carter Adams	\$5.23
Total Outstanding Checks		\$5.23

[TOTAL B]

#### STEPS TO RECONCILE/BALANCE ACCOUNT

- |  |                       |
|--|-----------------------|
| 1. Ending balance from your checkbook ledger         | _____ \$199.92 ____   |
| 2. Subtract total outstanding deposits [TOTAL A]     | - _____               |
| 3. Add total outstanding checks [TOTAL B]            | + _____ \$5.23 ____   |
| 4. Subtract bank fees*                               | - _____ \$4.00 ____   |
| 5. Add interest earned*                              | + _____               |
| 6. Adjusted balance<br>(should equal bank statement) | = _____ \$201.15 ____ |

\* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.

2. Update the checkbook register to reflect any changes.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE \$173.65	
100	3/5/20XX	Carter Adams	5	23					168	42
		Reimbursement for receipt book								
	3/12/20XX	Deposit - Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)			✓		100	00	268	42
101	3/26/20XX	Pizza Land	68	50	✓				199	92
		Pizza and pop for Installation								
	3/31/20XX	Service Fee			✓	4.00			195	92
		March 1—March 31								

3. Update the Record of Club Finances so that all records match.

Date	Money Received—Name and Purpose and Payments Made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
20XX	<i>Balance at the end of the year</i>	<b>X</b>	<b>X</b>	<b>X</b>	\$173.65
3/5/20XX	<i>Carter Adams—Reimburse receipt book</i>	100		\$5.23	\$168.42
3/12/20XX	<i>Mikayla and Kiara Newcomer—\$10.00 dues</i>		\$10.00		\$178.42
3/12/20XX	<i>Isaiah Wyatt—\$5.00 dues, \$10.00 project book</i>	1352	\$15.00		\$193.42
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3/12/20XX	<i>Brady Adams—\$5.00 dues</i>		\$5.00		\$268.42
3/26/20XX	<i>Pizza Land—Pizza and pop for Officer Installation</i>	101		\$68.50	\$199.92
3/31/20XX	<i>Service Fee—March</i>			\$4.00	\$195.92

# Preparing a Treasurer's Report

- The treasurer needs to provide an accurate report of club finances at each meeting.
- The report needs to reflect all activity in the treasury since the last meeting.
- Prepare a report prior to each meeting. Report blanks are included in the Treasurer's Record Book.
- The report should follow this format:
  - Beginning balance (closing balance from previous meeting)
  - Money received (list each item with the dollar amount, who it was from, and the purpose)
  - Total received (add all of the money received amounts)
  - Expenses (list each item with the dollar amount, who was paid, and what it was for)
  - Total expenses (add all of the expense amounts)
  - Closing balance (beginning balance + total received – total expenses)
- The closing balance is the actual balance you have in your records and in the bank. It will be the new beginning balance for the next meeting.

## *When you make your report:*

- Begin with the previous balance.

"The beginning balance was \$ \_\_\_\_\_ .

Income was \$ \_\_\_\_\_ from \_\_\_\_\_ for \_\_\_\_\_ and \$ \_\_\_\_\_ from \_\_\_\_\_ for \_\_\_\_\_, etc., for a total amount received of \$ \_\_\_\_\_ .

Expenses were \$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ and \$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_, etc., for total expenses of \$ \_\_\_\_\_ .

This leaves us with a closing balance of \$ \_\_\_\_\_ ."

- Present any outstanding bills for payment.

"We have a bill from \_\_\_\_\_ (store or individual) for \$ \_\_\_\_\_ (amount) for \_\_\_\_\_ (what it was for)."

- Expenses should be approved by the club prior to the transaction taking place.
- Have club members pass a motion with a two-thirds vote to approve payment before you pay the bill.
- The secretary must record the motion, second, actual vote count and whether the motion passed or failed in the minutes.

# Fundraising in 4-H

- If money is to be raised, your club needs to vote on the fundraiser. The motion, second, and passing vote approving the fundraiser must be included in the secretary's minutes.
- Keep fundraising to a minimum. One or two special activities per year should suffice.
- There should always be a purpose for raising funds. Proper record keeping is essential.
- Fundraising goals should be based on shortfalls identified in the club budget.
- At the conclusion of the fundraiser, a complete report must be included in the treasurer's records and a summary report must be included in the secretary's minutes.

# Activity 4: Preparing a Treasurer's Report

## Training Scenario

- It is March 26. Your club is meeting later today. You need to prepare a treasurer's report for the meeting.
  - Your last meeting was March 12. Refer to Training Activity 1 for financial transactions at that meeting.
1. Fill out a Treasurer's Report form.

## Treasurer's Report

The treasurer's report informs members of the club's financial activity since the last meeting. Complete the treasurer's report and present it to the club for each meeting.

Treasurer's Report for \_\_\_\_\_ Date \_\_\_\_\_  
4-H Club Name

1. Beginning account balance: \$ \_\_\_\_\_ (closing balance from previous meeting)  
Date of previous meeting: \_\_\_\_\_

2. Money received:

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

Total money received \$ \_\_\_\_\_

3. Expenses: \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

Total expenses \$ \_\_\_\_\_

4. Closing balance: \$ \_\_\_\_\_

5. Submitted by: \_\_\_\_\_

(Treasurer)

2. Prepare your report for the club.

“The beginning balance was \$ \_\_\_\_\_.

