



Maryland 4-H Club

Treasurer's Book

4-H Club

County

Club EIN Number

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: Checking: _____ Total: _____
Date: _____ Savings: _____ (Checking + Savings)

Income:

Date	Received from	Description	Cash or Check #	Amount	Account
Total amount received for the month:					

Expenses:

Date	Paid to	Description	Check #	Amount	Account
Total amount of expenses for the month:					

Add additional sheet if needed.

2. Indicate closing balance: Checking: _____ Total: _____
Date: _____ Savings: _____ (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: _____

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Club President: _____

Date: _____

Date: _____

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

October 2012

The University of Maryland, College Park, (AGNR), (UME), (AES) 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.

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