



**South Dakota 4-H Club  
Treasurer's Book**

**YD4H222**



# 4-H Treasurer

Congratulations! As an elected officer of your 4-H club you have an important job as a representative of the entire 4-H program. As a 4-H treasurer, you are responsible for protecting the good name of 4-H. This book will assist you in doing a good job and help you to make sure you follow the necessary rules and policies regarding the use of the 4-H name and emblem.

## Treasurer's Job Description

- Handle all money matters of the club.
- Prepare a budget, with your finance committee and club leader, to guide the club.
- Only spend money with club approval.
- Keep club money and your own money separate. Do not use club money for your personal needs.
- Keep an accurate record in the treasurer's book of how all money is used.
- Deposit all funds in the bank as soon as possible.
- Pay all bills promptly as directed by the group and approved by the president.
- Only pay by check, and remember to get a receipt for all bills paid.
- Prepare a monthly treasurer's report.
- Provide the following information for the Financial Audit committee:
  - Club budget
  - Check register
  - Bank statements
  - Canceled checks and deposit slips
  - Receipts of all income
  - Bills for all expenses
  - Treasurer's Record Book
- Give your club's Financial Audit Committee the "Financial Audit Report" (Appendix B) to fill out. It must be submitted to the County Extension Office by Nov. 15.

## Guidelines for Treasurers

### *At the beginning of the club year:*

- Keep a record of club finances on the pages provided in this workbook.
- Obtain the club funds and records from the previous treasurer after the Financial Audit committee has finished its report. Check to be sure the amount of money you receive agrees with the previous treasurer's report. Do not accept an incomplete record.
- In the spaces for "Record of Club Finances," write the month you begin to serve as treasurer. Then, write on the line "Balance on hand \$\_\_\_\_," the amount of money in the club treasury when you received the records from the previous treasurer.
- Obtain a signature card from the bank in which the club's funds are deposited. In addition to you, two officers and/or two leaders should each sign the card and leave it at the bank. Sign all checks the same way you sign the signature card. All checks require two signatures from those who have signed the signature card. Be sure the account is in the name of your 4-H club.
- Work with your finance committee and club leader to put together a budget for the year. Use the sample budget sheet on page 8.
- Discuss with your club leader the use of financial software to make your job easier.
- Put this record book in a 3-ring binder with pockets for bills and receipts to make record-keeping easier. Punch holes in your bank statements and include them in the notebook also.

## Handling Money

### *Receipts*

When you receive money from dues or a fund-raising activity, you must always write a receipt for it. Writing a receipt takes a little time, but it helps protect your reputation. Without a receipt there is no way to prove that your 4-H club or group received a specific amount of money or that you handled it correctly.

Your 4-H group should have a receipt book with prenumbered, two-part receipts. (They are available from many office supply stores.) If you make a mistake and have to void a receipt for any reason, mark both copies "VOID," staple them together and keep them with the treasurer's records. (See Fig. 1 for a sample receipt.)

Give white copy to customer Keep pink copy.	<b>No. 1799</b>
<b>Received from</b> _____	<b>Amber Horowitz</b>
<b>For</b> _____	<b>Sweater Supplies</b>
<b>By</b> _____	<b>Eva Ritter</b>
	<b>\$ 7.09</b>
<b>Date</b> _____	
<b>September 3, 2006</b>	

Figure 1: Sample receipt

### Receipts for Dues

You don't need to write an individual receipt for each person paying dues. Just fill out the "Dues Form" (see Fig 2), total the amount of dues paid for the meeting and write one receipt for the total amount. On the receipt, write "club members" in the "Received from" blank and "Dues" and the meeting date in the "For" blank.

### Receipts for Money from Fund-Raisers

If your 4-H group holds a fund-raiser such as a bake sale or car wash, you don't need to write a receipt for each person buying a cookie or having his or 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 they have 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. Then give them a receipt for the amount they gave you. For amounts larger than \$100, use the Cash Count Protocol.

## Bank Deposits

### Deposit Slips

Before you deposit a check, the person to whom it is payable must endorse (sign) the back of it. Checks that are made payable to the group must be endorsed by signing the group name (as written on the check) and the treasurer's name. If someone writes a check payable to you that is intended for your 4-H group, endorse it by writing "Pay to the order of (your group name)" and signing it.

