RESPONSIBILITIES OF THE 4-H CLUB TREASURER

Congratulations! Your fellow 4-H club members have shown their confidence in you by entrusting to you the money of the club. As treasurer, you will be responsible for taking care of the club’s money and bank accounts. This responsibility requires honesty, integrity, and cooperation with your club members and leaders.

As treasurer, you will:

* Handle all money matters for your 4-H club.
* Keep an accurate record of all money received and how all money is used; use this “Maryland 4-H Club Treasurer’s Guidebook” as a reference.
* Inform the bank in which your club’s funds are deposited that you are the new treasurer; sign, with your leader, appropriate forms so you can write checks on the account.
* Deposit all funds that your club earns or receives in the bank as soon as possible.
* Pay all approved bills promptly.
* Prepare and present a summary of all financial transactions at each club meeting. Include income (money received), expenses (money paid out), and a current balance (all money on hand) for all accounts—checking, savings, etc.
* Complete the Annual Financial Summary at the end of the club year. When completed, remind your president to select an audit committee to review your records.
* Submit a copy of the Annual Financial Statement to your county Extension office by the date requested.
* Give the new treasurer complete and accurate records when he/she takes office.
HANDLING MONEY

As treasurer of your 4-H club, you’re in charge of “keeping the books.” This includes your club’s receipt book, checkbook and check register, and bank statements. You can meet the important responsibilities required of a treasurer by studying and following these recommended procedures. These steps are important whether your group has a small or large amount of money.

Conflicts may arise if money is not handled carefully and accurately. You can protect yourself and your 4-H club from conflict by being careful, responsible, and accurate as you handle your club’s finances.

RECEIPTS

You must always write a receipt when you receive money for club dues, a donation, or a fund-raising activity. Without a receipt there is no way to prove that your 4-H club received a specific amount of money or that you handled it correctly.

Your 4-H club should have a receipt book with prenumbered, two-part receipts. Receipt books are available from most office supply stores. If you make a mistake and have to void a receipt for any reason, write “VOID” on both copies, staple them together, and keep with the treasurer’s records.

Sample Receipt

<table>
<thead>
<tr>
<th>Received from</th>
<th>Jane Clover</th>
<th>Number 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>For</td>
<td>Cookbook</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Ten and 00/100 dollars $10.00</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>X</td>
<td>Check</td>
</tr>
<tr>
<td>Check Number</td>
<td>_________</td>
<td></td>
</tr>
<tr>
<td>By</td>
<td>____ [Treasurer]</td>
<td>Date</td>
</tr>
</tbody>
</table>

Give original to customer; keep duplicate copy.
Receipts for Dues

You don’t need to write a receipt for each individual person paying dues. Just fill out the “Dues Form,” total the amount paid for the meeting, and write one receipt for the total amount. On the receipt, write “club members” in the “from” blank and “dues” in the “for” blank.

### Dues Form

**Amount of Dues to be paid** $ .50/ month

<table>
<thead>
<tr>
<th>Member’s Name</th>
<th>Date Joined</th>
<th>1-13</th>
<th>2-14</th>
<th>3-11</th>
<th>4-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alex</td>
<td>2-30-90</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
</tr>
<tr>
<td>Mark</td>
<td>3-14-96</td>
<td>—</td>
<td>1.00</td>
<td>.50</td>
<td>.50</td>
</tr>
<tr>
<td>Elaine</td>
<td>1-12-96</td>
<td>.50</td>
<td>—</td>
<td>—</td>
<td>1.50</td>
</tr>
<tr>
<td>Ben</td>
<td>10-15-96</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
<td>—</td>
</tr>
<tr>
<td>Irene</td>
<td>10-15-96</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
</tr>
<tr>
<td>Beth</td>
<td>4-13-97</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
<td>.50</td>
</tr>
<tr>
<td>Sue</td>
<td>4-12-98</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>.50</td>
</tr>
</tbody>
</table>

**Total** 2.50 3.00 2.50 4.00

### Sample Receipt

Number 102

Received from Club Members
For April 1998 Dues
Amount Four dollars $ 4.00
Cash X Check _________ Check Number ________
By ___________ Date April 12, 1998

3
Receipts for Money from Fund-raisers

If your club holds a fund-raise such as a car wash or bake sale, you do not need to write a receipt for each person buying a cookie or having his/her car washed, but you (or the shift leader) need to write one at the end of each shift or at the end of the day. Each group of workers must account for the money it received.

