## Maryland 4-H Youth Dếrelopment <br> To Make the Best Better <br> University of Maryland Extension

4-H Club/Authorized Group
MONTHLY TREASURER'S REPORT

1. State the beginning balance: Date: $\qquad$

Checking:
Savings:
$\qquad$
$\qquad$

Total:
(Checking + Savings)

Income:

| Date | Received from | Description | Cash or <br> Check \# | Amount | Account |
| :--- | :--- | :--- | :--- | :--- | :--- |
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Expenses:

| Date | Paid to | Description | Check \# | Amount | Account |
| :--- | :--- | :--- | :--- | :--- | :--- |
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Add additional sheet if needed.
2. Indicate closing balance:

Date: $\qquad$

Checking: $\qquad$
Savings: $\qquad$

Total:
(Checking + Savings)

For checking account, do the following:

- Add total of outstanding checks that have not shown up on the bank statement:
- Subtract total of deposits not showing up on bank statement:
- Adjusted balance should agree with bank statement:
$\qquad$
$\qquad$
*Attach bank statement, receipts, and cancelled checks (if applicable).

Prepared by: $\qquad$
Club Treasurer: $\qquad$

Date: $\qquad$

Accepted by: $\qquad$

Club President: $\qquad$

Date: $\qquad$

