







# Florida 4-H TREASURERS MANUAL



# & RECORD BOOK

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# THE ROLE OF THE 4-H CLUB TREASURER



Congratulations on being your Club's Treasurer!!

Being the treasurer is a very important position in your club. Your fellow 4-H Club Members have shown their confidence in you by letting you have this responsibility. As treasurer, you will be responsible for taking care of the club's money, bank accounts, or other money matters for your club.

Let's take a closer look at your duties ...

- \$ Attend 4-H officer training if one is available. If not, review pages 3-12 to learn responsibilities and methods to use. Look up terms, as needed, in the glossary on page 35.
- \$ Keep an accurate account of:
  - ✓ all money received and its sources.
  - ✓ paid expenses showing to whom and why the money was paid.
- \$ Prepare and present a summary of income and expenses at each meeting. Also, report the current balance of all club accounts.
- \$ Deposit dues (if any) and any other money received (for example from a fund-raising activity) to the club account in a local bank as soon as possible.
- \$ Give receipts for all money received by the club.
- \$ Pay money out of the club account only as voted by the club.
- \$ If the club has any bills, pay them promptly and by check if possible. Get a receipt for all bills you pay in cash.
- \$ Give an itemized account of funds upon request by the leader or club members.
- \$ Chair your club finance and fund-raising committees. Use the committee to involve members in the decision making as well as in accomplishing the business of the committee. The finance committee is responsible for developing an annual club budget.
- \$ Take responsibility for the club funds until the next club treasurer is elected. An auditing committee should approve the treasurer's accounts before they are turned over to a new treasurer. In the event a 4-H club disbands, the funds in the club treasury must be either transferred to another chartered 4-H club or else donated to the county 4-H program.
- \$ Complete and send the Annual 4-H Financial Report to the county office at the close of the club year. The report should be approved and signed by the local leader.

# INCOME & EXPENSES



As your club treasurer, you are in charge of all the money that comes into and goes out of your club. The money that comes in to your club is called “income,” and the money that your club pays out is called your club’s “expenses.” **Income** is money you receive from things such as dues, fund-raisers, and donations. **Expenses** are things that your club pays for such as supplies for meetings or projects and scholarships. The first part of this section will focus on how to deal with two types of income - club dues and fund-raisers.



## INCOME CLUB DUES

The most common type of income you will receive is club dues. Many 4-H Clubs charge members some type of dues. This gives the club money to participate in group projects and do the activities they want to do.

So where do club dues come from? Your club dues may be set in your club’s constitution, by your county, or it may be up to you as the treasurer to determine how much each member should pay. If you are setting the dues yourself, discuss with your 4-H leader what activities the club wants to participate in and how much money will be needed to do these things. Then, together decide how much is an appropriate amount to charge club members and how often you will charge them. Try to keep dues low and instead, look at alternative things such as fund-raising as a source of income.

When the club members pay their dues, it is important that their payment is recorded on a Dues Form like the one below. Forms to record your club dues are located in the record keeping section of this book.

Dues Form			\$2/Month	
Name	8-11-00	9-15-00		
Jane	\$1.00	\$3.00		
Ryan	\$2.00	\$2.00		
Steve	- - -	\$4.00		
Total	\$3.00	\$9.00		

# 4-H CLUB FUND-RAISING

Fund-raising is a good way for your club to generate income for their activities. Your fund-raiser should be fun for all of the members to participate in so that it will be profitable. The club, under your leadership as treasurer, should come up with ways to raise the money. This is the challenging, yet fun part.

There are some things you should consider when planning a fund-raiser. Below are some ideas and things to think about when planning a fund-raiser. A complete list of guidelines you should follow in doing your 4-H Club Fund-Raiser is on page 13.



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## Here are some questions to assist you and the club in deciding how to raise money:

1. Will there be one big, major fund-raiser or several different smaller ones?
2. Who will have the responsibility of coordinating each fund-raiser? In many organizations this is the treasurer's responsibility and he/she often has help from a finance committee. Or your club could even set up a fund-raising committee with you as the chairman.
3. What will the fund-raiser(s) be? Brainstorm for ideas at a club meeting or with your finance or fund-raising committee if you have one.