Keep these things in mind when making deposits (see Fig 3):

- Deposit all funds promptly. If your group receives more than \$10 at any time, deposit the money within three days.
- Endorse checks immediately when you receive them.
- Date the deposit slip.
- When depositing cash only, fill in the amount of currency (bills), the amount of coins, and the total.
- When depositing only checks, draw a line through the cash row and then list each check and its amount. If you have more checks than the front of the deposit slip has blanks, write the other checks on the back and add them up. Put this amount in the "total from other side" blank. Total all the checks and write the number in the blank.
- When depositing both cash and checks, list both on the slip.
- You should never keep cash back from a deposit. If your club needs cash to make change for a fund-raising activity, write a check made payable to your club. Endorse it, but do not write "For Deposit Only." Be sure to note what the cash is for in the memo line on the check and in your records.
- Record all deposits in the checking account register.

**4-H Membership Dues 20\_06\_\_\_**

**Amount of Dues \$1.50**

Name of Member	Date Joined	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
		Date and Amount Paid											
<b>Example: Renata Red</b>	<b>9/12/06</b>	<b>10/25 \$9.00</b>	<b>11/11</b>	<b>12/10</b>	<b>1/12</b>	<b>2/24</b>	<b>3/31</b>	<b>4/6 \$7.50</b>	<b>5/7</b>	<b>6/9</b>	<b>7/10</b>	<b>---</b>	<b>9/9</b>
<b>Carrie Clover</b>	<b>9/12/06</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>---</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>---</b>	<b>\$1.50</b>	<b>---</b>	<b>\$1.50</b>
<b>Pete Purple</b>	<b>9/12/06</b>	<b>\$1.50</b>	<b>---</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>---</b>	<b>\$1.50</b>
<b>Jake Joiner</b>	<b>9/12/06</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>---</b>	<b>---</b>	<b>\$1.50</b>
<b>Blaise Blue</b>	<b>9/12/06</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>---</b>	<b>\$1.50</b>
<b>Total</b>		<b>\$15.00</b>	<b>\$4.50</b>	<b>\$6.00</b>	<b>\$6.00</b>	<b>\$4.50</b>	<b>\$6.00</b>	<b>\$13.50</b>	<b>\$6.00</b>	<b>\$4.50</b>	<b>\$4.50</b>	<b>---</b>	<b>\$6.00</b>

*Figure 2: Completed dues form*

<p><b>Example</b> Friendship 4-H club</p> <p>DATE <u>May 27, 2006</u></p> <hr/> <p><b>Hometown Federal Bank</b></p> <p>073000228    733440    804    0900</p>	<p>-----DEPOSIT TICKET-----</p> <p style="font-size: small;">LIST ITEMS SINGLY</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>CURRENCY</td><td style="text-align: right;">2</td><td style="text-align: right;">00</td></tr> <tr><td>COIN</td><td style="text-align: right;">1</td><td style="text-align: right;">31</td></tr> <tr><td>Smith</td><td style="text-align: right;">6</td><td style="text-align: right;">00</td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td>TOTAL FROM OTHER SIDE</td><td> </td><td> </td></tr> <tr><td><b>TOTAL</b></td><td style="text-align: right;"><b>9</b></td><td style="text-align: right;"><b>31</b></td></tr> <tr><td>LESS CASH RECEIVED</td><td> </td><td> </td></tr> <tr><td><b>TOTAL</b></td><td style="text-align: right;"><b>9</b></td><td style="text-align: right;"><b>31</b></td></tr> </table>	CURRENCY	2	00	COIN	1	31	Smith	6	00				TOTAL FROM OTHER SIDE			<b>TOTAL</b>	<b>9</b>	<b>31</b>	LESS CASH RECEIVED			<b>TOTAL</b>	<b>9</b>	<b>31</b>
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Figure 3: Sample Deposit Slip

### Approving and Paying Bills

Part of your treasurer's report is asking for and receiving the club or group members' approval to pay the outstanding bills. After the members approve paying the bills, write a check for the approved amount for each bill.

The usual way to pay bills is with a check. Holding cash back from deposits and then using the cash to pay bills is **not** a good practice, because it doesn't leave a record or provide proof of payment. A proper receipt protects your reputation as treasurer.

