

***SO YOU'RE THE***

# **CLUB TREASURER**



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**IOWA STATE UNIVERSITY**  
Extension and Outreach

## WELCOME

A club treasurer is responsible for keeping the official record of all money received and spent by the club or learning community. As treasurer, you will not spend money unless the expense is approved by the membership.

**At each meeting, you should report:**

- The amount and purpose of all money spent.
- The balance in the club account at the county Extension office.
- Expenses to be paid.

At the end of each year the president should appoint an auditing committee to check the financial records for accuracy and completeness.

## AS TREASURER, I AM ENCOURAGED TO

- I will inform my county Extension office that I am the new treasurer.
- I will handle all of the money matters of the group.
- I will keep an accurate record in a treasurer's book of how all money is used.
- I will bring funds to be deposited to the county Extension office as soon as possible.
- I will request payment for all bills promptly, as directed by the group.
- I will present a summary of income and expenses at each meeting. I also will report the current club account balance.
- I will complete a financial summary report in the treasurer's book at the end of the year.

### LEADERSHIP TIP

**"Don't be afraid to ask older members or leaders questions about your duties and attend officer training to feel more confident."**

**– Nehemiah | Club Treasurer and State 4-H Council Member**

## HOW ARE CLUB FUNDS TREATED?

The Office of the Auditor of the State of Iowa has determined the county Extension office should maintain the accounting records for 4-H Clubs. The Extension Council is a publicly-elected body and has to comply with certain laws as directed by Iowa Code. This means the county Extension office has to include all funds in its budget, including club funds. That also means the county Extension office has to make the payments.

## MAKE AN ANNUAL BUDGET

How much money does your club or learning community need? To find out, create a spending plan or budget as a group. It can be helpful to use your annual club plan or calendar.

**Step 1:** List your club's anticipated annual income sources and amounts. Calculate the total income your club expects to receive throughout the entire year.

**Step 2:** Add expense categories. Try to predict how much your club will spend in each category. Calculate the predicted total amount needed to cover expenses.

**Step 3:** Compare the total income to total expenses. Make adjustments to your plans until you can be sure your club has enough income to cover its expenses.

# ANNUAL FINANCIAL REPORT

The annual financial report lists the 4-H Club/Learning Community's financial activities during the program year. All businesses and nonprofit organizations operate by having annual financial reporting, and the same is true for County Extension Districts. County Extension Districts must have an annual audit because their funds are public.

The Iowa 4-H Youth Development Program believes learning about financial matters is a very important part of being a 4-H member, even more so for you as Club Treasurer. If you need an idea of what a financial report should include, additional resources can be found at <https://www.extension.iastate.edu/4h/regulations-and-guidance>.

Each active club in Iowa must have a charter. This is because clubs use the 4-H Name and Emblem. The United States Congress authorizes the United States Department of Agriculture (USDA) to manage the Name and Emblem, and they require each state 4-H program to have a chartering process.

An annual financial report is required as part of keeping an active charter status. Each year, your County Youth Coordinator or equivalent will upload your club's annual financial report in 4-HOnline.

The report should include your county, club name, club account number, treasurer name, treasurer phone number, and treasurer's email address.

<b>MONTH</b>	<b>TOTAL INCOME</b>	<b>TOTAL EXPENSES</b>	<b>BALANCE</b>
<b>BALANCE END OF PREVIOUS YEAR</b>			
<b>SEPTEMBER</b>			\$
<b>OCTOBER</b>			\$
<b>NOVEMBER</b>			\$
<b>DECEMBER</b>			\$
<b>JANUARY</b>			\$
<b>FEBRUARY</b>			\$
<b>MARCH</b>			\$
<b>APRIL</b>			\$
<b>MAY</b>			\$
<b>JUNE</b>			\$
<b>JULY</b>			\$
<b>AUGUST</b>			\$
<b>YEAR END TOTAL</b>	\$	\$	\$

The county Extension office will provide you with a monthly report of income and expenses. On your annual report, write in the total income and expenses for each month. Subtract the expenses from the income, and show the running balance for each month. After you have entered this for all twelve months, you can add up the income and add up the expenses for your yearly total.

# REQUESTING A PAYMENT

- Your county Extension office will give you a form similar to the sample 4-H Club Voucher Request. Use ink on all forms.
- This form will ask you for your club name, club account number, date, the payee name (who are you making payment to), address, city, state, zip.
- Complete the description of payment and club purpose—what do you want to buy, why are you buying it, and did your club approve it?
- Please attach all receipts or an invoice. Because 4-H club funds are considered public funds, documentation is necessary, as all Extension funds are audited or annually reviewed.
- If you do not have a receipt or invoice, provide a copy of your club meeting minutes to document that your club approved the expense. If you need an idea of what you need to vote on at your club meeting, here are some sample motions:
  - Jay Jones, treasurer, reported the club has \$112 in their account, and \$6.50 in outstanding bills for supplies for the fund-raiser. Sally Smith moved the club pay \$6.50 for the fundraiser supplies to the club leader. The motion was seconded by Patty Person, and passed.
  - Jane Jacobs moved the club allow the club leader to purchase pizza, spending up to \$150 for the November club meeting. The motion was seconded by Sally Smith and passed.
- Include the total amount of the purchase.
- Sign the form as club treasurer.
- Have your club leader sign the form.
- Turn into the Extension office.