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## Below are some ideas for a fund-raiser but your club does not have to limit its ideas to this list:

Auctions	Garage/Yard Sales
Babysitting	Homemade Crafts
Bake Sales	Walk-a-Thon
Bike-a-Thon	Car Washes
Holiday Decorations	Dances
Product Sales	
(Apples, Calendars, Gourmet Candy)	



# PREPARING RECEIPTS

When you receive money from someone, it is important to write them a receipt. A **receipt** is a written form recording the amount of money received. Without a receipt, you cannot prove that your club received the money. Your club should have a receipt book with **pre-numbered**, duplicate pages. Use the sample receipt below for reference when filling out receipts.

# 1234

Received From: Jane Smith

For: Clover Fundraiser

Amount: Ten Dollars \$ 10.00

Cash:  Check:  Check Number:

By Steve Treasurer Date: May 15, 2000

Pre-numbered

Give the original to the customer, and you keep the duplicate copy.

Duplicate

When receiving dues from members, it is not necessary to write them individual receipts since you recorded the transaction on your dues form. You should, however, make one receipt for the entire amount at the end of each month like the one below.

# 1235

Received From: Club Members

For: August Dues

Amount: Three Dollars \$ 3.00

Cash:  Check:  Check Number:

By Steve Treasurer Date: Aug. 12, 2000

When you hold a fund-raiser such as a bake sale or a car wash, it is not necessary to write each customer a receipt. Write one receipt for the total amount, like with the club member dues.





# MAKING DEPOSITS



You may be wondering what you do with the income you generate. All the funds your club receives should be deposited into the club's bank account immediately. So how do you make a bank **deposit**? Follow these simple steps:

- \$ Total your receipts and then total the amount of money you have in cash and checks. The two totals should equal one another.
- \$ Endorse all checks right before you deposit them. **Endorse** means write on the back of the check (at the top, on the lines) like so:

_____
For Deposit Only
_____
Steve Treasurer
_____
Golden Clover 4-H Club
_____
217-3245-389-00
_____



Your club may have a stamp for this purpose

- \$ Fill out the deposit form given to you by the bank. Deposit forms usually look like the one below. Make sure to fill it out completely.

<b>Deposit Ticket</b> <b>Golden Clover 4-H Club</b> <b>Date:</b> August 20, 2000  _____ (Sign here for cash received)  <b>Hometown Bank</b> <b>217-3245-389-00</b>	<b>Cash</b>	13.00
	<b>Checks</b>	
	#2345	10.00
	<b>Subtotal</b>	23.00
	<b>Less Cash</b>	---
<b>Total Deposit</b>	23.00	

- \$ When entering checks, you should list each one separately. If there is not enough room on the front, you should use the back of the deposit slip.

