**Colorado 4-H Club**

**Treasurer Book**

***(El Paso County)***





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| Club |
| Treasurer |
| Club Leader |
| Year: July 1 20\_\_\_-- June 30 20\_\_\_ |
| County |
|  Junior Intermediate Senior |

 |

This complete 4-H Treasurer Book and all the supplemental forms are available on the El Paso county 4-H Club Officer Resources website at: https://elpaso.extension.colostate.edu/club-officer-resources/



USDA requires that 4-H clubs, councils and foundations file financial statements and fundraising plans with Colorado State University Extension annually. 4-H youth need a simple reporting structure to demonstrate the financial value of 4-H's contributions.

This 4-H Treasurer's Book was originally published by the University of Michigan and has been adapted for Colorado 4-H and El Paso County. This book has been used successfully by 4-H programs in many states. It meets a variety of fiscal accounting needs and is designed for 4-H club treasurer and adult volunteers, as well as for 4-H youth interested in learning the basics of good accounting practices.

Updated: November 2023

**About Being an Officer**

You, as the treasurer, and all the other officers of your 4-H club are representatives of your 4-H club or group and the 4-H program throughout the state. Your skills, abilities, values, standards, ideals, speech, and smiles represent Colorado 4-H.

**About Being the Treasurer**

This section should be reviewed with your club leader. The treasurer is responsible for taking care of the club’s money and bank accounts. This responsibility requires honesty, integrity, cooperation, and communication with the members of your club.

**The Treasurer’s Responsibilities**

Check the following items to verify that you understand and accept these responsibilities:

* I will inform the bank in which my 4-H club’s funds are deposited that I am the new treasurer and sign the appropriate forms so I can write checks on the account.
* I will handle all money matters for my 4-H club.
* I will keep an accurate record in the treasurer's book of how all the money is used.
* I will deposit all funds that my group earns or receives in the bank as soon as possible after receiving them.
* I will pay all of the group's bills promptly as directed and approved by the members.
* I will prepare and present a summary of income and expenses at each meeting.
* I will report the current balance of all accounts.

**Handling Money**

4-H clubs are public groups, open to all without regard to race, color, national origin, gender, disability, religion, or age. The money that clubs receive from dues and fund-raising events are the assets of the club, not the assets of any one member or leader of the group. Because 4-H is a public organization, it is not “owned” by individuals. Instead, 4-H is owned by the public.

The treasurer of a 4-H group is accountable to the club officers, the club members, adult leaders, County Government, Colorado State University Cooperative Extension, and the Federal Government.

You are in charge of “keeping the books”: that is, the club’s receipt book, checkbook, check register, payment vouchers, and bank statements. The public calls for a high standard of accountability and integrity for public groups. You can meet the high standards required of a 4-H treasurer by learning and following the money handling methods found in this treasurer’s book. These standards apply whether a club has 25 cents or $2,500 dollars in the treasury.

Conflicts will arise if money is not handled carefully and accurately. You can protect yourself and your 4-H club from conflict by being careful, responsible, and accurate when handling the club finances.

**Two Kinds of Receipts**

Receipts are used to show the transfer of money from one party to another. You will have receipts when you receive money and also when you pay out money. Because of this, some further explanation of the word “receipt” is helpful.

**Income Receipt** - When your 4-H club receives money, generally you will prepare a receipt for the person giving you the money ***to show you received their payment***. We will call this an “Income Receipt.” Carbon copies of Income Receipts should be included with your Monthly Treasurer Report to show the date, amount, and reason for the income you received. (See “Income Receipts” section for more details on Income Receipts)

**Expense Receipt** - When a bill is paid from your 4-H club either to a business or to a club leader as a reimbursement, generally you will receive a receipt from the business the purchase was made from ***to show they received your payment***. We will call this an “Expense Receipt.” Expense Receipts should be included with your monthly Treasurer Report to show the date, amount, and reason for the payment you are making. (See “Expense Receipts and Checks” section for more details on Expense Receipts)

Both kinds of receipts provide proof that money changed hands, and they explain the reason that your 4-H club either received income or paid an expense. As Treasurer, it is your responsibility to maintain all receipt records and include them with your Monthly Treasurer Reports.

**INCOME**

**Income 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 received a specific amount of money or that you handled it correctly.

# Figure 1. Sample Receipt

|  |  |
| --- | --- |
| Date: *June 22, 2018* | No. 8668 |
| Received from: *Lindsay Jones* |
| Amount: $ *15.00* **√** Cash Check  |
| For *Baseball Tickets* |
| By : *Kyle Smith* |

Your 4-H group should have a receipt book with pre-numbered two-part receipts. (They are available from any office supply store.) 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 record. (See fig. 1 for a sample receipt).