### Payment Vouchers

A payment voucher is a form that records your 4-H group's approval to pay a bill. Prepare a payment voucher before paying any bill. After a bill is approved, prepare a check to pay it.

After you write a check to pay a bill, attach the invoice (bill) or receipt to the payment voucher and finish filling out the payment voucher (see Fig 4 Sample payment voucher). Blank payment vouchers are found on page 10.

### Writing checks

- Use ink.
- Never erase – if you make a mistake, start a new check and write VOID on the old one.
- Be sure to date the check.
- Enter the name of the person or store to which the check is written as close to the "Pay to the order of" as possible.
- Do not leave a space between dollars and cents.  
Correct: 10 <sup>34</sup>/<sub>100</sub>    Incorrect: 10 <sup>34</sup>/<sub>100</sub>

Payment Voucher		
<b>Friendship 4-H Club</b>		
4-H club/group name		
Date:	<u>March 11, 2006</u>	
Pay to:	<u>General Goods</u>	
	(Copy of bill or statement must be attached)	
Items purchased	Project:	Amount
<b>Food</b>	<b>Family Fun Night</b>	<b>\$10.34</b>
Approved:	<u>Club meeting 3/31/06</u>	
<u>Carrie Clover</u>	Date: <u>3/31/06</u>	
President's signature		
<u>Jake Joiner</u>	Date: <u>3/31/06</u>	
Secretary's signature		
Check number:	_____	Date: <u>3/31/06</u>
By:	<u>Blaise Blue</u>	

Figure 4. Sample payment voucher

- Begin at the extreme left in writing the amount. Be sure the written amount agrees with the numeric amount. If a check is for less than \$1, write the word "Only" and then the amount.
- Sign the check the same way you signed the signature card at the bank.
- Obtain a second signature from one of the other people who signed the signature card.
- Know where all checks, bank statements and deposit slips are by storing them together in a secure place.

Friendship 4-H Club	Date <u>February 25, 2006</u>
Pay to the Order of _____	\$8.87
<u>Eight and 87/100-----</u>	Dollars
Hometown Federal Bank	
<i>Blaise Blue</i> <i>Ferris Garrison</i>	
MEMO: <u>tools-beekeeping project</u>	

Figure 5. Sample check

**Checking account register (see Fig 6)**

- Write the number of the check and the date it was written in the correct columns.
- In the "Description of transaction" column, write to whom the check was written.
- Enter the check amount in the "payment/debit" column and then **subtract** the amount from the remaining balance above and enter the new balance straight across.
- "Fee" is a column to list any costs for cashing checks. **Subtract** this amount from the balance.
- When a deposit is made, the amount is recorded in the "deposit/credit" column. **Add** this amount to the balance.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		4	FEE	DEPOSIT/CREDIT		BALANCE
		<b>Balance forward</b>							<b>103 64</b>
<b>101</b>	<b>2-25</b>	<b>Valley Hardware-supplies</b>	<b>8</b>	<b>87</b>					<b>94 77</b>
<b>102</b>	<b>3-02</b>	<b>SD 4-H Foundation-Club Campaign</b>	<b>25</b>	<b>00</b>					<b>69 77</b>
	<b>3-17</b>	<b>Deposit-bake sale</b>					<b>41</b>	<b>25</b>	<b>111 02</b>
<b>103</b>	<b>3-31</b>	<b>General Goods-food</b>	<b>10</b>	<b>34</b>					<b>100 68</b>
	<b>5-27</b>	<b>Deposit-fair premiums</b>					<b>9</b>	<b>31</b>	<b>109 91</b>
	<b>5-30</b>	<b>Bank charges</b>	<b>4</b>	<b>00</b>					<b>105 99</b>
<b>104</b>	<b>6-10</b>	<b>Hometown Signs-club sign</b>	<b>32</b>	<b>19</b>					<b>73 80</b>

Figure 6. Sample check register

**Bank statement**

Bank statements are usually prepared once each month. Cancelled checks, or a copy of them, if any, may be with the statement. If a check you wrote is not with the other checks, list it in "Checks Outstanding" at the bottom of the "Record of club finances" for the month. To check the figures on the bank statement, do this:

1. Add the amount of deposits during the month and the balance carried forward from the previous bank statement.
2. From this total subtract the total of the service charge, if any, and the checks that are with the bank statement.
3. This should be the same as the new balance on the statement.

