Name of Club___________________________________________________

Treasurer______________________________________________________

Leader________________________________________________________

Year _________
Duties of the Treasurer

The treasurer keeps the money and financial records for the club. For any group to make wise use of the money it has earned, members need to have accurate financial information.

The treasurer...

- Receives and takes care of all money of the club or unit.
- Gives an accurate, up-to-date treasurer’s report at each regular meeting. The report should include money received, bills paid and the amount currently on hand in the club’s checking and savings accounts.
- Keeps accurate, up-to-date and permanent records of all money received (including date received and the source of the money) and spent (showing to whom the money was paid and the date paid).
- Deposits into a checking account in a local bank all money received, as soon as it is received. Do not keep 4-H money or checks in your house. Never mix club money with your own. NEVER borrow the club’s money for your own use.
- Furnishes detailed and complete information about the finances of the club or unit whenever needed or requested.
- Collects dues from members and maintains record of dues paid.
- Prepares financial records for the auditing committee when finishing term of office. Responsible for all 4-H funds until successor takes office. Gives complete, accurate records to successor at the end of the year. 4-H financial records must also be reviewed (audited) at the end of each 4-H year. The group leader or a committee assists the treasurer in preparing for the review or audit.
- Pays all club bills as soon as approved by club leader.
- Completes the annual 4-H Group Financial Report and has it approved by the group, and submits it to the NDSU Extension Service county office.
- Keeps all receipts, cancelled checks and bank statements in a file.

Remember...

A financial record cannot be almost correct... it must BE correct.
Writing Checks

One of the most important jobs of the treasurer is to write checks for your club. Sometimes you will write a check to make a purchase at a store or business; sometimes you will need to write checks to pay bills that your club receives. Either way, you must have approval from the club for every check you write. On the next page are payment approval forms you can copy and use to keep a detailed record of every check you write.

The check register in your checkbook is designed to help you keep an accurate record of the checks you write. Whenever you write a check, make sure that you record the information in the check register. First, look at the check number to make sure it is the next number in the sequence and that you don’t have any missing checks. Then write the check following the 6 steps below.

1. **Always write your checks in ink.**
   Date your check with the date you are writing the check. Don’t write an earlier or later date. If you make a mistake while writing a check, write the word “VOID” on the check and also show that the check is void in the Check Register. Keep these voided checks in a file. **Remember: you must be able to account for every check.**

2. After “Pay to the Order of” write the name of the business or person to whom you are writing the check. Write the full name and don’t use nicknames. Abbreviations like “Inc.” (Incorporated) and “Co.” (Company) are OK to use.

3. Write the amount of the check in dollars and cents in the box. Try to take up all the space on the line when writing the amount so no one can add any numbers or zeros to the amount to make the number larger.

4. On the next line, write the amount of the check again, this time writing out in words the dollar amount, and writing the cents as a fraction: 50/100 or 25/100 or 99/100, etc. Double check to make sure the amount on the line is exactly the same as the amount in the box.

5. On the next line, write a brief description of what the check is for. Sign the check.

6. Now go to your check register and enter the information from the check and subtract the amount of the check from your running balance in the Balance column. Again, be sure the amount is exactly the same as the check and that you enter the amount in the correct (Debit) column. Subtract the amount of the check from the running balance in the last column.

**Your Club's Checking Account**

Your club may already have a checking account. If not, you may wish to start one. In either case, you will need to complete a signature card with your name and that of the adult leader. This card will be filed at the bank where you have your account.

The club will also need a taxpayer's identification number if it doesn't already have one. To apply, fill out Internal Revenue Form SS-4. This form is available at your local IRS office or by calling 1-800-829-3676. Or go to the IRS website: [www.irs.gov/formspubs/](http://www.irs.gov/formspubs/)

The online EIN application can be completed at [www.irs.gov](http://www.irs.gov).
Payment Approval Forms
(Make copies of this page as needed.)

This form authorizes __________________________________________________, Treasurer, on behalf of __________________________________________________ 4-H Club, to make the following payment.

Date authorized _____/_____/_____

Pay to __________________________________________________

Amount __________________

<table>
<thead>
<tr>
<th>Item Purchased</th>
<th>Project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

President’s signature __________________________________________________________________
Date __________/______/______

Secretary’s signature __________________________________________________________________
Date __________/______/______

Date Paid _____/_____/______ Check No. ____________

Treasurer’s signature ________________________________

This form authorizes __________________________________________________, Treasurer, on behalf of __________________________________________________ 4-H Club, to make the following payment.