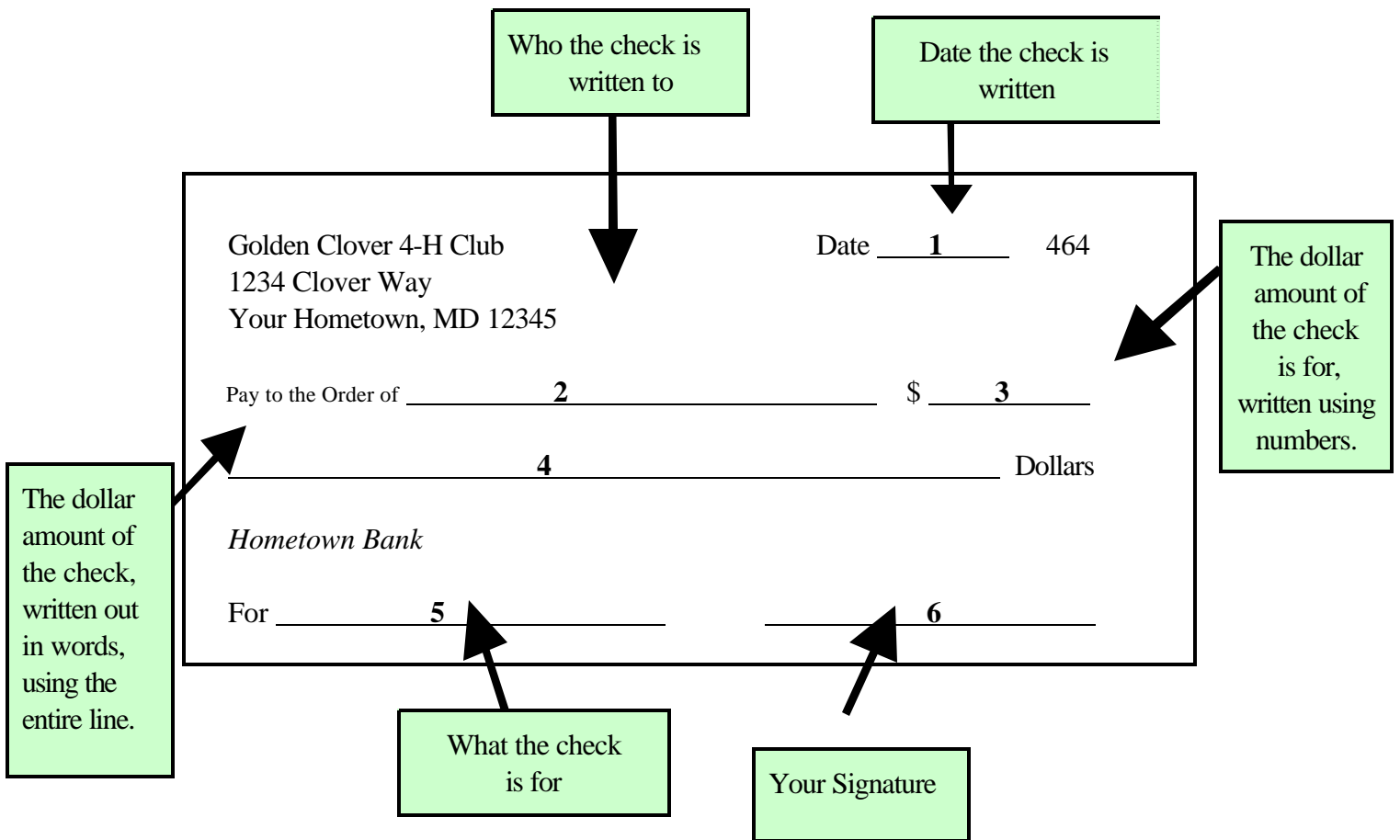
# EXPENSES

Expenses are things your club must pay for. These things include supplies for meetings and projects, scholarships to 4-H events, or other **educational purposes**. So how do you pay for all of these things?? With your income, of course!!! Knowing what your club can and cannot pay for is a big part of your job. Check with your 4-H agent to determine if there are things you cannot spend your money on.



## WRITING CHECKS

Writing checks is the most common way you will pay for things out of your club's account. Follow this easy example to see what you need to do to write a check:



### Remember:

- 1- Always remember to write your checks in ink so that no one can change them!!!
- 2 -Record all checks in your check register, on page 29.



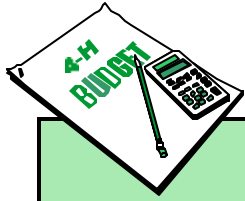
# Club Budget



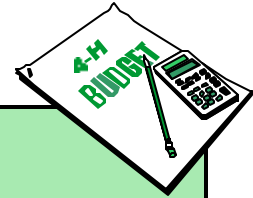
At the beginning of each year, your club officers should sit down with the club members and determine what types of projects and activities they would like to do during the year. After you have decided what the club would like to do, you need to develop a club budget. A **budget** includes estimated income and expenses for a specified amount of time - generally a year. By doing this, you can see how much money your club needs to participate in the activities and projects it has selected. The budget should be developed by you, the club treasurer, with the help of a **budget/finance committee**, and the guidance of your club leader. The budget/finance committee may be composed of club members or club officers. Use the questions below to help formulate your budget. A budgeting form that can be used to record your final club budget is included on the next page.

Use the following questions and budget outline on the next page to develop your club budget:

1. How much money does the club have now? \$\_\_\_\_\_ This is your "balance on hand" or beginning balance for the year.
1. What activities are the club planning during the coming year (club trip, community service activity, etc.). Beside each activity put an estimate of how much money will be needed for the activity.
2. Make a list of club projects that have adult or teen leaders (dairy, clothing, etc.). Ask each leader what their plans are and how much money they will need to carry out their planned project activities. Write this amount next to each project.
3. What county or state events will members be participating in during the coming year (summer camp, State 4-H Congress, state fair, etc.)? How much should the club provide for members who otherwise could not go?
4. Do any of the club officers have any expenses? For example – film and developing costs for the club reporter or historian, or do you plan to buy jackets or t-shirts this year?
5. What about club awards (officer pins, end-of-the-year recognition for club members, etc.)? What about meeting expenses?
6. What fund-raisers are your club participating in and how much do you expect to raise from them? Is your club charging its members dues, and if so, how much?