**Receipts for Money From Fundraisers**

If your 4-H club holds a fund-raiser such as a bake sale or car wash, you do not 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 from separate families should count the money, agree on the amount and turn the money over to you. Verify the amount (recount the money) in the presence of the individuals giving you the money. You could receive this in cash or checks or a combination of cash and check. Then give them a receipt for the amount they gave you. (see fig 2).

**Figure 2. Receipt for money received from a fundraiser.**

|  |  |
| --- | --- |
| Date: *November 12, 2018* | No. 8670 |
| Received from: *Carol Jones* |
| Amount: $ *25.00* **√** Cash **√** Check  |
| For *Selling Turkey Candles* |
| *10.00 in cash, 15.00 check* |
| By : *Kyle Smith*  |

**Bank Deposits**

Checks that are made payable to the club must be endorsed by signing the club name and your name. If someone writes a check payable to you that is intended for your club, endorse it by writing “pay to the order of (your club name)” and signing it.

Keep these things in mind when making deposits:

* 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.

**Preparing Deposits**

Total the income receipts you have written since you made the last deposit and compare that amount with the amount of cash, coins and checks you intend to deposit. The two figures should agree. If they don’t, repeat the process. When the two figures do agree, prepare a deposit ticket similar to figure 3. If your group has a checking account, there is a supply of deposit slips at the end of each pad of checks. You also might be able to pick up a slip in the bank lobby.

Follow these steps when filling out a deposit slip.

1. Date the deposit slip.
2. Fill in the amount of currency (bills) and coins you are depositing.
3. List each check number and its amount separately using the back of the slip if necessary.
4. Record the deposit in the checking account register.
5. Complete a duplicate of the deposit slip and keep the duplicate with the bank receipt.

**Figure 3. Sample Deposit slip**

|  |
| --- |
| Deposit |

**EXPENSES**

**Approving and Paying Bills**

Part of your treasurer’s responsibility is to request and receive the approval of club members to pay 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 does not leave a record or provide proof of payment. A proper expense receipt protects your reputation as treasurer.

**Expense Receipts and Checks**

1. Every check written should have an expense receipt available in the file that shows the amount paid, the check number, and the check date. For example, if a payment is made directly to Big Warehouse Store for tables, the receipt from Big Warehouse Store should be attached to the monthly report with the notation “Paid $142.38, 9/29/18, check #721.”
2. If a check is written to an individual to reimburse that person for expenditures made on behalf of the club, copies of the appropriate expense receipts must be provided to the treasurer to document the purchase that was made. These expense receipts must be attached to the monthly report. The information listed on the expense receipt should indicate amount, date, and check number as indicated in #1 above. A notation on the “memo” line of the check is not sufficient documentation.
3. If multiple items are paid with one check, each of the expense receipts must be attached.
4. If an expense receipt is submitted for reimbursement but only a portion of that receipt amount is reimbursable, the amount that is being claimed should be listed. For example, if a Big Warehouse Store bill in the amount of $650 is submitted but only $28.66 of the bill is a club expense, that amount ($28.66) should be listed on the receipt, along with the date and check number.
5. In some cases, you may receive an invoice directly from a business to request payment instead of receiving a receipt. The invoice should show the amount you owe, date, and an explanation of the purchase..
6. Individuals should not directly reimburse themselves by preparing and signing a check payable to themselves on the club account. For example, when Rebecca has incurred costs on behalf of the club, her reimbursement request should be reviewed by Bob (or another adult signatory on the account) and that person, not Rebecca, should approve the payment and sign the check.

**Checks**

Follow these steps when writing checks.

1. Use ink.
2. Never erase a mistake. If you make a mistake, write VOID on the check and start a new check. Keep the voided check with your bank statement for that month.
3. Write today’s date on the check.
4. Start writing the name of the person or business to whom the check is payable as close to the “Pay to the order of” as possible.
5. Leave as little space between the figures and words when filling in the amount lines. This helps prevent someone else from changing a $1 check, into a $100 check.
6. Begin writing the amount at the extreme left of the amount line. Be sure the written amount agrees with the numeric amount. Avoid writing checks for less than $1, but if you have to, start the “Pay to the order of” line by writing the word “Only” and then the amount.
7. Sign the check with your authorized signature, the same way you signed the signature card at the bank when you became treasurer.

**CHECK REGISTER AND BANK RECONCILIATION**

**Maintaining the Check Register**

The check register keeps a running total of your club’s available funds. Each time you make a deposit or write a check, enter that amount into your check register. To keep your club’s check register up to date, follow these steps.