Below is a sample form for payments. Follow the steps to complete the form and turn it into your Extension office.

## 4-H CLUB VOUCHER REQUEST

4-H Club Name: *Happy Helpers 4-H Club*

Date: *September 1, 2022*

Club Account Number: *XXXX-X-X-XX-XXX-X*

Payee Name and Full Address:

*Sara Leader  
123 West Street  
Anytown, IA 50000*

### DESCRIPTION OF PAYMENT AND CLUB PURPOSE

<i>Cooking supplies for nutrition activity at club meeting receipts from BuyItNow \$44.81 and Super Grocer \$25.87.</i>	<i>\$ 44.81 \$ 25.87</i>
<b>TOTAL</b>	<b>\$ 70.68</b>

Treasurer Signature: *John Walker*

Club Leader Signature: *Sara Leader*

# MAKING DEPOSITS

The county Extension office serves as the bank for your club's funds. This means you need to bring money and checks to the Extension office for deposit, just like you would at a bank. Your county Extension office will give you a form to fill out for depositing money.

- Your county Extension office will give you a form similar to the 4-H Club Account Deposit Slip. Use ink to fill out the form your county Extension office gives you.
- The form will probably ask you for your club name, account number and the date.
- The form may ask for the source of the money, check numbers and amount of cash, and description or purpose for the money raised.
- You should always have at least one other person count the money before you take the funds to the Extension office. It is recommended that the deposits are counted again with staff at the Extension office.
- Always keep cash and checks in a secure place. Never mail cash.
- Ask that people make checks payable to the county Extension office. If the check is written to your club, turn the check over and write "For deposit only" on the back of the check and sign the back of the check.
- Sign and print your name. Ask a county Extension office staff member to sign the form, confirming receipt.
- Leave the form, the money, and the checks to be deposited at the Extension office.
- Keep a copy of the deposit slip for your club records.

## 4-H CLUB ACCOUNT DEPOSIT SLIP

4-H Club Name: *Happy Helpers 4-H Club*  
 Date: *September 17, 2022*  
 Club Account Number: *xxx-x-x-xx-xxx-x*

SOURCE	CHECK #	DESCRIPTION	CHECK #
<i>Connie Donaldson</i>	<i>1206</i>	<i>Community Service</i>	<i>\$5.25</i>
<i>First Bank</i>	<i>5719</i>	<i>Fall field trip</i>	<i>\$7.50</i>
<i>Paula Andrews</i>	<i>1200</i>	<i>4-H T-shirts</i>	<i>\$24.00</i>
<i>Samantha Hobbins</i>	<i>1935</i>	<i>Fruit sales</i>	<i>\$72.00</i>
<i>Amy Simmons</i>	<i>1025</i>	<i>4-H membership</i>	<i>\$30.00</i>
<i>Devon Rogers</i>	<i>1001</i>	<i>Butter braids fundraiser</i>	<i>\$35.00</i>
<i>Cash</i>	<i>CASH</i>	<i>Bake sale</i>	<i>\$64.00</i>
<b>TOTAL</b>			<b><i>\$237.75</i></b>

Treasurer Signature: *John Walker*  
 Treasurer Name Printed: *John Walker*  
 County Extension Office Staff Signature: *Sarah Miller*

# TRACKING INCOME AND EXPENSES

Your county Extension office will give you a monthly "Receipts and Expenses Report." The report has your club number on it and the club name.

