



So You Are Treasurer...

As treasurer, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smiles represent Missouri 4-H members. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

The treasurer is responsible for keeping accurate financial records for the club.

Checklist for treasurers

- I handle all money matters for the group
- I follow the financial guidelines as outlined in MU publication Y672, *Missouri 4-H Treasurer Record Book*.
- I ensure our bank accounts have an Employee Identification Number instead of anyone's Social Security number
- I keep accurate records of how all money is used in MU publication Y672, *Missouri 4-H Treasurer Record Book*.
- I give receipts for all money received by the club.
- I pay money out of the treasury only when approved by the club.
- I deposit all money in the bank as soon as possible.
- I pay all bills promptly as approved by the club. For all bills paid by check or cash, I get a sales receipt, invoice or statement as proof of payment.
- I prepare a monthly summary report of income, expenses and current balance to present at each meeting.
- I complete the **annual financial report** at the end of the year and submit a copy to my local MU Extension center.

Record keeping

The treasurer is responsible to keep accurate financial records for the club. The forms in MU publication Y672, *Missouri 4-H Treasurer Record Book*, can be handwritten or typed on a computer. Keep all bank statements, deposit slips and receipts in manila envelopes or a plastic file box with folders to help keep records in order. Do not hesitate to ask your club leader for help in filling out the treasurer forms or in keeping the records. The following records are kept by the treasurer:

Checks

- ✓ Use ink. Never erase. If you make a mistake, write VOID on the incorrect check and record the voided check in the checkbook register. Start a new check.
- ✓ Always write the current date on the check when it is written.
- ✓ Write the name of the check recipient (person or business) as close as possible to the words "pay to the order of" followed by a line. Adding a line prevents someone from adding another name and cashing the check.
- ✓ In the box or space after the "\$" sign, write the amount of the check in numbers. Do not leave a space between the dollars and cents numerals. This prevents someone from adding numbers and changing the amount of the check. The amount can be written as 10.34 or 10 34/100. However, writing the cents amount over 100 prevents confusion between dollars and cents.
- ✓ To the very left of the dollar line, write the amount in words followed by a line. The cents can be written in numbers over 100. Examples: ten and 34/100 for \$10.34 or one hundred twenty five and 55/100 for \$125.55. Be sure the written amount agrees with the number amount on the "\$" line. Try to avoid writing checks for less than \$1.
- ✓ Sign the check with your authorized signature, the same way you signed the signature card at the bank. Another authorized person must also sign each check. If the check has only one signature line, have the second person sign below the line.

Use ink. Never erase. If you make a mistake, write VOID on the incorrect check and record the voided check in the checkbook register. Start a new check.

Sample check

Cloversall 4-H Club
1234 Lucky Clover Lane
Emerald Green, Missouri 34567

826
80-1199/815

May 24 19 03

PAY TO THE ORDER OF Fairway Grocery \$ 10.34
Ten and 34/100 DOLLARS

Cloverdale Bank
Emerald Green, Missouri 34567

MEMO food

Jamie Davis, Treasurer
John Jones, Leader

@081511990: 00 03 725 7 0826




Bank deposits

- ✓ Date the deposit slip.
- ✓ When depositing cash, fill in the amount of currency (bills) and the amount of coins. When depositing checks, list each check and the amount. There is space on the back of the deposit slip to list additional checks. The total amount of the checks listed on the back is written in the "total from other side" line on the front of the deposit slip.
- ✓ Record the total amount of all the cash and checks on the total line. The net deposit is the total minus any cash received.
- ✓ To deposit a check, it must be endorsed (signed) on the back within 1½ inches of the top. Using a restrictive endorsement is the safest. This means that the check

must be deposited in the group's bank account and not transferred to someone else. The endorsement should be written as follows: Pay to the order of (bank name); For deposit only (name of group); Account number.

- ✓ When the group receives cash or checks, the treasurer must write receipts for all money received and provide this to the member, customer or donor. A thank-you, in addition to a receipt, should be written for any donation or gift.

Sample deposit slip

DEPOSIT TICKET		CASH	CURRENCY		
Cloversall 4-H Club 1234 Lucky Clover Lane Emerald Green, Missouri 34567		COIN			
		LIST CHECKS SINGLY			
DATE _____ 19____					
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL					80-1199/815
SIGN HERE FOR CASH RECEIVED (IF REQUIRED)					
 Cloverdale Bank Emerald Green, Missouri 34567		TOTAL FROM OTHER SIDE			USE OTHER SIDE FOR ADDITIONAL LISTING
		TOTAL			
		LESS CASH RECEIVED			
		NET DEPOSIT			BE SURE EACH ITEM IS PROPERLY ENDORSED
⑆081511990⑆ ⑆03 725 7⑆ 9973 <small>CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.</small>					

Bank statements

Bank statements are usually sent once a month. It's important to match the amount on the bank statement with the amount in the checkbook. The basic steps are:

1. Begin with the bank statement balance.
2. Add any deposit amounts that are not listed on the statement to the balance.
3. Subtract from this balance, the total outstanding checks (checks not listed on the statement)
4. The final amount should be the same as the balance in your checkbook.



