AKH-00012

4-H Treasurer's Book

PRESIDENT _____

TREASURER _____

DISTRICT _____

CLUB _____

4-H LEADERS _____

_____

YEAR 20_____

CHECKING ACCOUNT AT _____ BANK

The 4-H Treasurer

On _____ I, _____,
Date *Name*

was elected treasurer.

As treasurer, I will be responsible for our financial records and will keep 4-H members informed of our financial status.

I will perform the following duties:

- Make sure the records accurately reflect the amount of money received, date and source, and the amount of money paid out, to whom and for what.
- Promptly deposit money received.
- Give a report at each regular 4-H meeting, providing detailed information on the money received, bills paid since last report and the balance of money on hand.
- If the area holds an officers training school for treasurers, I will attend.
- I will faithfully carry out my duties until a new treasurer is appointed or elected. I will give the records to the audit committee whenever directed.
- If the unit disbands, I will turn over to the District 4-H Council any funds remaining after all bills have been paid.

I promise to carry out the above duties to the best of my ability.

_____ _____
Treasurer *Date*

_____
Age

Details of the Treasurer's Duties

Keep in good condition the past treasurer's records (bank statements, files, canceled checks and the *Treasurer's Book*).

As soon as possible

- Check to see that any money you receive agrees with the outgoing treasurer's report. (If there has not yet been an audit, request that this be done.)
- If the unit has a checking account, get new signature cards from the bank. Don't sign any check until you have prepared and returned the signature cards to the bank. (Your banker will help you use the right method for changing treasurers. Follow the banker's instructions.)

At each meeting

- Inform members of bills received and not paid. Request approval for payment as required by the bylaws. Ask if anyone present has any bills to be presented. (Ask them to please give you the bills before the meeting.) Give the 4-H president any bills not approved for payment. *Be sure members and leaders know that they must have the members' approval before they order anything in the unit's name.*
- Present the treasurer's report. If you are unable to attend the meeting, arrange for someone else to read the report. The report should include all transactions that were made since the last report and give the new balance.

Reminders for paying bills

- Do not pay any bill unless it has been approved for payment according to 4-H policy. Pay bills as soon as possible after they have been approved. If the bill can not be paid within 30 days, notify the supplier and tell him the reason for the delay. *Keep copies of all bills paid; write on the bill the date paid and the number of the check. If you pay cash, get a receipt or a signature on the bill. Keep all bills in order for reference and later audit.*

How to handle money received

- Keep accurate records of all money received. Deposit money in bank as soon as possible after receiving it. Be careful not to mix your personal funds with 4-H funds.

At the end of the 4-H year

- Complete the *Treasurer's Book*, including the final treasurer's report. Arrange for an audit before giving the new treasurer the records. Help the new treasurer transfer the account and explain records when necessary.

Banking

The banks account should be carried in the name of the 4-H unit. The account should never be used for personal use.

The number of signatures required to sign check is determined by 4-H members.

Balance the checkbook with the bank statement as soon as you receive the statement. Most banks provide instructions on the back of the statement showing how to reconcile (balance) the statement with your records. (If they do not balance, recheck your records. If you and your leader can't find the error, contact the banks.)

Keep canceled checks in numerical order, and keep the statements in order by month.

Most banks furnish free checking accounts to 4-H and other groups. However, if the bank charges you for its services, be sure to enter the charges on your records.

Get permission from the 4-H members in your unit before changing to another bank.

Writing a check

1. First, fill out the check stub or check register with the check number, date, amount, name of payee (the one to whom the check is being paid) and the purpose of the payment. The check stub should also show the old balance after the preceding check was written and the new balance after the amount of the current check has been deducted.
2. Number the checks consecutively unless they are already numbered.
3. Date the check the day it is written.
4. Write the name of the payee in the space provided for it on the check.
5. The amount of the check should be written twice, as shown on the sample check, in figures and in words.
6. Write what the check is paying for in the lower left-hand corner of the check.
7. Write the name of the group above your signature unless the name is printed on the checks. Authorized signatures should be written on the bottom lines, lower right corner of the check. Always sign your name the same way on the checks as you did on the signature card.
8. Do not sign checks until all other information has been filled out. Do not make checks out to cash.
9. Keep stubs or check register as a record of all checks written.
10. If you make a mistake in writing a check, write "void" across the front of the check and on the stub. File with canceled checks. Tear off the signature part of the check (area on check shown by dotted lines). Never try to erase a check.