Date authorized _____/_____/_____

Pay to __________________________________________________

Amount __________________

<table>
<thead>
<tr>
<th>Item Purchased</th>
<th>Project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

President’s signature __________________________________________________________________
Date __________/______/______

Secretary’s signature __________________________________________________________________
Date __________/______/______

Date Paid _____/_____/______ Check No. ____________

Treasurer’s signature ________________________________
Making a Deposit

When you want to deposit money into the club’s account, you will need to write out a deposit slip. Follow the 5 steps listed below.

1. First, separate the money you want to deposit into three groups: currency (paper money), coins, and checks. Add up the currency and then the coins and list the total of each group in the top two lines of the form.

2. Each check needs to be itemized, or listed separately. If you have only one or two checks, you can list them on the front of the deposit slip after “Coins”. If you have more than two checks, you will need to list them on the back of the deposit slip. For each check, write the name of person or business that gave you the check and the amount of the check. Be very careful when you write the amount, and be sure to double-check your work. Then add the amounts together and put the total at the bottom of the list and the same total on the “Checks” line on the front of the deposit slip.

3. Now add up the total of currency, coins and checks and write it in the bottom line of the form. To double-check your work, add up the piles of currency, coins and checks again and compare this total to the total on the form. The two totals should be exactly the same. If they are not the same, you will need to add again.

4. Enter the amount of the deposit in your check register. First write the total amount of the deposit in the “Deposit/Credit (+)” column and then add this amount to the running balance in the Balance column.

5. When you are sure your deposit slip is correct, take it and the money to the bank. Be sure to save the bank receipt in your files.

Remember...

Accuracy is very important when you are handling your club’s money. You may want to ask an adult for help the first time you write a check or make a deposit.

Using a calculator, especially one that gives you a printed tape, can be very helpful when you have many items to add. You may include the tape with your deposit, or save it in your files.
### Using the Check Register

The check register is used to record all money that goes into or comes out of your club’s checking account. This is where you will keep a record of every check you write, every deposit you make, and any fees you paid each month.

**Here’s the information you need to record:**

<table>
<thead>
<tr>
<th>Month</th>
<th>September 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Date</td>
</tr>
<tr>
<td>9/01</td>
<td>Beginning Balance</td>
</tr>
<tr>
<td>9/17</td>
<td>Deposit – Dues collected</td>
</tr>
<tr>
<td>236</td>
<td>9/26</td>
</tr>
<tr>
<td>9/30</td>
<td>Account Maintenance Fee</td>
</tr>
</tbody>
</table>

**Month:** Write in the current month and year at the top of each register and immediately record the ending balance from the previous month in the Balance column.

**Number:** In the first column, write the number of the check you are using to make the payment. The check number is printed on your check in the upper right hand corner. There should never be any gaps or repeated numbers in the sequence of check numbers. If there is a gap, it means you have forgotten to include a check that you have written. Go through your documentation to find the record for the missing check. When you make a deposit, there will be no check number to record, so leave this area blank. Remember: if you make a mistake on a check, write “Void” on the check. Write the check number in your Check Register, and write “Void” in the Description column. File the check.

**Date:** Record the date you write the check.

**Description of Transaction:** Write the name of the person or business to whom you wrote the check, or from whom you received the money you are depositing. You may also wish to write a short explanation of what the money was for.

**Payment/Debit (–):** Record the amount of the check you have written here. Write the dollars on the left side of the line, and cents on the right side of the line. Be very accurate. Then subtract the amount of the payment from the last amount in the Balance column.

**T:** When you receive your monthly bank statement, use this column to check off every check or deposit that has cleared the bank. This way you will know if you have any checks or deposits that are not included in your current balance on your bank statement.

**Fees (if any):** Record any account fees the bank has charged you. You will find these on your bank statement.

**Deposit/Credit (+):** Record money you have received and deposited into your account. Then add the amount of the payment to the last amount in the Balance column.

**Balance:** This column is where you keep the running total of the amount of money in your account. You add to it every time you make a deposit, and subtract from it every time you make a payment. Be sure to balance, or reconcile, your check register with the bank statement every month. An adult can help you with this.
Balancing Your Check Book

1. Each month when you get your bank statement you should balance your check book. First, go through all entries in both your check register and your bank statement and make sure they are identical. In your check register, make a checkmark in the “T” column for every check, deposit, or withdrawal you find listed on the bank statement. If you find an amount that doesn't match, you will need to find out whether you or the bank made the mistake.