If any error is found, take the statement and cancelled checks to the bank and ask them to check it.

**Service Charge**

Some banks have a service charge for handling an account. Usually a few cents are charged for each check written and for each deposit. If your club is charged a service charge in any month, there will generally be an entry on the bank statement showing the amount deducted from the account. The amount for the service charge should be shown as an expenditure on the "Record of Club Finances" for the month.

## When a Club Disbands

If a 4-H club disbands, be sure to pay all bills and immediately transfer the remaining funds to the county/district 4-H council or leaders association, local 4-H foundation, or the SD 4-H Foundation. Your club members will make this decision.

## Meeting Preparations

Before each 4-H meeting....

- Complete a monthly report to share with the club.

During the meeting.....

- Give the treasurer's report.
- Present bills received.
- Be sure the club takes action on all bills presented. After you present a bill during your report, you may move to pay the bill.

After the meeting:

- Pay all bills approved by the club as soon as you can before the next meeting.
- Complete monthly record of club finances (starting on page 12). When a bill is paid, write on the bill the date it was paid and the check number. Put copies of paid bills and receipts in the 3-ring binder with your other records.

When you make your monthly report, use the current record of club finances to help you create your report.

### Sample report:

"At our last meeting, the balance was \$\_\_\_\_\_".

#### State all income and where it came from:

"Income was \$\_\_\_\_\_ from \_\_\_\_\_, \$\_\_\_\_\_ from \_\_\_\_\_, and \$\_\_\_\_\_ from \_\_\_\_\_, for a total income of \$\_\_\_\_\_".

#### State all expenses paid:

"Expenses were \$\_\_\_\_\_ for \_\_\_\_\_, \$\_\_\_\_\_ for \_\_\_\_\_, and \$\_\_\_\_\_ for \_\_\_\_\_, for total expenses of \$\_\_\_\_\_".

#### Give the ending balance:

"The closing balance as of today is \$\_\_\_\_\_".

Ask for any bills to be presented or present any you have been given that need approval to be paid. You may move to pay these bills.

## Year End Responsibilities

At the close of the year ...

- Promptly pay any bills approved at the last 4-H meeting.
- Complete your last monthly report.
- Complete the "Yearly Summary of Club Finances" on page 13.
- Ask the club president to appoint a club Financial Audit Committee to check your records. See the Financial Audit Committee job description (Appendix A). Checking your records is not an indication you have not kept careful records, it is just a safeguard against human error. Give the committee all of your records, including copies of receipts, deposit slips, receipted bills or sales slips, check stubs, cancelled checks and bank statements.
- The club Financial Audit Committee will need a "Financial Audit Report" form from Appendix B, on pages 14-15 of this book. They must complete it and return it by November 15 to your County Extension Office.
- When the committee has checked your records, give all of your records to the next treasurer. Transfer the bank account by informing the bank who the new treasurer is and have new officers and leaders sign a new signature card. Bring a copy of the minutes of the elections meeting to verify new officers.

## Forms Listing

Yearly Budget	Page 8
Dues Form	Page 9
Payment Voucher	Page 10
Cash Count Protocol	Page 11
Record of Club Finances	Page 12
Yearly Summary of Club Finances	Page 13

# Your 4-H Club's Yearly Budget

A tentative budget should be set by the Financial Audit Committee or by the officers and leaders at the beginning of the 4-H year, or as soon as possible after a new club is organized. The tentative budget should be presented to the club at the first possible meeting, discussed and approved. Depending on your club's needs, you can use this form or make your own as long as you remember to keep a copy to turn in with your *Treasurer's Record Book*.

\_\_\_\_\_ Budget  
(Year)

## Receipts

(List fund-raising event plans, approximate date of event and estimated profit.)

Event	Date	Estimated Profit
1. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
2. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
3. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
4. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
5. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total*		\$ <input type="text"/>

## Expenses

(Include items such as: trips to camp, leader's conference or training, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, South Dakota 4-H Foundation donations, etc.)