Some banks have a service charge for handling an account. Service charges are considered an expenditure or expense. Be sure to record and subtract any service charges in your checkbook and on the form Y672C, *4-H Record of Finances*.

For more detail on how to balance a checkbook with the bank statement, refer to the bank statement or ask your banker for instructions.

Monthly summary report

Y672A, *4-H Monthly Summary Report* form

The treasurer gives a detailed and complete report of the group's finances during the business portion at each meeting. The monthly summary report makes this process simple. The amounts for the report come from the forms Y672B, *4-H Membership Dues* and Y672C, *4-H Record of Finances*. A sample for giving the report verbally (reading it in an easy-to-understand way) is provided in MU publication Y672, *Missouri 4-H Treasurer Record Book*.

Membership dues

Y672B, *4-H Membership Dues* form

A separate record is kept of dues paid by members in addition to recording dues as receipts in the form Y672C, *4-H Record of Finances*. The form includes a column to record the date the member joined.

Record of finances

Y672C, *4-H Record of Finance* form

All receipts and expenditures are recorded on the form Y672C, *4-H Record of Finances*, which is similar to the checkbook register. Receipts (income, deposits, receipts and credits) are money deposited into the treasury. Expenditures are money paid out or spent on expenses (bills, payments and charges).

Begin with the ending balance on the form Y672D, *4-H Annual Financial Report*, from the previous year. The balance should be the same as the checkbook balance. **Record all deposits made and all checks written.** Give enough detail so that the “description of transaction” is clear to everyone. Record how the money was spent and to whom it was paid, even if more than one line is needed. For deposits, it is a good idea to write the name of each donor or member.

The **ending balance**, plus the deposits and minus the expenses, equals the current balance and should match the balance in the checkbook ledger. Previous balance + deposits – expenses = current balance.

The **actual balance** equals the outstanding bills subtracted from the current or ending balance. Current balance – outstanding bills = actual balance.

The check mark (✓) column allows you to mark when a check has cleared the bank. It will be listed on the bank statement after it has cleared.

Annual financial report

Y672D, *4-H Annual Financial Report* form

The treasurer is responsible for submitting a complete financial report at the end of the year. The forms Y672A, *Monthly Summary Report*, from each meeting may be helpful in preparing the annual report. A representative from the audit committee signs the annual financial report after the year-end audit is conducted. A copy is sent to the local extension office.

It is important each club has an Employee Identification Number on the bank account instead of a Social Security number. Read and follow the procedures in your treasurer’s book or contact your local MU Extension center for assistance.

Audit report

Y672E, *4-H Audit Report* form

Each year, an audit is taken by an auditing committee to make sure the treasurer’s records are correct and in order. Before a new treasurer takes office, an audit is taken and approved. Only then, are the records are turned over and new signatures filed at the bank.

When a club disbands

When a 4-H club disbands, pay all bills and transfer the remaining money to the county 4-H council. Be sure that all bills are paid and all checks have cleared (been received by the bank). Write a final check to the county for the remaining balance and close the checking account.



SAMPLE

4-H Record of Finances 2004

Treasurer's Name - Jamie Davis

Record all charges or credits that affect your account.

Number	Date	Description of Transaction	Payment		✓	Fee (if any)	Deposit/ Credit		Balance	
1152	5/24	Fairway Grocery (refreshments)	10	34					346	15
	5/25	Deposit (T-shirt sales)					123	96	459	77
1153	5/29	Dollar Mart (horse project supplies)	8	37					451	50
	6/01	Check Charge (new checks)				8.26			443	24
1154	6/03	ABC Awards (award ribbons)	29	76					413	48
	6/05	Deposit (entry fees from horse show)					236	93	650	41
		June Balance							650	41

Y692C

4-H Annual Financial Report

Year: _____ Submit to local University of Missouri Extension center each year.)

County		E.I.N. (Employee Identification Number)	
Club/Group		Type of Group (community/project/council/other)	
Report for (date) to (date)		Date Report Given	
Treasurer		Phone	
Co-Signer		Phone	

	Amounts	Directions
Previous Balance		ending balance from the last report
Income		
Dues		membership dues
Deposits/Receipts		money received
Total		total of income
Expenses		
Bank Fees		bank charges
Payments/Bills		money paid
Total		total of expenses
Ending Balance		balance + income - expenses = ending balance (checkbook balance)
Outstanding Bills		money owed but not paid
Actual Balance		ending balance - outstanding bills = actual balance (money available)

Signature of Treasurer	
Signature of Leader	
Signature of Auditor <small>(may be parent or other leader)</small>	


Y672D



Now It's Your Turn — Practice for Treasurers


Problem: One of the important jobs you will do as treasurer is write checks. The club has agreed to pay a bill to the Sunshine Grocery Store for six dollars and fifty cents for materials for a bake sale. Fill out the check.

Check sample

<i>No</i>	Charles Checkwriter 1020 Bon Vie Way Greenbacks, DC	No. 155 _____, 20____
<i>PAY</i>	_____ \$ 	<i>Dollars</i>
	THE BIG BANK ANYPLACE, USA	
<i>No</i>		<i>No</i>

Problem: The club collected \$52.60 last Saturday at its car wash. 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 correctly.

Deposit slip sample

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DATE _____ 19____ <small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small>		80-1199/815																															
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