Sample check and stub or registers

Check Stub

No. 5 $ 10.27

July 17 20 11

To Joe Anyone

For Supplies

Bal. Forward	36	50
Deposited		
Total		
This check	10	27
Balance	26	23

Check

Anyname 4-H
Anytown, Alaska

No. 5

August 17 20 11

Pay to the order of Joe Anyone $ 10.27

Ten and 27/100 Dollars

THE ANYTOWN BANK
Anytown, Alaska

Jane Doe, Treasurer

Supplies for demonstrations

John Someone, President

Check Registers

Check No.	Date	Check issued to	Amount of Check		✓	Date of Deposit	Amount of Deposit		Balance 36	Balance 50
5	7/19/11	Joe Anyone	10	27					26	23

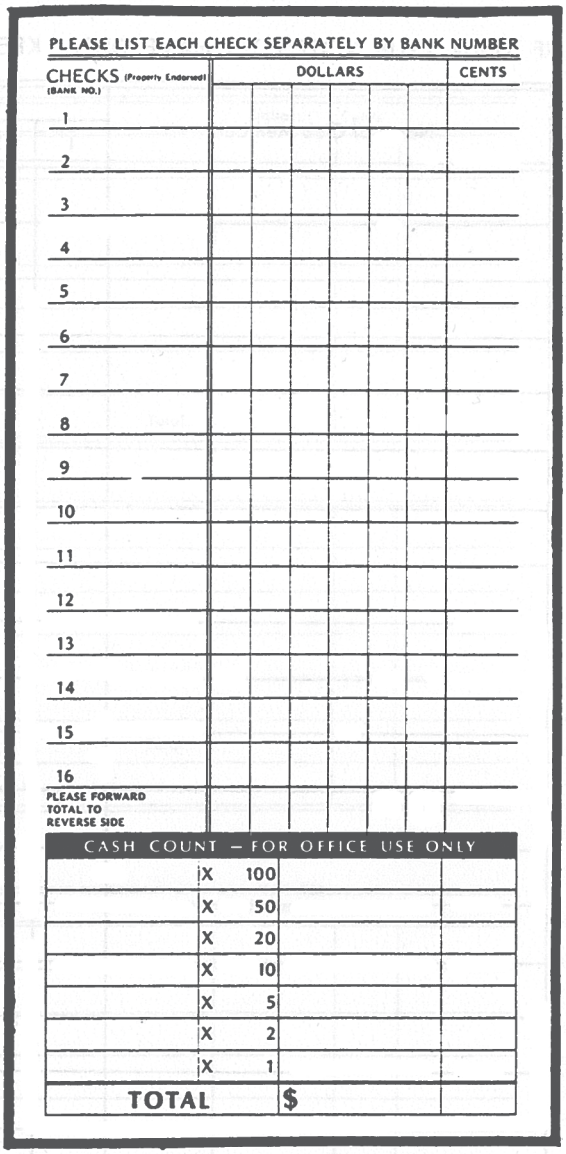
DEDUCT any charges that may apply to your account

Checks Drawn or Deposits Made

Check #	Date			✓	Balance Forward 36	50	Check Fee (If Any)
5	7/19/11	To Joe Anyone	Deposit Check - Add Deposit +		10	27	
		For Supplies	Balance	■	26	23	
Check #	Date	To	Deposit Check - Add Deposit +				
		For	Balance	■			
Check #	Date	To	Deposit Check - Add Deposit +				
		For	Balance	■			

Depositing the money

- Before you deposit a check, it must be endorsed on the back with your group's name and your signature.
- Write"For Deposit Only" on the back of each check as soon as you receive it.
- All money received must be deposited to maintain an accurate record. Do not use cash received to pay for supplies or to pay bills. Write a check for each transaction.
- If you need help, ask your leader.
- If a check is lost, immediately notify your leader, the banks and the person who wrote the check.
- Deposit all checks right away. (Don't cash checks, deposit them.)
- To the right is a sample deposit slip like the ones your bank provides for your use.
- If the bank furnishes printed deposit slips with your group's identification (account) number and name, use them.