Need	Date	Estimated Expense
1. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
2. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
3. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
4. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
5. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
6. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
7. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
8. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
9. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
10. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
11. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
12. <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total*		\$ <input type="text"/>

\* Total estimated receipts should equal total estimated expenses to achieve a balanced budget.



### 4-H Membership Dues 20\_\_\_\_\_

*Amount of Dues*

Name of Member	Date Joined	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
		Date and Amount Paid											
<b>Total</b>													

**Payment Voucher**

4-H club/group name

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_  
(Copy of bill or statement must be attached.)

Items purchased: \_\_\_\_\_ Project: \_\_\_\_\_ Amount: \_\_\_\_\_

Approved: \_\_\_\_\_

President's signature \_\_\_\_\_ Date: \_\_\_\_\_

Secretary's signature \_\_\_\_\_ Date: \_\_\_\_\_

Check number: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_  
Please copy as needed

**Payment Voucher**

4-H club/group name

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_  
(Copy of bill or statement must be attached.)

Items purchased: \_\_\_\_\_ Project: \_\_\_\_\_ Amount: \_\_\_\_\_

Approved: \_\_\_\_\_

President's signature \_\_\_\_\_ Date: \_\_\_\_\_

Secretary's signature \_\_\_\_\_ Date: \_\_\_\_\_

Check number: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_  
Please copy as needed

# Cash Count Protocol

If the estimated budget of an event projects that \$100 or more will be collected, use the following form to ensure all money is accounted for correctly.

**Date:**

**Club Name:**

**Event:**

**Step 1:** Two individuals need to count the money together and agree upon the amount. Enter the amount and sign the form.

**AMOUNT:**

**Signature:**

**Signature:**

**Step 2:** It is preferred that someone who did not participate in the first count will take the money to the bank and deposit it. Bring the deposit slip to the Treasurer who has the cash count form and sign the form.

As an alternative, one of the two persons who signed above can deposit the funds. Be sure to get a deposit slip from the bank to put with this form. Attach the deposit slip to this form and sign your name. Give the completed form to the Treasurer.

The Treasurer needs to ensure that the deposit slip is attached to this form and filed with the Treasurer's Records.

***ATTACH DEPOSIT SLIP BELOW***

Depositor's Signature: \_\_\_\_\_

**Please photocopy as needed**

South Dakota 4-H

# Record of Club Finances

Money received in   
(Month)

Balance on hand \$

Date	List all items separately. Show source of money received	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Receipts</b>		\$ <input type="text"/>

Money paid out in   
(Month)

Date	List all items separately. Show money paid out.	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Expenses</b>		\$ <input type="text"/>

Balance on bank statement      \$   
 Plus deposits not listed      \$   
 Subtotal                              \$   
 List outstanding checks

Balance on hand                  \$   
 Plus money received            \$   
 Subtotal                              \$   
 Less money paid out            \$   
 Subtotal                              \$   
 Less bank charges                \$

Less outstanding checks      \$

Balance forward\*              \$

Balance forward\*      \$

(Write this figure in balance on hand for next month.)

\*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Please photocopy as needed

## Yearly Summary of Club Finances

To better plan your budget, use this worksheet to compare the projected budget from the last club year with the actual profits and expenses from this club year.

### Receipts

Balance carried forward from previous year: \$

	Event	Budgeted Receipts	Actual Receipts
1.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
		\$ <input type="text"/>	\$ <input type="text"/>
<b>Total</b>		\$ <input type="text"/>	\$ <input type="text"/>

### Expenses

	Expense	Budgeted Expenses	Actual Expenses
1.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10.	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

11.	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>
12.	<input type="text"/>	\$	<input type="text"/>	\$	<input type="text"/>
<b>Total</b>		\$	<input type="text"/>	\$	<input type="text"/>

Balance on last bank statement	\$ <input type="text"/>
Plus deposits not listed on statement	+\$ <input type="text"/>
Subtotal	+\$ <input type="text"/>
List outstanding checks:	
<input type="text"/>	
<input type="text"/>	
Less outstanding checks	-\$ <input type="text"/>
Balance*	=\$ <input type="text"/>

Beginning balance from last month's report	\$ <input type="text"/>
Total receipts	+\$ <input type="text"/>
Subtotal	=\$ <input type="text"/>
Less total expenses	-\$ <input type="text"/>
Subtotal	=\$ <input type="text"/>
Less bank charges	-\$ <input type="text"/>
Balance*	=\$ <input type="text"/>

\*These balances should be in agreement and is the balance to use as the new club year's first monthly treasurer's report beginning balance.