Income was \$ \_\_\_\_\_ from \_\_\_\_\_ for \_\_\_\_\_, and \$ \_\_\_\_\_ from \_\_\_\_\_ for \_\_\_\_\_, for a total amount received of \$ \_\_\_\_\_.

Expenses were \$ \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ for total expenses of \$ \_\_\_\_\_.

This leaves us with a closing balance of \$ \_\_\_\_\_.”

## Answer Key:

Fill out a Treasurer’s Report form.

# Treasurer’s Report

The treasurer’s report informs members of the club’s financial activity since the last meeting. Complete the treasurer’s report and present it to the club for each meeting.

Treasurer’s Report for \_\_\_ Clover Clan 4-H Club \_\_\_\_\_ Date \_\_\_ March 26, 20XX \_\_\_\_\_  
4-H Club Name

1. Beginning account balance: \$ \_\_\_ \$168.42 \_\_\_\_\_ (closing balance from previous meeting)  
Date of previous meeting: \_\_\_ March 12, 20XX \_\_\_

2. Money received:

\$ \_ 10.00 \_ from \_ Newcomer family \_\_\_\_\_ for what purpose \_ dues \_\_\_\_\_

\$ \_ 15.00 \_ from \_ Isaiah Wyatt \_\_\_\_\_ for what purpose \_ dues and project book\_

\$ \_ 45.00 \_ from \_ Oldhouse family \_\_\_\_\_ for what purpose \_ dues and project book\_

\$ \_ 25.00 \_ from \_ Kaleb Jones \_\_\_\_\_ for what purpose \_ dues and project book\_

\$ \_ 5.00 \_ from \_ Brady Adams \_\_\_\_\_ for what purpose \_ dues \_\_\_\_\_

Total money received \$ \_ 100.00 \_\_\_\_\_

3. Expenses: \_ none \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_

Total expenses \$ \_\_\_\_\_

4. Closing balance: \$ \_\_\_ 268.42 \_\_\_\_\_

5. Submitted by: \_ Carter Adams \_\_\_\_\_

(Treasurer)

2. Prepare your report for the club.

“The beginning balance was \$ **168.42** .

Income was \$ **35.00** from **Mikayla and Kiara Newcomer, Isaiah Wyatt, Levi and Lily Oldhouse, Kaleb Jones and Brady Adams** for **dues** , and \$ **65.00** from **Isaiah Wyatt, Levi and Lily Oldhouse and Kaleb Jones** for **project books** , for a total amount received of \$ **100.00** .  
There were no expenses.

This leaves us with a closing balance of \$ **268.42** .”

*This report should be handed to the secretary so that it may be recorded accurately in the minutes.*

## Your 4-H Club's Yearly Budget

- A tentative budget should be set by a financial 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.
- Use the form provided in the Treasurer's Record Book.
- Receipts will include dues, potential fundraising events, and estimated profit.
- Expenses will include items such as club outings, donations to worthy causes, meeting location rental fees, refreshments for parties, fair decorations, supplies for community service activities, postage, etc.
- Items that come into the treasury and go out again do not have to be included in the budget (i.e., members turning in money for project books and the club using all of that money to pay for project books). If the club pays for a portion of the project books, that estimated amount must be included as an expense.

## When a Club Disbands

- If a 4-H club disbands, be sure to pay all outstanding bills approved by the club.
- The remaining club treasury should be given to a worthy cause. If possible, the club should decide on the cause (i.e., county 4-H Committee, another 4-H related cause, or other non-profit organization).
- If a club votes to split into two smaller clubs, the treasury should be divided based upon membership, with equal shares per member going to the respective club treasury.
- If a club is divided without mutual agreement and cannot decide on division of the treasury, the problem should be turned over to the 4-H Youth Development Educator.
- The balance of a club treasury may never be divided among members.

# End of the Year Responsibilities

1. Complete the 4-H Club Yearly Financial Summary form
  - This form is included in the *Ohio 4-H Treasurer's Record Book*, after the Treasurer's Report pages.
  - Fill out the top portion.
  - Use information from the Record of Club Finances (total the Money Received column and the Payments Made column).
  - Record the Beginning Balance from January 1.
  - List all income by category and total amounts (i.e., dues, candle fundraiser) and total the income for the year (should equal the total money received from the Record of Club Finances).
  - List all expenses by category and total amounts (i.e., project books, installation ceremony, fair booth) and total the expenses for the year (should equal the total payments made from the Record of Club Finances).
  - The Beginning Balance plus the Total Income minus the Total Expenses will be the Ending Account Balance, as of December 31.
  - The Ending Account Balance should match the bank statement and balance from the Record of Club Finances.
2. Provide financial records to the Financial Review Committee.
  - All clubs must conduct a yearly financial review.
  - Details about the financial review, what records are required, and the Financial Review Report are the last pages in the *Treasurer's Record Book*.





I pledge  
My **head** to clearer thinking,  
My **heart** to greater loyalty,  
My **hands** to larger service, and  
My **health** to better living,  
For my club, my community,  
my country, and my world.

**ohio4h.org**

This publication and other officer resources can be found at **ohio4h.org/officerresources**. For other Ohio State University Extension, 4-H Youth Development publications, contact your local OSU Extension office or purchase online at **extensionpubs.osu.edu**. Ohio residents get the best price when they order and pick up their purchases through local Extension offices.