# Club Budget Outline



PROJECTED EXPENSES	AMOUNT
Club Activities:	\$
Club Projects:	
Events Participation:	
Club Officers:	
Club Awards:	
Club Meetings:	
<b>TOTAL ESTIMATED EXPENSES</b>	<b>\$</b>
Minus Balance on Hand (Beginning Balance):	
Amount Needed to be Raised:	
<b>PROJECTED INCOME FROM FUND-RAISERS</b>	<b>AMOUNT</b>
Dues (if your club collects dues):	\$
Fund-Raisers: list each separately	
Total Estimated Income:	<b>\$</b>

# Book Keeping

Now that you understand club budgets, income, and expenses, it is important to learn how you keep track of all of these transactions. This Treasurer's Book provides space to record these transactions beginning on page 12.



## USING THE CHECK REGISTER

All of your deposits and checks must be recorded in the **check register**. The check register allows you to see all of your transactions and keep a running balance of how much money you have in your checking account. A check register is included in the Treasurer's Record Book in the back of this book. Follow this sample in filling out your club's check register.

Check #	Date	Description	Payment (-)	Deposit (+)	Balance (\$25.24)
464	8-15-00	Clover General Store supplies for meeting	\$10.00		\$15.24
	8-20-00	Dues and donations		\$23.00	\$38.24

It is VERY important to keep an accurate account register! If you do not do this, your account balance will be off and you will not know how much you can spend.

## THE TREASURER'S REPORT

As the treasurer, it's your job to keep the club up to date on how they are doing financially. You can measure this by writing each of your incomes and expenses in the **Monthly Ledger's** like you do in the check register. At each club meeting there should be a place on the agenda for your report. You should inform them of the beginning balance, all of the expenses paid, all of the income brought in, and then the ending balance. This should be verified with the bank statement.

After the club has reviewed your report, club members should move, second and vote to accept the report. Once the report has been accepted, the written portion of the report, the bills, and the bank statement should be added to the official club records in the back of your Treasurer's Record Book.

## END OF THE YEAR BOOK-KEEPING

At the end of your 4-H year, there are some special things that must be done with your books. Your county 4-H agent should require you to submit an Annual 4-H Financial Report that reflects the current state of your club finances.

The **Annual 4-H Financial Report** is similar to an **audit**. You should complete this form and pass it along to an auditing committee for their review. An *audit* is where the finances are reviewed to make sure that the money was used appropriately and there are no differences between the treasurer's records and the banks records. The auditing committee should be composed of two club members and two adult volunteers.

As the treasurer, you should submit your records for the auditing committee's review. Out to the side you will see a list of things that need to be handed over. In the back of this book, you will see a form for the Auditors' Report. Once the committee has these records, they can complete the form.

After the committee has completed the report, you should send a copy of the Auditors Report and the Annual 4-H Financial Report to the county 4-H office. Be sure to retain one copy of the report for your records.

At the end of the book, you will see a Treasurer's Summary for you to fill out. This is to certify that you have kept accurate records and to the best of your knowledge the records are correct. You should fill in what bank holds your money and who the new treasurer will be. Also, be sure to obtain new signature cards from the bank to transfer signature authority to the new treasurer.

### Records to be passed onto the Auditing Committee:

- ✓ Check Register
- ✓ Monthly Ledgers
- ✓ Bank Statements
- ✓ Copies of any bills
- ✓ Receipt Book
- ✓ Annual 4-H Financial Report

★ **Congratulations!!** ★

You have completed your training as a 4-H Club Treasurer! With a little work, you will be a sure success as an officer. Remember that if you have any questions, refer back to this book or ask your County 4-H Agent. Good luck and enjoy your term as 4-H Club Treasurer!

# 4-H Treasurer's Record Book

## CHECKLIST

### At the Beginning of the Year...

- Attend 4-H Officer Training
- Meet with the finance/budget committee and your club leader and set the budget for the year. Initiate change of bank signature cards.
- Review the Treasurers Summary from the previous year.

### Weekly

- Make sure that all bills are paid.
- Check to verify that all money the club has received has been deposited into the bank.

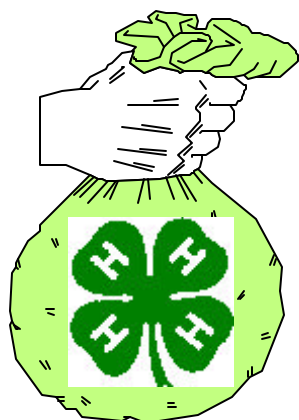
### Monthly

- Check bank statements against your records..
- Prepare monthly club report.
- Compare Monthly Ledger with the Check Register to make sure they are accurate.
- Deposit all money into the bank.
- Make sure that bills for the month have been paid and recorded.