# Volunteer Financial Audit Committee

## Job Description

The [ ] County Extension Governing Body is responsible for all non-appropriated funds generated for Extension programs each year. This includes all funds collected/raised in the name of Extension 4-H Youth Development Programs, which means that all clubs, project clubs and the 4-H Associations operate according to policies and procedures determined by USDA and the SDSU County Extension Governing body. In order for the Extension Governing Body to ensure compliance with financial requirements for 4-H programs, they ask that there be a yearly financial audit of those accounts. The required form is attached to this job description and should be submitted to the SDSU County Extension office by Nov. 15 each year.

The yearly financial audit is the examination and verification of the program's books and financial records, and is concerned with three objectives:

- Verification that established policies, procedures and internal controls are being followed in the daily operation of the program.
- Verification that the accounting records and financial statements are accurate and complete.
- Verification that "Principles of Managing Non-appropriated Funds Collected by SDSU Extension Governing Bodies" are being followed. (See attached Principles handout)

All areas of non-compliance (no matter how small) should be summarized by the Financial Audit Committee, and brought to the attention of the club.

The annual internal financial audit can be conducted by an internal Financial Audit Committee, composed of two or three members of the program. Committee members should not be signatories or have family or financial relationships to the treasurer. The Extension Board/Governing Body has requested that the forms be completed AND RETURNED TO THE SDSU COUNTY EXTENSION OFFICE by Nov. 15 of each year.

Using the report form provided (add additional sheets as necessary), the Financial Audit Committee will make comments and recommendations on procedural matters or financial activity documentation that are necessary for appropriate record keeping. The completed financial audit report is a permanent part of the financial records of the program, and a copy should be kept with the program records.

Estimated time: 1-3 hours annually

Skills: Basic math  
Common sense  
Ability to compare records and source documents (bank statements and check registers)  
Basic understanding of bookkeeping.

*The volunteer Financial Audit Committee job description and report form have been adapted from the job description and report form developed by a committee of the Shawnee County 4-H Council, Kansas.*

# Financial Audit Report (Page 1 of 2)

Club/Unit Name: <input type="text"/>	Year: Oct. 1, 20 <input type="text"/>	to Sept. 30, 20 <input type="text"/>
Account Number: <input type="text"/>	Type of Account: <input type="text"/>	
Bank: <input type="text"/>	Bank Address: <input type="text"/>	
Account Number: <input type="text"/>	Type of Account: <input type="text"/>	
Bank: <input type="text"/>	Bank Address: <input type="text"/>	
Account Number: <input type="text"/>	Type of Account: <input type="text"/>	
Bank: <input type="text"/>	Bank Address: <input type="text"/>	
IRS Tax ID# (FEIN) <input type="text"/>	Financial Audit Date: <input type="text"/>	

Persons authorized to sign on financial account(s):

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Our bank records are in the possession of:

## Financial Audit Committee

The Financial Audit Committee is comprised of two adult leaders and two 4-H members. Committee members should not have familial or financial relationships to the treasurer.

## Procedures for a Committee

1. Check each month's reconciled bank statement and canceled checks. Make sure the ledger (check register) postings are current and complete.
2. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
3. Total all funds received. Verify that cash receipts were written and that funds received were listed on the ledger reports (check register).
4. Total all deposits made to bank account. This total should equal the total of all funds received.
5. Total all expenditures. Verify that a written bill (or store receipt) is on file for each expenditure. Verify that all expenditures were paid by check, not cash.
6. Examine the Annual Financial Report and/or the Yearly Summary of Club Finances (see "The 4-H Treasurer's Record Book").
7. The treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, must equal the treasurer's total balance at the end of the year.
8. Examine club minutes for monthly financial reports and club approval of all expenditures.
9. Examine the club inventory sheet and make sure that a letter or receipt is on file for each item, documenting donor, date and value.