Two people should count the money, agree on the amount, and turn the money over to you. It’s a good idea for you to verify the amount (recount the money) in the presence of the people giving you the money. Be certain to give them a receipt for the amount they gave you.

Sample receipt for money received from fund-raisers

<table>
<thead>
<tr>
<th>Number 103</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received from Mr. Club Leader</td>
</tr>
<tr>
<td>For Bake Sale</td>
</tr>
<tr>
<td>Amount One hundred Fifty one and 39/100 dollars $ 151.39</td>
</tr>
<tr>
<td>Cash x Check___________ Check Number___________</td>
</tr>
<tr>
<td>By___________ Date___________</td>
</tr>
</tbody>
</table>

Give original to customer; keep duplicate copy.

BANK DEPOSITS

Before you deposit checks that are made payable to your 4-H club, they must be endorsed (signed) on the back. Write “For Deposit Only,” sign the club name (as written on the front of the check) and then sign your name followed with a comma (,) and the word “Treasurer.” If someone writes a check payable to you that is intended for your 4-H club, endorse it by writing “Pay to the order of (your club name)” and signing it. If your club receives many checks, you may want to have a rubber stamp made with the club name and account number on it.

Sample “For Deposit Only” rubber stamp

For Deposit Only  
Green Clover 4-H Club  
Home Town Bank  
Account 00000-000000000
Preparing Deposits

Deposit all funds promptly. Total the receipts you have written since your last deposit and compare that amount with the amount of cash (bills and coins) and checks you intend to deposit. The two figures should agree. If they do not, repeat the process. When the two figures do agree, prepare a deposit slip. Deposit slips are usually found in the back of a checkbook or you may get a supply from the bank. When you fill out a deposit slip, list each check number and its amount separately (use the back of the deposit slip if necessary).

Sample Deposit Slip

<table>
<thead>
<tr>
<th>Deposit Ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green Clover 4-H Club</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Sign here for cash received (if required)</td>
</tr>
<tr>
<td>HOME TOWN Trust &amp; Savings Bank</td>
</tr>
<tr>
<td>073000 2028 7334 804 0900</td>
</tr>
</tbody>
</table>

| Cash | 10.85 |
| Check #483 | 10.00 |
| Check #128 | 15.30 |
| Total from other side | 10.00 |
| Subtotal | 46.15 |
| Less cash | — |
| TOTAL DEPOSIT | 46.15 |

APPROVING AND PAYING BILLS

Part of your monthly treasurer’s report at club meetings should include asking for and receiving club member’s approval to pay the club’s outstanding bills. After the members approve paying the bills, ask the Club President to initial the bill to indicate club approval of payment, then write a check for the approved amount of each bill.

The usual way to pay bills is with a check. Holding cash back from deposits and using it to pay bills is not a good practice, because it does not leave a record or provide proof of payment. If you pay by cash, get a receipt.
CHECKS

Follow these steps when writing checks:

* Always use ink.

* Never erase a mistake. If you make a mistake, write “VOID” on the spoiled check and start a new one. Keep the voided check with the treasurer’s records, do not throw it away.

* Leave as little space as possible between the figures and words when filling in the amount lines. This helps prevent someone else from changing a $15 check, for example, into a $115 check.

* Begin writing the amount at the extreme left of the amount line. Be sure the written amount agrees with the numeric amount. Avoid writing checks for less than $1, but if you have to, start the amount line by writing the word “Only” and then the amount.

* Sign the check with your “authorized” signature, the same way you signed the Signature Card at the bank when you became treasurer. The adult listed on the account must also sign each check.