### At the End of the Year

- Have the auditing committee review your records.
- Complete Audit Report and Annual 4-H Financial Report.
- Submit these reports to the County Office.
- Sign over the books to the new treasurer.

# GUIDELINES FOR PLANNING A 4-H FUND-RAISER



It is important to estimate the amount of money your club will raise from a fund-raiser. In most counties, pre-approval is needed in order to start a fund-raising activity that will make over a certain amount of money. An approval form may look like the sample on the next page. Check with your county 4-H extension office to see if there are limits on how much you can raise and if there are any special restrictions on extremely large fund-raisers.

- \$ **Keep fund-raising to a minimum.** In other words, only raise money if it is needed and will be used for a specific educational project. It is not just to add funds to your club account.
  
- \$ **Get approval.** Before using the 4-H name or emblem (green four-leaf clover with a white “H” on each clover leaf) on products club members have made or produced, contact your local extension office for approval. Do not put the 4-H name or emblem on commercial products your club is selling as a fund-raiser, unless it has been approved. Check with your county for additional guidelines or rules.
  
- \$ **Plan effectively.** Plan the fund-raising activity so that the customer will receive value for the money they spend and your club members can have fun.
  
- \$ **Promote it.** Once you have decided on a fund-raising activity, GET THE WORD OUT! Inform the public and potential customers of the fund-raiser. Make sure to answer these questions:
  - What is the name of the event? *Country Auction, Holiday Dance, Car Wash*
  - Who is selling the product or performing the service? *Your 4-H club*
  - What are you raising money for? *camp, community service project*
  - When and where will the fund-raising event take place?
  
- \$ **Keep it a learning experience.** In addition to raising money, a fund-raiser should also help the members of your club to get to know each other better, develop team work skills among the members, and makes your group more visible in the community, learn about budgeting, identifying and using resources.
  
- \$ **Account for all money.** Remember that as club treasurer, you are responsible for collecting and depositing money raised by the activity, for paying any bills, and for properly recording the receipts and expenses from the fund-raiser. You should record any money deposited into the club bank account in the account ledger and in the correct Monthly Ledger for Income and Expenses found at the back of this book. You should also write a receipt for the funds after the activity is over.



# SAMPLE 4H CLUB FUND-RAISING APPROVAL FORM



Clubs are required to get prior approval for fund-raising. Many counties have designed specific forms to do this. Here is a sample of some of the required information. Check with your county 4-H Agent for the appropriate form.

Section 1: Request for Approval for Fund-raising Project	
Club:	Club Leader:
Description of Proposed Project:	Mailing Address:
Purpose of Project (What will proceeds be used for and when?)	Names of adults responsible and on site at all times
This request prepared by:	Date submitted::
Section 2: Extension Service Response	
Date:	Reviewed By:
Approved:	Date:
_____Yes:	Special Instructions or Conditions:
_____No:	Reason(s):
By Whom:	
Notification to Club:	
Person Notified: _____ Date: _____	







































# ANNUAL 4-H CLUB FINANCIAL REPORT



CLUB: \_\_\_\_\_

TREASURER: \_\_\_\_\_

CLUB LEADER'S NAME: \_\_\_\_\_

## I. Treasurer's Report

B. Treasurer's book is complete Yes\_\_\_ No\_\_\_

C. Funds are deposited in what bank? \_\_\_\_\_

D. Name(s) of account signatures \_\_\_\_\_

\_\_\_\_\_

## II Statement of Annual Income and Expenses

A. Account Opening Balance as of \_\_\_/\_\_\_/\_\_\_

B. Opening Balance \$ \_\_\_\_\_

C. Total Income for the Year \$ \_\_\_\_\_

D. Total Cash Available for the Year (B+C) \$ \_\_\_\_\_

E. Total Expenses for the Year \$ \_\_\_\_\_

F. Ending Balance (D-E) \$ \_\_\_\_\_

G. Ending Balance as of (date you completed this form) \_\_\_/\_\_\_/\_\_\_

### Treasurer's Statement:

I have completed this record book for 4-H year beginning on \_\_\_/\_\_\_/\_\_\_ and ending on \_\_\_/\_\_\_/\_\_\_ to the best of my knowledge. All transactions have been in keeping with the club's budget goals and policies.

