Club Name: ____________________________

Budget Year: ________

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<thead>
<tr>
<th>Income</th>
<th>Expenses</th>
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<td>Dues</td>
<td>Club Recognition</td>
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<td>Other</td>
<td>Miscellaneous</td>
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Total

Total

University of Maryland Extension programs are open to all citizens without regard to race, color, gender, disability, religion, age, sexual orientation, marital or parental status, or national origin.
# Dues Form

**Amount of Dues to be Paid**

**Date and Dues Paid**

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<tr>
<th>Member’s Name</th>
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**Total**
# 4-H Club/Authorized Group

## MONTHLY TREASURER’S REPORT

1. State the beginning balance:
   - Date: ____________________
   - Checking: ____________________
   - Savings: ____________________
   - Total: ____________________
   - (Checking + Savings)

### Income:

<table>
<thead>
<tr>
<th>Date</th>
<th>Received from</th>
<th>Description</th>
<th>Cash or Check #</th>
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Total amount received for the month:

### Expenses:

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<tr>
<th>Date</th>
<th>Paid to</th>
<th>Description</th>
<th>Check #</th>
<th>Amount</th>
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</table>

Total amount of expenses for the month:

Add additional sheet if needed.

2. Indicate closing balance:
   - Date: ____________________
   - Checking: ____________________
   - Savings: ____________________
   - 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:
  - *Attach bank statement, receipts, and cancelled checks (if applicable).

Prepared by: ____________________
Club Treasurer: ____________________
Date: ____________________

Accepted by: ____________________
Club President: ____________________
Date: ____________________

Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant

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October 2012
# Monthly Treasurer's Report

### 4-H Club/Authorized Group

**1. State the beginning balance:**
- **Date:**
- **Checking:**
- **Savings:**
- **Total:**
  (Checking + Savings)

**Income:**

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<tr>
<th>Date</th>
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**Total amount received for the month:**

**Expenses:**

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<th>Date</th>
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**Total amount of expenses for the month:**

Add additional sheet if needed.

**2. Indicate closing balance:**
- **Date:**
- **Checking:**
- **Savings:**
- **Total:**
  (Checking + Savings)

For **checking account**, do the following:
- **Add total of outstanding checks that have not shown up on the bank statement:**
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- **Adjusted balance should agree with bank statement:**
  *Attach bank statement, receipts, and cancelled checks (if applicable).*

**Prepared by:** ____________________________  **Accepted by:** ____________________________

**Club Treasurer:** ____________________________  **Club President:** ____________________________

**Date:** ____________________________  **Date:** ____________________________

---

Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant
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Maryland 4-H Youth Development
To Make the Best Better
University of Maryland Extension

4-H Club/Authorized Group

MONTHLY TREASURER’S REPORT

1. State the beginning balance:
   Date: ______________________
   Checking: __________________
   Savings: __________________
   Total: __________________    (Checking + Savings)

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Total amount of expenses for the month:

Add additional sheet if needed.

2. Indicate closing balance:
   Date: ______________________
   Checking: __________________
   Savings: __________________
   Total: __________________    (Checking + Savings)

For checking account, do the following:
- Add total of outstanding checks that have not shown up on the bank statement:
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Prepared by: ______________________

Accepted by: ______________________

Club Treasurer: __________________

Club President: __________________

Date: __________________

Date: __________________

Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant

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4-H Club/Authorized Group

MONTHLY TREASURER’S REPORT

1. State the beginning balance:
   - Date: ______________________
   - Checking: ______________________
   - Savings: ______________________
   - Total: ______________________ (Checking + Savings)

Income:

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Total amount received for the month:

Expenses:

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Total amount of expenses for the month:

Add additional sheet if needed.

2. Indicate closing balance:
   - Date: ______________________
   - Checking: ______________________
   - Savings: ______________________
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For checking account, do the following:
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Prepared by: ______________________
Club Treasurer: ______________________
Date: ______________________

Accepted by: ______________________
Club President: ______________________
Date: ______________________

Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant
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October 2012
## 4-H Club/Authorized Group

### MONTHLY TREASURER’S REPORT

1. State the beginning balance:
   - Checking: ______________
   - Savings: ______________
   - Total: ______________
   (Checking + Savings)

### Income:

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### Expenses:

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Total amount of expenses for the month:

Add additional sheet if needed.

2. Indicate closing balance:
   - Checking: ______________
   - Savings: ______________
   - Total: ______________
   (Checking + Savings)

For checking account, do the following:
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Prepared by: _________________________
Club Treasurer: ______________________
Date: ______________________________

Accepted by: _________________________
Club President: ______________________
Date: ______________________________

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October 2012
### 4-H Club/Authorized Group

#### MONTHLY TREASURER'S REPORT

1. State the beginning balance:
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   - Savings: ____________
   - Total: ____________
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Total amount received for the month: ______

#### Expenses:

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Total amount of expenses for the month: ______

Add additional sheet if needed.

2. Indicate closing balance:
   - Checking: ____________
   - Savings: ____________
   - Total: ____________
   - (Checking + Savings)

For **checking account**, do the following:
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- Adjusted balance should agree with bank statement: ______
  *Attach bank statement, receipts, and cancelled checks (if applicable).*

Prepared by: ____________

Accepted by: ____________

Club Treasurer: ____________

Club President: ____________

Date: ____________

Date: ____________

---

Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant

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### 4-H Club/Authorized Group

**MONTHLY TREASURER’S REPORT**

1. **State the beginning balance:**
   - **Checking:**
   - **Savings:**
   - Total: (Checking + Savings)

#### Income:

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Total amount of expenses for the month:

Add additional sheet if needed.