2. When you have finished with Step 1, any checks or deposits that don’t have a checkmark in the “T” column of your check register have not yet cleared the bank. Total up these checks, plus any withdrawals, fees paid or transfers from your checking account and subtract them from your ending balance. Total up any deposits you have made or interest earned that does not appear on your bank statement, and add them to your ending balance.

3. The ending balance on your check register should now match the ending balance on your bank statement. If the totals do not match it means you have not recorded a transaction, you have entered an amount incorrectly, or the bank has made a mistake. You will need to go through your records again very carefully to find the error.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Deposit or Withdrawal</th>
<th>Amount of Deposit (+)</th>
<th>Amount of Withdrawal (–)</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
Treasurer’s Report

Month __________________________ 20_____

CHECKING ACCOUNT
Beginning balance
(Balance on hand from previous month) $______________

Income during the month
(List items and amounts) Receipt # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL INCOME $__________________

Expenses during month
(List items and amounts) Check # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL EXPENSES $__________________

Total income $__________________

Total expenses – $__________________

BALANCE ON HAND $__________________
(This amount become next month’s beginning balance)

SAVINGS ACCOUNT
Beginning balance $______________
(Balance on hand from previous month)

Deposits during month (+) $______________
Withdrawals during month (−) $______________

Ending balance $______________

Treasurer ___________________________ Date _____/_____/_____
Treasurer’s Report

Month ___________________________ 20_____

CHECKING ACCOUNT
Beginning balance
(Balance on hand from previous month) $__________________

Income during the month
(List items and amounts) Receipt # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL INCOME $__________________

Expenses during month
(List items and amounts) Check # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL EXPENSES $__________________

Total income $__________________

Total expenses – $__________________

BALANCE ON HAND $__________________

(Subtract total expenses from the total of beginning balance and receipts)

SAVINGS ACCOUNT
Beginning balance $__________________
(Balance on hand from previous month)

Deposits during month (+) $__________________
Withdrawals during month (–) $__________________

Ending balance $__________________

Treasurer _____________________________________________________ Date ______/______/______

(Save this amount become next month’s beginning balance)
# Treasurer’s Report

Month ___________________________ 20_____

## CHECKING ACCOUNT

**Beginning balance**
(Balance on hand from previous month)

<table>
<thead>
<tr>
<th>Income during the month</th>
<th>Receipt # (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ______________________</td>
<td>________________________</td>
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<tr>
<td>2. ______________________</td>
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<tr>
<td>3. ______________________</td>
<td>________________________</td>
</tr>
<tr>
<td>4. ______________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

**TOTAL INCOME**

$__________________

<table>
<thead>
<tr>
<th>Expenses during month</th>
<th>Check # (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ____________________</td>
<td>______________________</td>
</tr>
<tr>
<td>2. ____________________</td>
<td>______________________</td>
</tr>
<tr>
<td>3. ____________________</td>
<td>______________________</td>
</tr>
<tr>
<td>4. ____________________</td>
<td>______________________</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**

$__________________

**Total income**

$__________________

**Total expenses**
(Exclude total expenses from the total of beginning balance and receipts)

$__________________

**BALANCE ON HAND**
(This amount become next month’s beginning balance)

$__________________

## SAVINGS ACCOUNT

**Beginning balance**
(Balance on hand from previous month)

<table>
<thead>
<tr>
<th>Deposits during month</th>
<th>(+) $__________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawals during month</td>
<td>(−) $__________________</td>
</tr>
</tbody>
</table>

**Ending balance**

$__________________

Treasurer ___________________________ Date ___/___/______
# Treasurer’s Report

Month ________________________________ 20____

## CHECKING ACCOUNT

**Beginning balance**
(Balance on hand from previous month)

<table>
<thead>
<tr>
<th>Income during the month</th>
<th>Receipt # (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ______________________</td>
<td>_________________________ $__________________</td>
</tr>
<tr>
<td>2. ______________________</td>
<td>_________________________ $__________________</td>
</tr>
<tr>
<td>3. ______________________</td>
<td>_________________________ $__________________</td>
</tr>
<tr>
<td>4. ______________________</td>
<td>_________________________ $__________________</td>
</tr>
</tbody>
</table>

