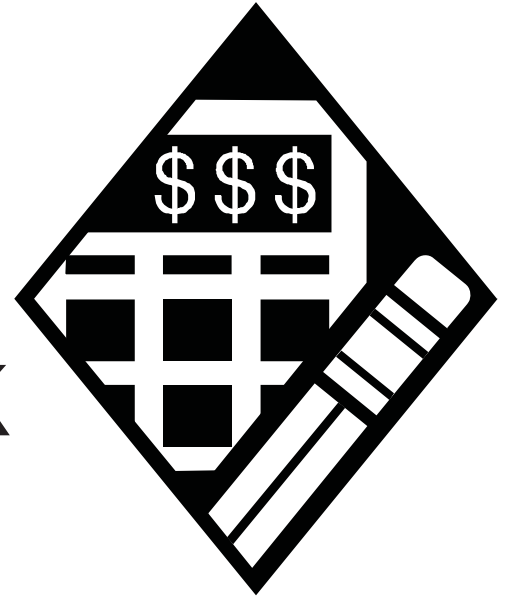




North Dakota 4-H Treasurer's Record Book



Name of Club _____

Treasurer _____

Leader _____

Year _____

NDSU EXTENSION
SERVICE

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.
- 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.**
- Collects dues from members and maintains record of dues paid.
- Pays all club bills as soon as approved by club leader.
- Keeps all receipts, cancelled checks and bank statements in a file.
- 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.
- Furnishes detailed and complete information about the finances of the club or unit whenever needed or requested.
- 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.
- 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.

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/

The online EIN application can be completed at 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 _____

Item Purchased	Project	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

President's signature

Secretary's signature

Date

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 _____

Item Purchased	Project	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

President's signature

Secretary's signature

Date

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:

Month September 2013

Number	Date	Description of Transaction	Payment/ Debit (-)	T	Fee (if any)	Deposit/ Credit (+)	Balance
	9/01	Beginning Balance					145 75
	9/17	Deposit - Dues collected				16 25	162 00
236	9/26	Meyer's Grocery - party food	23 98				138 02
	9/30	Account Maintenance Fee			4 50		133 52

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.

Savings Account Record

Date	Description of Deposit or Withdrawal	Amount of Deposit (+)	Amount of Withdrawal (-)	Balance

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

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 (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

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Treasurer _____ Date ____/____/____

Treasurer's Report

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Treasurer's Report

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Treasurer _____ Date ____/____/____

Treasurer's Report

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Treasurer's Report

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Treasurer _____

Date ____/____/____

Treasurer's Report

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Treasurer _____ Date ____/____/____

Treasurer's Report

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3. _____	_____	\$ _____
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Treasurer _____

Date ____/____/____

Treasurer's Report

Month _____ 20____

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Treasurer _____ Date ____/____/____

Treasurer's Report

Month _____ 20____

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Treasurer _____

Date ____/____/____

Treasurer's Report

Month _____ 20_____

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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 \$ _____

Name	Amount Paid	Date Paid

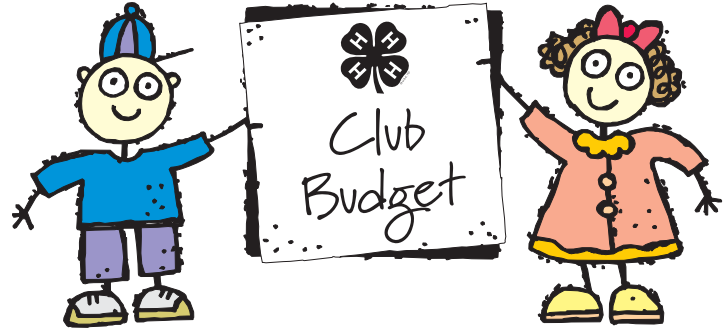
Developing a Budget

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

	Current Year		Proposed for Next Year
	Proposed	Actual	
Income			
Beginning balance		\$ _____	\$ _____
Dues	\$ _____	\$ _____	\$ _____
Fundraisers			
1. _____	\$ _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____	\$ _____
Gifts/Donations	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
Total income	\$ _____	\$ _____	\$ _____
Expenses			
Meeting expenses	\$ _____	\$ _____	\$ _____
Awards/recognition	\$ _____	\$ _____	\$ _____
Recreation	\$ _____	\$ _____	\$ _____
Scholarships	\$ _____	\$ _____	\$ _____
Projects	\$ _____	\$ _____	\$ _____
4-H promotion	\$ _____	\$ _____	\$ _____
4-H Foundation	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
Other _____	\$ _____	\$ _____	\$ _____
Total expenses	\$ _____	\$ _____	\$ _____
Ending balance	\$ _____	\$ _____	\$ _____

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 _____ / _____ / _____ 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

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