**Sample Check**

```plaintext
Green Clover 4-H Club
1234 Your Street
Green Clover, MD 12324

Pay To the Order of Clover Corner Supermarket $15.69

Fifteen and 69/100 Dollars

Home Town
Trust & Savings Bank
For 073000 2 28 7337 804 0900

Date April 6, 1998

[Signatures]
```
Maintaining the Check Register

To keep your 4-H club’s check register up to date, follow these steps:

* Write the check number and date it was written in the appropriate columns.

* Write the name of the person or company the check was made out to in the “description of transaction” column.

* Enter the check amount in the “payment/debit” column. Then subtract the check amount from the remaining balance in the line above and enter the new balance.

* At the end of each month reconcile the account; this means that you will compare your records against the bank statement. Mark off the checks and deposits that have cleared the bank (this information is included on the bank statement or the checks that have been returned to you).

* Record the deposit amount(s) in the “deposit/credit” column. Then add the deposit amount to the account balance and record the new account balance in the last column.

Sample Checking Account Register

<table>
<thead>
<tr>
<th>Number of check</th>
<th>Date</th>
<th>Description of Transaction</th>
<th>Payment/debit (-)</th>
<th>Deposit/credit (+)</th>
<th>$316.78</th>
</tr>
</thead>
<tbody>
<tr>
<td>609</td>
<td>4-6-98</td>
<td>Clover Corner Supermarket</td>
<td>$15</td>
<td>69</td>
<td>301.09</td>
</tr>
<tr>
<td></td>
<td>4-15-98</td>
<td>Dues</td>
<td></td>
<td>$4</td>
<td>00</td>
</tr>
<tr>
<td>610</td>
<td>4-22-98</td>
<td>Jim Member</td>
<td>21</td>
<td>84</td>
<td>283.25</td>
</tr>
<tr>
<td></td>
<td>4-23-98</td>
<td>Bank Fee</td>
<td>1</td>
<td>25</td>
<td>282.00</td>
</tr>
</tbody>
</table>

THE TREASURER’S REPORT

The treasurer’s report informs members of the club’s financial activity for the past month. You should present a “Monthly Treasurer’s Report” at each club meeting and present, for the club’s approval, the bills to be paid in the next month.

After the club has reviewed your treasurer’s report and verified that it is reconciled with the bank statement, a member moves to accept the treasurer’s report. The motion is seconded and the club votes on the motion. If the motion is approved, the secretary enters the treasurer’s report into the minutes. All bank statements, bills, monthly treasurer’s reports, annual summary financial reports, and receipt books become part of the club’s permanent records.
**SAMPLE MONTHLY TREASURER’S REPORT**

1. State the beginning balance:
   - **Date:** April 1, 1998
   - **Beginning Balance:** $200.00

   **RECEIPTS**
<table>
<thead>
<tr>
<th>Date</th>
<th>From What Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-13</td>
<td>Bake Sale</td>
<td>151</td>
</tr>
<tr>
<td>4-15</td>
<td>Dues</td>
<td>4</td>
</tr>
</tbody>
</table>

   **EXPENSES**
<table>
<thead>
<tr>
<th>Date</th>
<th>For What Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-6</td>
<td>Clover Corner Supermarket – Achievement Dinner</td>
<td>15</td>
</tr>
<tr>
<td>4-22</td>
<td>Jim Member – Puppets for Children’s Hospital &amp; Cups &amp; Napkins for Achievement Dinner</td>
<td>21</td>
</tr>
</tbody>
</table>

   **Total Received:** 155 39  
   **Total Expenses:** 37 53

2. Indicate closing balance:
   - **Date:** April 30, 1998
   - **Closing Balance:** $317.86

   If the club has a checking account, do the following:

   - Add back checks that have not shown up on the bank statement **plus $10.00**
   - Subtract deposits not showing up on bank statement **minus _____**
   - Adjusted balance should agree with bank statement **equals $327.86**

   Include copy of bank statement that agrees with the total adjusted balance, directly above.