**TOTAL INCOME** $__________________

<table>
<thead>
<tr>
<th>Expenses during month</th>
<th>Check # (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ______________________</td>
<td>_________________________ $__________________</td>
</tr>
<tr>
<td>2. ______________________</td>
<td>_________________________ $__________________</td>
</tr>
<tr>
<td>3. ______________________</td>
<td>_________________________ $__________________</td>
</tr>
<tr>
<td>4. ______________________</td>
<td>_________________________ $__________________</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES** $__________________

**Total income** $__________________

**Total expenses** – $__________________

**BALANCE ON HAND** $__________________

(Balance on hand from previous month)

## SAVINGS ACCOUNT

| Deposits during month (+) $__________________ |
| Withdrawals during month (−) $__________________ |

**Ending balance** $__________________

Treasurer ________________________________ Date _____/_____/_____
Treasurer’s Report

Month ____________________________________________ 20____

CHECKING ACCOUNT
Beginning balance (Balance on hand from previous month) $__________________

Income during the month (List items and amounts) Receipt # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL INCOME $__________________

Expenses during month (List items and amounts) Check # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL EXPENSES $__________________

Total income $__________________

Total expenses – $__________________ (Subtract total expenses from the total of beginning balance and receipts)

BALANCE ON HAND $__________________ (This amount become next month’s beginning balance)

SAVINGS ACCOUNT
Beginning balance $__________________ (Balance on hand from previous month)

Deposits during month (+) $__________________
Withdrawals during month (–) $__________________

Ending balance $__________________

Treasurer ____________________________ Date _____/_____/______
Treasurer’s Report

Month __________________________ 20____

CHECKING ACCOUNT
Beginning balance  $__________________
(Balance on hand from previous month)

Income during the month
(List items and amounts) Receipt # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL INCOME  $__________________

Expenses during month
(List items and amounts) Check # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL EXPENSES  $__________________

Total income  $__________________

Total expenses – $__________________  
(Subtract total expenses from the total of beginning balance and receipts)

BALANCE ON HAND  $__________________
(This amount become next month’s beginning balance)

SAVINGS ACCOUNT
Beginning balance  $__________________
(Balance on hand from previous month)

Deposits during month (+) $__________________
Withdrawals during month (–) $__________________

Ending balance  $__________________

Treasurer ______________________________________________________ Date ______/______/______
# Treasurer’s Report

Month ____________________________ 20________

## CHECKING ACCOUNT

**Beginning balance**
(Balance on hand from previous month)

**Income during the month**
(List items and amounts) **Receipt # (if applicable)**
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

**TOTAL INCOME** $__________________

**Expenses during month**
(List items and amounts) **Check # (if applicable)**
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

$__________________

**Total income** $__________________

**Total expenses** $__________________

(Subtract total expenses from the total of beginning balance and receipts)

**BALANCE ON HAND** $__________________

(This amount become next month’s beginning balance)

## SAVINGS ACCOUNT

**Beginning balance** $__________________
(Balance on hand from previous month)

- **Deposits during month** (+) $__________________
- **Withdrawals during month** (−) $__________________

**Ending balance** $__________________

Treasurer ____________________________ Date _____/_____/_______
Treasurer’s Report

Month ________________________________ 20_____

CHECKING ACCOUNT
Beginning balance (Balance on hand from previous month) $__________________

Income during the month (List items and amounts) Receipt # (if applicable)
1. ________________________________ ___________________ $__________________
2. ________________________________ ___________________ $__________________
3. ________________________________ ___________________ $__________________
4. ________________________________ ___________________ $__________________

TOTAL INCOME $__________________

Expenses during month (List items and amounts) Check # (if applicable)
1. ________________________________ ___________________ $__________________
2. ________________________________ ___________________ $__________________
3. ________________________________ ___________________ $__________________
4. ________________________________ ___________________ $__________________

$__________________

TOTAL EXPENSES

Total income $__________________

Total expenses – $__________________

BALANCE ON HAND (This amount become next month’s beginning balance) $__________________

SAVINGS ACCOUNT
Beginning balance $__________________
(Balance on hand from previous month)

Deposits during month (+) $__________________
Withdrawals during month (–) $__________________

Ending balance $__________________

Treasurer ________________________________ Date _____/_____/______
Treasurer’s Report

Month ________________________________ 20_____

CHECKING ACCOUNT
Beginning balance
(Balance on hand from previous month)

Income during the month
(List items and amounts) Receipt # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL INCOME
$__________________

Expenses during month
(List items and amounts) Check # (if applicable)
1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL EXPENSES
$__________________

Total income
$__________________

Total expenses
(Subtract total expenses from the total of beginning balance and receipts) – $__________________