Treasurer's Signature \_\_\_\_\_ Date \_\_\_\_\_



# AUDITOR'S REPORT

(Committee of two or more members and two 4-H volunteers.)

The Treasurer's book has been examined on \_\_\_\_\_ and found to be correct after the following adjustments or changes were made:

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(Write NONE if the book is correct)

After reviewing the "Annual 4-H Club Financial Report," the "Monthly Ledgers for Income and Expenses," the "Check Register," and other club records, we have found that all transactions have been made in keeping with the club's budget, goals, and policies.

Auditing Committee (signatures)

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This form, along with the Annual 4-H Financial Report should be submitted to the County 4-H Office by \_\_\_\_\_.  
(Date)



## Glossary of Financial Terms

1. **Account Balance:** the total amount of money in an account after adding all money received and subtracting all money paid out from the beginning amount in the account.
2. **Annual 4-H Financial Report:** a yearly report that provides a summary of the club's use of funds during the year. This report should be reviewed by the auditing committee.
3. **Auditing Committee:** a group of at least 2 youth and 2 adults who review the annual financial report, compares the club's ending balance to the bank statement and checks to make sure the amount of expenses and income recorded by the treasurer is correct.
4. **Bank Statement:** a monthly report from your bank that lists all of the deposits made and funds taken out during the month. This should be compared with your monthly ledger and check register for accuracy.
5. **Bills:** notices of money owed normally sent and received through the mail (examples - phone bill or a bill at a restaurant.)
6. **Budget:** a yearly plan of the clubs income and expenses. Income should always equal or be slightly over the amount of expenses you have during the year. This budget should be written by the club treasurer with help from the club's budget committee, president, and club leader.
7. **Check:** a specific piece of paper given to an account holder (your 4-H club) by the bank so that your club can use it to pay a bill or buy an item; it has the same value as cash. The bank preprints information coded to your account and you fill in specific information related to your purchase.
8. **Check Register:** an ongoing list of funds you receive and pay out. This allows you to keep a running balance of how much is in the club's account.
9. **Club Account:** money held by a financial institution; it is usually in a bank; the club may add money to their account or take some out to spend on activities or projects
10. **Deposit:** the placement of money the club has earned or received in the bank, or financial institution, credited to the club's account.
11. **Endorse:** to sign the back of a check in order for it to be deposited into your club's account. When you endorse the check, you should write "For Deposit Only" and your clubs name, then sign it. Your club may have a stamp for this purpose.

12. **Estimate:** an educated guess on the amount of money the club will need for an activity or project; estimating is used when making the club's budget to determine how much money the club needs to earn through fund-raisers.
13. **Expense:** money that the club spends on projects, activities, or on purchasing items; this amount of money is taken out of the club account by either writing a check or taking cash out of the club account
14. **Funds or Treasury:** the amount of cash available for the club to use on a project or activity; the club's funds or treasury is usually kept in a club bank account.
15. **Income:** money earned or received by the club from a fund-raiser or donations; this money should be deposited into the club account.
16. **Monthly Ledger:** a monthly account of all income and expenses in detail. This should be used as a basis for giving your monthly report at each club meeting.
17. **Receipt:** a standardized, pre-numbered, written form recording the amount of money that was received from a fund-raiser, club dues, or some other type of income.
18. **Signature Card:** a form received from the bank that specifies who is able to sign the checks and deposit money into your club account. The names on the account should be the treasurer, the club leader, and the club president.



# FLORIDA 4-H TREASURER'S BOOK

## REFERENCES:

### **Duties of the Treasure -**

- 1) Texas Agricultural Extension Service "4-H Club Treasurer's Record Book" (page 1)**
- 2) Michigan 4-H "Treasurer's Record Book" (page 1)**

### **Duties during the 4-H Year -**

**Texas Agricultural Extension Service "4-H Club Treasurer's Record Book" (page 1 & 2)**

### **Handling Money -**

**Texas Agricultural Extension Service "4-H Club Treasurer's Record Book" (page 2 & 4)**

### **Your Club Budget and Club Budget Outline - Taken directly from:**

**Alachua County 4-H Club Treasurer's Book (page 6 & 7)**

### **Fund-raising -**

**Alachua County 4-H Club Treasurer's Book (page 8 & 9)**

### **Monthly Financial Charts -**

**Alachua County 4-H Club Treasurer's Book (page 24)**

### **Summary and Auditor's Report -**

**Texas Agricultural Extension Service "4-H Club Treasurer's Record Book" (page 12)**