2. **Indicate closing balance:**
   - **Checking:**
   - **Savings:**
   - Total: (Checking + Savings)

For **checking account**, do the following:
- Add total of outstanding checks that have not shown up on the bank statement:
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Prepared by: ____________________________  Accepted by: ____________________________

Club Treasurer: __________________________  Club President: __________________________

Date: __________________________  Date: __________________________

---

Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant

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### Monthly Treasurer's Report

**4-H Club/Authorized Group**

1. **State the beginning balance:**
   - **Date:**
   - **Checking:**
   - **Savings:**
   - **Total:**
     - (Checking + Savings)

**Income:**

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**Total amount received for the month:**

**Expenses:**

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<tr>
<th>Date</th>
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<th>Description</th>
<th>Check #</th>
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</table>

**Total amount of expenses for the month:**

Add additional sheet if needed.

2. **Indicate closing balance:**
   - **Date:**
   - **Checking:**
   - **Savings:**
   - **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:
  - *Attach bank statement, receipts, and cancelled checks (if applicable).*

**Prepared by:**

**Accepted by:**

**Club Treasurer:**

**Club President:**

**Date:**

---

*Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant
The University of Maryland, College Park, (AGNR), (UME), (AES) programs are open to all citizens and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.*
### 4-H Club/Authorized Group

#### MONTHLY TREASURER'S REPORT

1. **State the beginning balance:**
   - Date:  
   - Checking:  
   - Savings:  
   - Total: (Checking + Savings)

#### Income:

<table>
<thead>
<tr>
<th>Date</th>
<th>Received from</th>
<th>Description</th>
<th>Cash or Check #</th>
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**Total amount received for the month:**

#### Expenses:

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**Total amount of expenses for the month:**

Add additional sheet if needed.

2. **Indicate closing balance:**
   - Date:  
   - Checking:  
   - Savings:  
   - 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:  
  *Attach bank statement, receipts, and cancelled checks (if applicable).*

Prepared by:  
Accepted by:  
Club Treasurer:  
Club President:  
Date:  
Date:  

---

Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant
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### MONTHLY TREASURER'S REPORT

**4-H Club/Authorized Group**

1. State the beginning balance:
   - **Checking:**
   - **Savings:**
   - **Total:** (Checking + Savings)

#### Income:

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<tr>
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#### Expenses:

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Total amount of expenses for the month:

Add additional sheet if needed.

2. Indicate closing balance:
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Prepared by: ____________________________  Accepted by: ____________________________

Club Treasurer: ____________________________  Club President: ____________________________

Date: ____________________________  Date: ____________________________

Created By: Lacle Ashby, 4-H Educator; Jody Parrish, Administrative Assistant

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# 4-H Club/Authorized Group

## MONTHLY TREASURER'S REPORT

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   - **Date:**
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   - **Savings:**
   - **Total:** (Checking + Savings)

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**Total amount of expenses for the month:**

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   - **Date:**
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Prepared by: ___________________________

Club Treasurer: _______________________

Accepted by: _________________________

Club President: ______________________

Date: _______________________________

Date: _______________________________
### 4-H Club/Authorized Group

**MONTHLY TREASURER’S REPORT**

1. State the beginning balance:
   - Date: _____________________
   - Checking: __________
   - Savings: __________
   - Total: __________
   - (Checking + Savings)

**Income:**

<table>
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Total amount received for the month: __________

**Expenses:**

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</table>

Total amount of expenses for the month: __________

Add additional sheet if needed.

2. Indicate closing balance:
   - Date: _____________________
   - Checking: __________
   - Savings: __________
   - 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:
  *Attach bank statement, receipts, and cancelled checks (if applicable).* __________

Prepared by: _____________________
Club Treasurer: _____________________

Accepted by: _____________________
Club President: _____________________

Date: _____________________  Date: _____________________

---

Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant
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4-H CLUB ANNUAL PROPERTY INVENTORY REPORT

4-H Club Name: ____________________________ Year: __________

___ Check here if 4-H Club maintains no physical property.

<table>
<thead>
<tr>
<th>Date Acquired</th>
<th>Item and Description * (Include Serial Number)</th>
<th>Dollar Value</th>
<th>Storage Location</th>
<th>Date of Disposal</th>
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*Please report permanent equipment or other items of value over $25.

Total Inventory Value $ __________ As of June 30, ______

(Add Additional Pages If Needed) **Submit Revisions as Changes Arise Throughout Year**

Member Signature
Date: ____________________________

Adult Signature
Date: ____________________________

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ANNUAL FINANCIAL SUMMARY REPORT

4-H Club/Authorized Group Name: ________________________________

Period Covered: July 1, _______ to June 30, _______

- Balance: July 1
  Savings   $_______
  Checking  $_______
  CD(s)     $_______
  Other     $_______

  $_________

- Income (Add income of 12 monthly reports)
  Total income into categories below
  $_______
  $_______
  $_______

  $_________

  (Should equal total of categories to the left.)

- Expenses (Add expenses of 12 monthly reports)
  Total expenses into categories below
  $_______
  $_______
  $_______

  $_________

  (Should equal total of categories to the left.)

- Balance: June 30
  Savings   $_______
  Checking  $_______
  CD(s)     $_______
  Other     $_______

  $_________
Audited by: Signatures of two 4-H Members and two Adults required.

Member Signature

Adult Signature

Member Signature

Adult Signature

Date: ____________________

Date: ____________________

NOTE: Audit Committee cannot be related to each other or to the treasurer.

4-H Office Use Only

Received by: ____________________ Date: ____________________

The University of Maryland, College of Agriculture and Natural Resources programs are open to all and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.