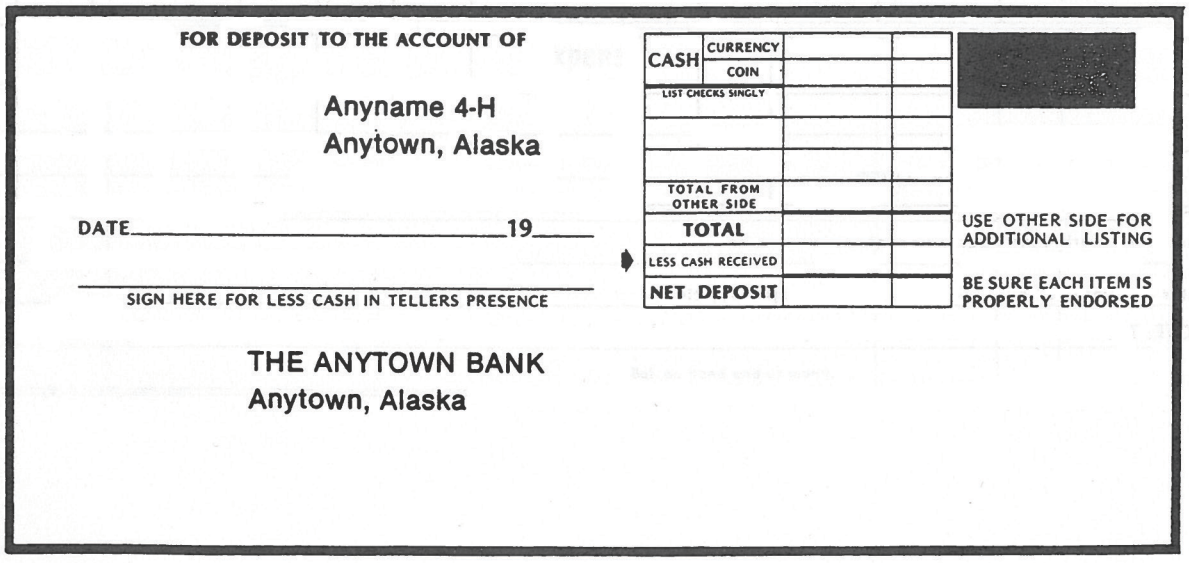


PLEASE LIST EACH CHECK SEPARATELY BY BANK NUMBER

CHECKS (Properly Endorsed) (BANK NO.)	DOLLARS	CENTS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
PLEASE FORWARD TOTAL TO REVERSE SIDE		

CASH COUNT – FOR OFFICE USE ONLY

	X 100		
	X 50		
	X 20		
	X 10		
	X 5		
	X 2		
	X 1		
TOTAL		$	



FOR DEPOSIT TO THE ACCOUNT OF

Anyname 4-H
Anytown, Alaska

DATE_____19____

_____
SIGN HERE FOR LESS CASH IN TELLERS PRESENCE

THE ANYTOWN BANK
Anytown, Alaska

CASH	CURRENCY		
	COIN		
LIST CHECKS SINGLY			
TOTAL FROM OTHER SIDE			
TOTAL			
LESS CASH RECEIVED			
NET DEPOSIT			

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

If your club voted to have dues or activity fees, keep record here each meeting

Name of Club Member	Amount Paid Each Meeting									
	1	2	3	4	5	6	7	8	8	10
TOTAL AMOUNT RECEIVED										

Use check mark if member is absent.

Enter amount paid by each member, e.g., $1.00, etc.

NOTE: There are no 4-H dues, except for clubs in which members vote to pay dues in order to have funds for their club activities.

October

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

November

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

December

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

January

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

February

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

March

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

April — Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

May — Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

June

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

July

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

August

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

September

Income

Date	List All Items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

Expenses

Date		Dollars	Cents	
	Total			
	Balance on hand end of month			

Financial Summary

From _____ To _____
Date *Date*

MONTH	Income		Expenses		Balance on hand	
Balance on hand from previous year						
Total for year	$		$			
				Year-end balance	$	

Summary
or
Balance for Year

Balance on hand, beginning of year		$ _____
Total *receipts* for year	$ _____	
Total balance and receipts		$ _____
Total *expenses* for year	$ _____	
Balance on hand, end of year		$ _____

Date _____

Money is in possession of _____

or, if deposited, is in _____ Bank,

and the bank book is in possession of _____

This is to certify that the above is a correct statement of receipts and expenses for our club.

Signed _____
Treasurer

ANNUAL AUDIT:

Auditors (committee of two or more members and one 4-H leader) Date of audit _____

We have examined the treasurer's record and find that _____

_____

_____

_____

Print name _____ Sign _____

_____ _____

_____ _____

www.uaf.edu/ces or 1-877-520-5211

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Published by the University of Alaska Fairbanks Cooperative Extension Service in cooperation with the United States Department of Agriculture. The University of Alaska Fairbanks is an affirmative action/equal opportunity employer and educational institution.

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Revised June 2014