



4-H
Treasurer's
Record Book

County _____

Name of Club _____

Name of Club Treasurer _____

Year _____

Record of Club Finances

Club Name _____

Year _____

Date	Money Received -- Name & Purpose and Payments Made -- Name & Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance from previous page</i>	X	X	X	
	<i>Balance at the end of the year</i>	X	X	X	

CHECKBOOK BALANCING/RECONCILIATION FORM

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

OUTSTANDING DEPOSITS

(Not included in your statement)

DATE	AMOUNT
Total Outstanding Deposits	Total A

STEPS TO RECONCILE/BALANCE ACCOUNT

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

OUTSTANDING CHECKS

(Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		Total B

* 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.

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.

4-H Club Name

Treasurer's Report for _____
(Date of Meeting)

1. State the beginning account balance: _____ Date of Previous Meeting: _____
(Ending balance from 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 amount of money received.

3. Payments made:

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ total amount of payments made.

4. State the ending balance: \$ _____

5. Submitted by: _____

Treasurer

Yearly Summary Report

Club Name _____

Year _____

Starting balance beginning of year \$ _____

Total income for year (total of all money received) \$ _____

Total expenses for year (total of all payments made) \$ _____

Ending balance (starting balance+income-expenses) \$ _____

Bank account is in _____ at _____.
(name of bank) address

The bank book is in the possession of _____.
(name)

Cash on hand: \$ _____ Cash is in the possession of _____.

Signatories on the account include: _____.

Club Employer Identification Number(EIN): _____

This is to certify that the foregoing is a correct summary of receipts and expenses of the club:

Treasurer's Signature

YEARLY AUDIT CERTIFICATE

An Financial Review Committee is two members and two advisors from at least two different families.

The treasurer's book has been examined on _____ and found to be correct.
(date)

Financial Review Committee Signatures

signature date

signature date

signature date

signature date

4-H CLUB _____ BUDGET

(year)

A tentative budget should be set by the officers and leaders at the beginning of the 4-H year as soon as 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. Remember to include a copy with your *Treasurer's Book*.

Income

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

	<u>EVENT</u>	<u>DATE</u>	<u>ESTIMATED INCOME</u>
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
TOTAL INCOME			\$ _____

Expenses

(Include items such as: club outings, donations to worthy causes, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, Ohio 4-H Foundation donations, etc.)

	<u>NEED</u>	<u>DATE</u>	<u>ESTIMATED EXPENSE</u>
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
6.	_____	_____	\$ _____
7.	_____	_____	\$ _____
8.	_____	_____	\$ _____
9.	_____	_____	\$ _____
10.	_____	_____	\$ _____
11.	_____	_____	\$ _____
12.	_____	_____	\$ _____
TOTAL EXPENSES			\$ _____

Estimated surplus or shortfall
E (total income minus total expenses)