1. Write the date of the transaction in the “Date” column.
2. For checks, write the check date in the “Item” column.
3. In the “Description of Transaction” column, write to whom the check was made payable or from whom you received payment.
4. For checks, enter the check amount in the “Payment/Debit” column. Then subtract the check amount from the account balance shown on the line above and enter the new balance in the “Balance” column. This is the new balance for your club’s account.
5. For deposits, enter the deposit amount in the “Deposits Credit”. Then add the deposit amount to the account balance shown on the line above and enter the new balance in the “Balance” column. This is the new balance for your club’s account..
6. At the end of each month, reconcile the register against your bank statement. Use the “T” column to check off the deposits and checks that have cleared the bank. This information is on your monthly bank statement

**Reconciling the Bank Statement**

The monthly Bank Statement you receive from your bank may not include all of the activity that happened during the month. This will cause the bank statement to have a different ending balance than your Monthly Treasurer Report. For example, some checks you have written may not have yet been cashed by the payee, or you might have money that was given to your club that you have not yet deposited. Deposits and checks for the month that have not yet cleared your bank are called *“Outstanding Deposits”* and *“Outstanding Checks.”* Reconciling your bank statement will explain the difference between your Monthly Treasurer Report and the Bank Statement.

1. Each month, reconcile your bank statement to your check register. You will need your bank statement, your check register, and the Monthly Treasurer Report.
2. Follow the instructions on the Monthly Treasurer Report to record any *Outstanding Deposits*, and subtract these amounts from your End of Month Balance.
3. Follow the instructions on the Monthly Treasurer Report to record any *Outstanding Checks* and add these amounts to your End of Month Balance.
4. The Adjusted Balance on your Monthly Treasurer Report should agree to the balance shown on your bank statement.

**REPORTS**

**Monthly Treasurer’s Report**

The Monthly Treasurer’s Report informs members of the group’s financial activity for the past month. After you complete a copy of the “Monthly Treasurer’s Report”, circulate the report and the bank statement for the club’s approval. Then present the bills to be paid in the next month. After the group has reviewed your treasurer’s report, a member moves to accept the treasurer’s report, the motion is seconded and the club will vote to accept or reject the report and you have permission to pay the bills. Use the Income and Expense Supplements to record information for special events.

**Guidelines for Groups without Checking or Savings Accounts**

Some groups operate without checking or savings accounts. Even without a bank account, clubs must follow certain guidelines. Clubs without bank accounts must follow the same bill paying system as groups with bank accounts. The difference is that you will purchase money orders from a store or bank to pay bills instead of using checks.

Your club will use the Supplemental Income and Expense sheets instead of a check register. All other financial rules and guidelines for clubs with bank accounts apply to groups without bank accounts. You can use the information on these supplemental sheets to complete the “Monthly Treasurer Report”. You would then follow the guidelines for presenting the report to the club.

**Completing the Annual Summary Financial Report**

4-H Clubs, Advisory group, Council and Board treasurers must complete an Annual Financial Summary Report and submit it to the local County Extension Office.

This annual report fulfills several needs. It creates an open, public record of each non-profit group receiving public donations and paying sales tax, and it also fulfills the audit concerns of the university and federal requirements for financial accounting by 4-H groups. This report is how 4-H fulfills it obligations of fiscal accountability to the residents of Colorado.

The Annual Summary Financial Report is due to your local county office no later than September 1 of each year. Please check with your county office for county due date.

Use the following steps to complete the Annual Summary Financial Report:

1. This report sums up your 4-H club financial activities during the federal financial year (July 1 thru June 30). On the top line, fill in the dates covered by the report and the name of your club. You can use the information from your monthly treasurer reports to complete your Annual Report**.**
2. **Account Balance at Beginning of Year –** Enter the balance your group had on hand from all sources in a bank, savings and loan or credit union.
***Note:*** *If bank account was opened during current 4-H year, begin balance would be zero (0). Otherwise begin balance should be last years ending balance.*
3. **Income -** Enter the income your group received from fundraisers, grants and gifts. Total the proceeds from these events and enter the amount in box labeled income**.**
4. **Expenses -** Summarize the expenses for each event or activity. List the event, the date and the amount spent on each event.
5. Send the report to your County Extension office no later than September 1 to complete your duties as club treasurer. Please check with your county office for county due date.

The 4-H Club Financial Report, Annual Review: 4-H Club Group Funds, 4-H Club/Group Assets, Budget, and Affirmative Action can be found on the website at: <http://co4h.colostate.edu/volunteer-resources/club-group-resources/>

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CSU's Office of Engagement and Extension ensures meaningful access and equal opportunities to participate to individuals whose first language is not English.

<https://col.st/0WMJA>

Colorado State University Extension es un proveedor que ofrece ingualdad de oportunidades.