Receipts and Expenses Report					
Happy Helpers 4-H Club		Sample County Extension		07/01/2017 through 06/30/2018	
<b>Beginning Balance</b>				<b>\$2596.16</b>	
<b>Net Income</b>					
Date	Account	Receipt No. Source	Description	Amount	
09/22/2017	4719-0-8-000-840-2	343695 County Expo	Flower Planters	\$0.20	
09/22/2017	4719-0-8-000-840-2	343695 County Expo	Flower Planters	\$492.25	
11/27/2017	4719-0-8-000-840-2	143471 County Farm Bureau	Communications	\$50.00	
02/13/2018	4719-0-8-000-840-2	397613 Phil Jones	Bake Sale	\$44.50	
02/13/2018	4719-0-8-000-840-2	397614 Bonnie Smith	Bake Sale	\$8.00	
02/13/2018	4719-0-8-000-840-2	397615 George Anderson	Bake Sale	\$40.00	
02/13/2018	4719-0-8-000-840-2	397616 Mary Tyler	Bake Sale	\$30.00	
02/13/2018	4719-0-8-000-840-2	397617 Jessica Flemming	Bake Sale	\$30.00	
02/13/2018	4719-0-8-000-840-2	397618 Rachel Gardener	Bake Sale	\$15.00	
02/13/2018	4719-0-8-000-840-2	397618 Katrina Spaulding	Bake Sale	\$25.00	
02/13/2018	4719-0-8-000-840-2	397619 Emily Flanders	Bake Sale	\$133.00	
02/15/2018	4719-0-8-000-840-2	397620 Steve Morland	Bake Sale	\$30.00	
02/16/2018	4719-0-8-000-840-2	397621 Joel Tucker	Bake Sale	\$25.00	
02/16/2018	4719-0-8-000-840-2	397622 Aaron Johnson	Bake Sale	\$14.00	
02/16/2018	4719-0-8-000-840-2	397622 Linda Leader	Bake Sale	\$25.00	
02/16/2018	4719-0-8-000-840-2	397623 Connie Erickson	Bake Sale	\$25.00	
02/23/2018	4719-0-8-000-840-2	397624 Stephanie Block	Bake Sale	\$30.00	
05/29/2018	4719-0-8-000-840-2	397625 James Pierson	Bake Sale	\$16.00	
06/14/2018	4719-0-8-000-840-2	397416 Farm Supply Co.	Club Donation	\$20.00	
06/29/2018	4719-0-8-000-840-2	397435 County Expo	Club Can Pick Up	\$50.00	
<b>Total Revenue</b>				<b>\$1102.95</b>	
<b>Expense</b>					
Date	Account	Payment No. Payee	Description	Amount	
12/20/2017	5719-0-8-000-840-2	11230 Design Store Co.	Books and Notes	(\$47.70)	
04/09/2018	5719-0-8-000-840-2	11334 Greg Farmington	Club Supplies	(\$389.50)	
06/26/2018	5719-0-8-000-840-2	x Journal Entry	Club YQCA	(\$35.00)	
<b>Total Expense</b>				<b>(\$472.20)</b>	
<b>Total Net Income:</b>				<b>\$630.75</b>	
<b>Balance 06/30/2018</b>				<b>\$3226.91</b>	

At the top of the report is a listing of revenue. There is a date for each transaction. You can see the source of the receipt or where the money came from, as well as a description of the item, and the amount received.

The next section of the report is expense. Again, there is a date for each expense, who the payment was made to, and the amount. Numbers in an accounting report are shown in parenthesis to indicate they are being subtracted from the total. At the bottom of the report is the total expense, total net income, and balance.

You should keep a record of your club transactions in your treasurer's book. There are many ways you can track your club's income and expenses. You can use a paper record such as a printable check register. You could also use a financial management app or website. Here is an example of what your record may look like.

DATE	NUMBER	DESCRIPTION	✓	PAYMENT	DEPOSIT	BALANCE
9/22/21	343695	Flower Planters County EXPO.			\$492.45	\$3088.61
11/27/21	143471	County Farm Bureau Donation			\$50.00	\$3138.61
12/20/21	11230	Design Store Company		\$47.70		\$3090.91
2/15/22	397613	Bake Sale Cash Deposit			\$490.50	\$3581.41

# RECEIPTS AND EXPENSES REPORT ACTIVITY

Individually, or working with a partner, find the following information on the sample "Receipts and Expenses" report.

1. What time frame is covered by the report? \_\_\_\_\_
2. What is the name of the club? \_\_\_\_\_
3. What is the beginning club balance? \_\_\_\_\_
4. What is the total revenue for the time frame of the entire report? \_\_\_\_\_
5. What is the total of all expenses for the time frame of the entire report? \_\_\_\_\_
6. What activity or event are most of the deposits for? \_\_\_\_\_
7. How much revenue did the "flower planters" activity generate? \_\_\_\_\_
8. Which person spent the most at the bake sale? \_\_\_\_\_
9. What did the \$35 journal entry pay for? \_\_\_\_\_
10. The number 397617 represents what type of item or document? \_\_\_\_\_
11. The account number assigned to this club is what? \_\_\_\_\_
12. For the year, the club increased its balance by how much? \_\_\_\_\_

Receipts and Expenses Report				
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## ANSWERS

1. 7/1/17-6/30/18      2. Happy Helpers      3. \$2596.16      4. \$1102.92      5. \$472.20      6. Bake Sale      7. \$492.25      8. Emily Flanders      9. Club YQCA      10. A receipt      11. 4719-0-8-000-840-2      12. \$630.75

**THIS GUIDE BOOK BELONGS TO:**

**TREASURER**

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## ***I PLEDGE***

***MY HEAD TO CLEAR THINKING,  
MY HEART TO GREATER LOYALTY,  
MY HANDS TO LARGER SERVICE,  
MY HEALTH TO BETTER LIVING,  
FOR MY CLUB, MY COMMUNITY,  
MY COUNTRY, MY WORLD.***



***FOR ADDITIONAL RESOURCES, CHECK OUT  
THE CLUB OFFICER RESOURCE LANDING PAGE  
BY SCANNING THE QR CODE:***



Revised in 2022 by Kristina Goth, 4-H Leadership AmeriCorps Member, and the review team consisting of Gail Castillo, Mitchell Hoyer, Brooklin Border, Shayla Lien, Maddie Leopardo, Haley Jones, Clark Colby, Cayla Taylor, Emily Damro, Morgan Farnham, Tillie Good, Alexa Groff, Lori Mitchell, Bonnie Dalager. Layout by Grace Purvis, Editorial Design Student Assistant.

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