# Financial Audit Report (Page 2 of 2)

## Financial Audit Committee Checklist:

- Club/Unit budget and any addendum
- Treasurer's ledger reports (check register)
- Financial institution statements (bank)
- Year end financial report and/or Yearly Summary of Club Finances
- Canceled checks and deposit slips
- Receipts for all income
- Bills for all expenses

The Financial Audit Committee found the following conditions in the club's financial records:

The Financial Audit Committee makes the following recommendations:

This certifies that the Financial Audit Committee has reviewed the record keeping and financial balances and finds that they: *(Check one)*

- Are in order
- Will be in order upon implementation of recommendations
- Require further review and action *(This should be done within 30 days of the financial*

## Signatures of Financial Audit Committee:

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**Dated**

## Practice for Treasurers

Make copies of pages 11 and 12 of this book to practice using checks, deposit slips, the checking account register and the Record of Club Finances. Make up your own problems like the ones below for additional practice.

### *Problem:*

The club has agreed to pay a bill to the Sunshine Grocer Store for six dollars and fifty cents for materials for a bake sale. Fill out the check and checking account register.

The club collected \$52.60 last Saturday at their bake sale fund-raiser. You will need to deposit the money in the bank. There is a \$20 bill, a \$10 bill, two \$5 bills, two checks for \$5 each, eight quarters, four dimes and four nickels. What will you need to do to deposit this money? Fill out the deposit slip correctly. Also fill out the checking account register to show you made the deposit.

### *Problem:*

Fill out a "Record of Club Finances" on page 12 based upon the following information.

On Oct. 1, the Friendship 4-H Club had a balance on hand of \$117.19. The club participated in the county 4-H carnival by building and operating a ring-toss booth. Members' families donated most of the material for the booth. However, on Oct. 10 poster paper was purchased for the booth from Harper's Drug Store at a cost of \$5.52, and glue and staples costing \$7.03 were purchased from Morgan's Hardware on Oct. 11. The carnival was Oct. 12, and the Friendships 4-H Club's ring-toss booth brought in \$55.

At the Oct. 22 council meeting, 4-H T-shirts that were left from the last T-shirt sale were offered for sale and two were sold. This added \$12.06 to the club treasury.

The treasurer wrote checks Oct. 5 for bills that were approved by the club at the September meeting.

- (1) Check #506 for \$10 donation to Muscular Dystrophy Association
- (2) Check #507 for \$8.53 bill to Ace Video Rental for rental of the video for the September meeting

The treasurer received the monthly bank statement on Oct. 17. Balance on the bank statement was \$152.67. The checks to Morgan's Hardware and Ace Video Rental had not been cashed at the time of the statement.

The bank statement did not have the \$12.06 deposit for the T-shirts recorded.

There was a \$4 service charge for the month.

Friendship 4-H Club	Date _____	101
Pay to the Order of _____	\$ _____	
		_____ Dollars
Hometown Federal Bank		
MEMO: _____		

<b>Example</b> Friendship 4-H club	<b>-----DEPOSIT TICKET-----</b>																									
DATE _____																										
<b>Hometown Federal Bank</b>	LIST ITEMS SINGLY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>CURRENCY</td><td></td><td></td></tr> <tr><td>COIN</td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> <tr><td> </td><td></td><td></td></tr> <tr><td>TOTAL FROM OTHER SIDE</td><td></td><td></td></tr> <tr><td><b>TOTAL</b></td><td></td><td></td></tr> <tr><td>LESS CASH RECEIVED</td><td></td><td></td></tr> <tr><td><b>TOTAL</b></td><td></td><td></td></tr> </table>	CURRENCY			COIN									TOTAL FROM OTHER SIDE			<b>TOTAL</b>			LESS CASH RECEIVED			<b>TOTAL</b>		
CURRENCY																										
COIN																										
TOTAL FROM OTHER SIDE																										
<b>TOTAL</b>																										
LESS CASH RECEIVED																										
<b>TOTAL</b>																										
073000228    733440    804    0900																										

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		4	FEE	DEPOSIT/CREDIT		BALANCE
	<b>5-30</b>	<b>Bank charges</b>	<b>4</b>	<b>00</b>					<b>99    90</b>
<b>104</b>	<b>6-10</b>	<b>Hometown Signs-club sign</b>	<b>32</b>	<b>19</b>					<b>67    71</b>

This publication was adapted from Kansas State University 4H474, "The 4-H Treasurer's Record Book" by James P. Adams.