BALANCE ON HAND
(This amount become next month’s beginning balance)
$__________________

SAVINGS ACCOUNT

Beginning balance $__________________
(Balance on hand from previous month)

Deposits during month (+) $__________________
Withdrawals during month (−) $__________________
Ending balance $__________________

Treasurer _____________________________________________________ Date ______/______/______
Treasurer’s Report

Month ___________________________ 20_____

CHECKING ACCOUNT
Beginning balance                          $______________
(Balance on hand from previous month)

Income during the month
(List items and amounts) Receipt # (if applicable)
1. ___________________________ ___________________ $__________________
2. ___________________________ ___________________ $__________________
3. ___________________________ ___________________ $__________________
4. ___________________________ ___________________ $__________________

TOTAL INCOME $__________________

Expenses during month
(List items and amounts) Check # (if applicable)
1. ___________________________ ___________________ $__________________
2. ___________________________ ___________________ $__________________
3. ___________________________ ___________________ $__________________
4. ___________________________ ___________________ $__________________

$__________________

TOTAL EXPENSES

Total income $__________________

Total expenses $__________________
(Subtract total expenses from the total of beginning balance and receipts)

BALANCE ON HAND $__________________
(This amount become next month’s beginning balance)

SAVINGS ACCOUNT
Beginning balance $______________
(Balance on hand from previous month)

Deposits during month (+) $______________
Withdrawals during month (–) $______________

Ending balance $______________

Treasurer ___________________________ Date _____/_____/_____
Treasurer’s Report

Month ___________________________ 20____

CHECKING ACCOUNT
Beginning balance
(Balance on hand from previous month)
$__________________

Income during the month
(List items and amounts) Receipt # (if applicable)
1. ________________________________ ___________________ $__________________
2. ________________________________ ___________________ $__________________
3. ________________________________ ___________________ $__________________
4. ________________________________ ___________________ $__________________

TOTAL INCOME $__________________

Expenses during month
(List items and amounts) Check # (if applicable)
1. ________________________________ ___________________ $__________________
2. ________________________________ ___________________ $__________________
3. ________________________________ ___________________ $__________________
4. ________________________________ ___________________ $__________________

TOTAL EXPENSES $__________________

Total income
$__________________

Total expenses
(Subtract total expenses from the total of beginning balance and receipts) – $__________________

BALANCE ON HAND
(This amount become next month’s beginning balance)
$__________________

SAVINGS ACCOUNT
Beginning balance
(Balance on hand from previous month) $__________________

Deposits during month (+) $__________________
Withdrawals during month (−) $__________________
Ending balance $__________________

Treasurer ___________________________ Date _____/_____/_____

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Treasurer’s Report

Month ___________________________ 20________

CHECKING ACCOUNT

Beginning balance  $__________________
(Balance on hand from previous month)

Income during the month
(List items and amounts) Receipt # (if applicable)

1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL INCOME  $__________________

Expenses during month
(List items and amounts) Check # (if applicable)

1. ________________________________________ ___________________ $__________________
2. ________________________________________ ___________________ $__________________
3. ________________________________________ ___________________ $__________________
4. ________________________________________ ___________________ $__________________

TOTAL EXPENSES  $__________________

Total income  $__________________

Total expenses  – $__________________
(Subtract total expenses from the total of beginning balance and receipts)

BALANCE ON HAND  $__________________
(This amount become next month’s beginning balance)

SAVINGS ACCOUNT

Beginning balance  $__________________
(Balance on hand from previous month)

Deposits during month (+) $__________________
Withdrawals during month (–) $__________________

Ending balance  $__________________

Treasurer _____________________________________________________ Date ______/______/______
Collecting and Recording Dues

If your club collects dues, those payments should be part of your financial record.

Annual dues per member $__________

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount Paid</th>
<th>Date Paid</th>
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<tbody>
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Developing a Budget

Do you know how much money your club spent on activities this year?
Do you know how much money you will have to raise to take a trip your club is planning next year?

Developing and maintaining a budget will help your club answer these questions, and help you plan for both scheduled and unexpected events. Budgeting is an activity for the whole group. Thinking about your plans, and figuring out how you are going to pay for them helps your club decide what activities it will choose to do.

On the next few pages are some tools you can use to begin a budget process for your club.

1. List your club’s basic operating expenses (weekly, monthly, quarterly, yearly).

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. List your club’s goals, planned events and anticipated financial needs for next year.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. List some ways your club can earn extra money for upcoming events.

