

# WISCONSIN

## Multi-Purpose 4-H Club Record Cover for Secretary



**“A thing written can live to speak again after memories have faded into oblivion.”**

**My Name:** \_\_\_\_\_

**Name of Club:** \_\_\_\_\_

**Community or Town:** \_\_\_\_\_

**County:** \_\_\_\_\_

# DUTIES OF A 4-H TREASURER

- Keep ACCURATE records of:
  - ALL money received: its SOURCE and WHAT for—use a 2-part pre-numbered receipt book.
  - ALL money paid out: to WHOM and WHAT for
- Give a Financial Report at each club meeting
- Collect membership dues
- Signature Card/Change of Address Card (*see personal banker at bank*)
  - The FIRST thing you MUST do as a newly elected (*installed*) treasurer is to sign a signature card at your bank. 1-2 adult(s) should also be on the signature card. (*They should not be related to the treasurer.*)

## Helpful Hints for Maintaining a Checking Account

- Deposits (*Money Received*)
  - Make all deposits promptly—within 3 days
  - Record deposits in checkbook register BEFORE going to the bank. (*Note FROM WHOM and WHAT FOR with deposit total*)
  - Endorse (*sign*) checks on backside (*upper left within top 1.5 inch area*). Club Name & Treasurer's Name
- Writing Checks (*Money Paid Out*)
  - ONLY write check authorized (*approved*) BY YOUR CLUB—never give out blank checks.
  - Be sure your checking account has sufficient funds to write the check—don't pay out cash
  - Never date a check ahead—use the CURRENT date
  - ALWAYS use a pen to write checks, NEVER a pencil!
  - Compare written dollar amount with amount written in figures.
  - Sign check as your name appears on the Bank Signature Card.
  - Initial corrections made, NEVER ERASE.
  - Record check written in checkbook register, to WHOM and WHAT FOR.
  - Write check number and date paid on printed bills to aid Audit Committee.
  - Reconcile Bank Statement MONTHLY or quarterly—ask for assistance!

## TREASURER'S REPORT should include:

- ✓ Balance as of last meeting date
- ✓ Checks written (*bills paid*)
- ✓ Deposits made (*money received*)
- ✓ Current balance
- ✓ Prepare report BEFORE attending meeting to eliminate errors
- ✓ BE ACCURATE!

## PERMANENT RECORD (*Turn into General Leader when your Record Book is due*)

- Financial Record Form (*Transfer information from your checkbook register as checks are written. Be sure ENDING balance is in agreement with your records.*)
- ALL Bank Statements (*punch and put in binder*).

*YOU are responsible for club funds until a successor is elected and INSTALLED.  
Give complete and accurate records to successor.  
Audit Committee should check records BEFORE newly elected Treasurer assumes office.*

# COLUMBIA CO. TREASURER'S BOOK DIRECTIONS

(THIS SHEET IS NOT TO BE INCLUDED IN THE TREASURER'S BOOK.)

Treasurers are important officers in 4-H clubs and are charged with keeping an accurate record of all money received and paid out. Many clubs find old treasurer's books of historical importance as the years pass.

Treasurers can type information in/print off the forms for the treasurer's book, or download and save as a word or a .pdf fillable form or an excel document, by going to the Columbia County 4-H web site at:

<https://columbia.extension.wisc.edu/4-h-youth-development/4-h-forms/4-h-club-treasurer-forms/>

If you would prefer additional paper copies of the treasurer's book, contact Columbia Co. Extension Office at (608-742-9680) at the 4-H office.

***Treasurer's Records included should be in the following order:***

Cover Page (1)

Duties of a Treasurer (1)

Treasurer Book Index Sheet (1)

Dues Form (1 or more)

Monthly Treasurer's Report (1 for each month club meets)

Record of Club Finances (1 or more for each month club meets)



# TREASURER'S BOOK INDEX SHEET

4-H Club: \_\_\_\_\_ Year: \_\_\_\_\_

4-H Treasurer: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

*Checking Account* \_\_\_\_\_ Yes \_\_\_\_\_ No

Financial Institution: \_\_\_\_\_

*Savings Account* \_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes for savings account, please complete.**

*Beginning Balance*    \$ \_\_\_\_\_    Date \_\_\_\_\_

*Ending Balance*    \$ \_\_\_\_\_    Date \_\_\_\_\_





# MONTHLY TREASURER'S REPORT

Club Name: \_\_\_\_\_

## 1. State the Beginning Balance:

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

## 2. Indicate Money Received:

Amount: \$ \_\_\_\_\_ for what purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ for what purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ for what purpose: \_\_\_\_\_

## 3. State the Expenses:

\$ \_\_\_\_\_ to \_\_\_\_\_

for what purpose: \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_

for what purpose: \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_

for what purpose: \_\_\_\_\_

## 4. Indicate Closing Balance:

Date: \_\_\_\_\_ Closing Balance: \$ \_\_\_\_\_

### If the club has a checking account, do the following:

Add back check that haven't shown up on the bank statement **plus** \_\_\_\_\_

Subtract deposits not showing up on the bank statement **minus** \_\_\_\_\_

Adjusted balance should agree with bank statement **equals** \_\_\_\_\_

Include clear copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Club Treasurer's Signature*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

*General Leader's Signature*

# RECORD OF CLUB FINANCES

Amount Received			Amount Paid Out			Balance
Date	From What Source	Amount	Check #	For What Purpose	Amount	<i>Balance at the end of each entry.</i>
<i>Balance carried over from previous page. \$</i>						
<b><i>BALANCE</i></b> \$						