   **Prepared by:** Beth Treasurer  
   **Accepted by:** Green Clover 4-H Club  
   **Club Treasurer’s Signature:**  
   **Club President’s Signature:**

   **Date:** May 5, 1998
GUIDELINES FOR CLUBS WITHOUT CHECKING OR SAVINGS ACCOUNTS

Some clubs operate without checking or savings accounts. Even without a bank account, clubs must follow certain guidelines.

Clubs without bank accounts must follow the same bill paying system as clubs with bank accounts. The main difference is that you will purchase money orders or cashier’s checks from a bank to pay bills instead of using the club’s own checks. Do not use a leader or adult's personal checks to pay bills for your club. Also, your monthly treasurer’s report leaves out the bank reconciliation. All other financial rules and guidelines for clubs with bank accounts apply to clubs without bank accounts.

ANNUAL FINANCIAL SUMMARY

The “Annual Financial Summary” is due in your county Extension office by February 15 of each year. Even if your club does not handle any money during the year, you must still submit this report; mark 0’s in the blanks, sign and date the form, and turn it in.
### SAMPLE ANNUAL FINANCIAL SUMMARY REPORT

**Period Covered:** January 1, 1998 to December 31, 1998

**Balance: January 1**
- Savings: $300.30
- Checking: $300.30
- CD(s): $____
- Other: $____

**Income (Add income of 12 monthly reports)**
- $400.50

Indicate Major Sources of Income
- Bake Sale: $151.3
- $____
- $____

**Expenses (Add expenses of 12 monthly reports)**
- $200.20

Indicate Major Sources of Expenses
- Achievement Dinner: $130.00
- $____
- $____

**Balance: December 31**
- Savings: $200.00
- Checking: $300.60
- CD(s): $____
- Other: $____

**Audited by:** 4-H Members (2 Signatures Required)
- [Signature]
- [Signature]

**Date:** January 10, 1999

**Due to:**
- County 4-H office—February 15
- State 4-H office—March 15

**Received by (Signatures):**
- [Signature]

**Date:** January 15, 1999

**Note:** Audit committee—two adults and two 4-H members, not related to each other or treasurer.
4-H CLUB/AUTHORIZED GROUP

MONTHLY TREASURER’S REPORT

1. State the beginning balance:

   Date: ___________________________    Beginning Balance: ___________________________

<table>
<thead>
<tr>
<th>RECEIPTS</th>
<th>EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>From What Source</td>
</tr>
<tr>
<td>-------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Total Received: ___________________________   Total Expenses: ___________________________

2. Indicate closing balance:

   Date: ___________________________    Closing Balance: ___________________________

   If the club has a checking account, do the following:
   Add back checks that have not shown up on the bank statement     plus   ______
   Subtract deposits not showing up on bank statement               minus  ______
   Adjusted balance should agree with bank statement               equals  ______

   Include copy of bank statement that agrees with the total adjusted balance, directly above.

   Prepared by: __________________________________    Accepted by: _________________________

   ___________________________   ___________________________
   Club Treasurer’s Signature   Club President’s Signature

   Date: ___________________________    ___________________________
ANNUAL FINANCIAL SUMMARY REPORT

Period Covered: January 1, _____ to December 31, _____

Balance: January 1
- Savings $__________
- Checking $__________
- CD(s) $__________
- Other $__________

Income (Add income of 12 monthly reports) $__________
Indicate Major Sources of Income
- $__________
- $__________
- $__________

Expenses (Add expenses of 12 monthly reports) $__________
Indicate Major Sources of Expenses
- $__________
- $__________
- $__________

Balance: December 31 $__________
- Savings $__________
- Checking $__________
- CD(s) $__________
- Other $__________

Audited by: 4-H Members (2 Signatures Required) Adults (2 Signatures Required)

Date: ___________________________ ___________________________

Note: Audit committee—two adults and two 4-H members, not related to each other or treasurer.

Due to: Received by (Signatures): Date:

County 4-H office—February 15 ___________________________ ___________________________
State 4-H office—March 15 ___________________________ ___________________________