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
# Budget

<table>
<thead>
<tr>
<th>Income</th>
<th>Current Year</th>
<th>Proposed</th>
<th>Actual</th>
<th>Proposed for Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Proposed</td>
<td>Actual</td>
<td>Proposed for Next Year</td>
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</tr>
<tr>
<td><strong>Beginning balance</strong></td>
<td></td>
<td>$___________</td>
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<td>$___________</td>
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<tr>
<td><strong>Dues</strong></td>
<td>$___________</td>
<td>$___________</td>
<td>$___________</td>
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<tr>
<td><strong>Fundraisers</strong></td>
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<tr>
<td>1. _______________________</td>
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<td>2. _______________________</td>
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<td>3. _______________________</td>
<td>$___________</td>
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<tr>
<td><strong>Gifts/Donations</strong></td>
<td>$___________</td>
<td>$___________</td>
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<tr>
<td><strong>Other</strong></td>
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<tr>
<td><strong>Total income</strong></td>
<td>$___________</td>
<td>$___________</td>
<td>$___________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Current Year</th>
<th>Proposed</th>
<th>Actual</th>
<th>Proposed for Next Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Proposed</td>
<td>Actual</td>
<td>Proposed for Next Year</td>
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<tr>
<td><strong>Meeting expenses</strong></td>
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<td>$___________</td>
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<tr>
<td><strong>Awards/recognition</strong></td>
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<td><strong>Recreation</strong></td>
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<td><strong>Scholarships</strong></td>
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<td><strong>Projects</strong></td>
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<td><strong>4-H promotion</strong></td>
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<td><strong>4-H Foundation</strong></td>
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<td><strong>Total expenses</strong></td>
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</table>

| **Ending balance** | $___________ | $___________ | $___________ |

23
Budget (continued)

Amount needed to meet the club’s proposed budget goals $_______________

What fundraisers does the group plan to reach this goal?

**Fundraiser #1**

When? ____________________________________________________________

Who’s responsible? ________________________________________________

Anticipated income $_______________  Actual income $_______________

Anticipated expenses $_______________  Actual expenses $_______________

Anticipated profit $_______________  Actual profit $_______________

**Fundraiser #2**

When? ____________________________________________________________

Who’s responsible? ________________________________________________

Anticipated income $_______________  Actual income $_______________

Anticipated expenses $_______________  Actual expenses $_______________

Anticipated profit $_______________  Actual profit $_______________

**Fundraiser #3**

When? ____________________________________________________________

Who’s responsible? ________________________________________________

Anticipated income $_______________  Actual income $_______________

Anticipated expenses $_______________  Actual expenses $_______________

Anticipated profit $_______________  Actual profit $_______________

**Remember...**

Deciding how to make and spend the club’s money should be a group activity. Budgeting needs to be part of planning for any project that you do. Remember, too, that you need to have approval from your leader for any fundraising events.
The Audit

The final duty of the Treasurer is to present all the financial records for review. This is where your careful, accurate, complete and up-to-date record keeping during the year pays off.

Your final report should include all records of income and expenses, plus all documentation you have saved during the year. Be sure to thank any donors, business owners, parents and others who helped your club during the year with its fundraising efforts.

Reviewed/audited by ________________________________________________________________

Signed by

Treasurer’s signature __________________________________________________________________________

Date __________/________/________

President’s signature _______________________________________________________________________

Date __________/________/________

Approved by club on __________/________/________

Date __________/________/________

Club Leader

Comments of Review/Audit Committee

Return this booklet to your NDSU Extension Service agent responsible for 4-H activities at the end of the 4-H club year.
Use this page for notes and records
Use this page for notes and records
4-H Pledge
I pledge my HEAD to clearer thinking; my HEART to greater loyalty; my HANDS to larger service; and my HEALTH to better living for my club, my community, my country, and my world.

4-H Motto
To Make the Best Better.

4-H Member Creed
I believe in 4-H work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic and true.

I believe in the training of my HANDS for the dignity it will give me to be helpful, useful and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, resist disease, and to work efficiently.

I believe in my country, my state and my community, my world and in my responsibility for their development.

In all these things that I believe, I am willing to dedicate my efforts to their fulfillment.

Visit North Dakota 4-H on-line at: www.ndsu.edu/4h
A printable copy of the Treasurer’s Record Book may be found at: www.ndsu.edu/fileadmin/4h/ClubMaterials/PA804.pdf