Colorado State University no discrimina por motivos de discapacidad y se compromete a proporcionar adaptaciones razonables.

Office of Engagement and Extension de CSU garantiza acceso significativo e ingualdad de oportunidades para participar a las personas quines su primer idioma no es el ingles.

<https://col.st/0WMJA>

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| **4-H Monthly Treasurer Report****Date:**       |
| **Club Name:**       |
| **Beginning Balance (Prior month “End of Month Balance”):**  | $       |
| **Income received this month (attach second page if needed):** |  |
|  | Date | From Whom? | For what purpose?urpose? | Amount |
|       |       |            |       |
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| **Add Total Income**: | +$       |
| **Expenses paid this month:** |  |
|  | Date | Check # | To Whom? | For what purpose? | Amount |
|       |       |            |       |       |
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| **Subtract Total Expenses:** | -$       |
| **End of Month Balance:** | =$      |

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| **Bank Statement Reconciliation** |
|  | **Outstanding deposits not yet shown on your bank statement (current month or previous month):** |
| Date: | Description: | Amount |  |
|       |       |       |
|       |       |       |
| **Subtract Total Outstanding Deposits:**:: | -$       |
|  |
| **Outstanding checks not yet shown on your bank statement (current month or previous months):** |
| Check Date | Check # | To Whom? | Amount |  |
|       |       |       |       |
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| **Add Total Outstanding Checks:** | +$       |
| **Adjusted Balance should agree to Bank Statement:** | =$       |
| **Attach bank statements, income receipt copies, expense receipts, and invoices to this report** |
|  |  |
| **Treasurer’s signature:** | **Date:** |
| **President’s signature:**  | **Date:** |

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| **4-H Monthly Treasurer Report****Date:**       |
| ***SAMPLE* - 4-H Monthly Treasurer Report - *SAMPLE*****Date:** November 2023 |
| **Club Name:** Blue Ribbon All Stars |
| **Beginning Balance (Prior month “End of Month Balance”):**  | $ 1,527.00 |
| **Income received this month (attach second page if needed):** |  |
|  | Date | From Whom? | For what purpose?urpose? | Amount |
| 10/1/2023 | Various (see receipts) | Club dues | 135.00 |
| 10/30/2023 | Jones Family | Club shirts |  30.00 |
|  |       |       |       |
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| **Add Total Income**: | +$ 165.00 |
| **Expenses paid this month:** |  |
|  | Date | Check # | To Whom? | For what purpose? | Amount |
| 10/20/2023 | 1234 | T-Shirts Galore | Club shirts | 173.40 |
| 10/31/2023 | 1235 | Mary Mitchell | Club party supplies |  15.10 |
|       |       |       |       |       |
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| **Subtract Total Expenses:** | -$ 188.50 |
| **End of Month Balance:** | =$1,503.50 |

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| **Bank Statement Reconciliation** |
|  | **Outstanding deposits not yet shown on your bank statement (current month or previous month):** |
| Date: | Description: | Amount |  |
| 10/30/2023 | Jones Family |  30.00 |
|       |       |       |
| **Subtract Total Outstanding Deposits:**:: | -$ 30.00 |
|  |
| **Outstanding checks not yet shown on your bank statement (current month or previous months):** |
| Check Date | Check # | To Whom? | Amount |  |
| 09/15/2023 | 1230 | Kate Taylor |  122.46 |
| 10/31/2023 | 1235 | Mary Mitchell |  15.10 |
|       |       |       |       |
|       |       |       |       |
| **Add Total Outstanding Checks:** | +$ 137.56 |
| **Adjusted Balance should agree to Bank Statement:** | =$ 1,611.06 |
| **Attach bank statements, income receipt copies, expense receipts, and invoices to this report**  |
|  |  |
| **Treasurer’s signature:** | **Date:** |
| **President’s signature:**  | **Date:** |

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| Record of 4-H Club Finances – If no bank account |
| Cash/Checks Received | Cash/Money Orders Paid out | Start/Balance |
| **Date** | **From what source** | **Amount** | **For what purpose** | **Amount** | $      |
|       |       | $      |       | $      | $      |
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|  | ***make copies as needed*** |  | ***ending balance*** | $      |

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| **4-H Event/Activity Income** **Purpose: This report is a recap of total income received for this Event/Activity across all months. Please prepare only one report per Event/Activity.** |
| Club/Group name:       |
| Name of Event       | Event Date:      |
|  |
| Total Money received for this event( From who and how much) | Amount |   |
|       |       |
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| Total Income received for this event: |       |
| Attach Income Receipts for this event to the monthly report only. |
| Other notes:       |
| Treasurer’s signature | Date |
| President’s signature | Date |
| ***make copies as needed*** |

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| **4-H Event/Activity Expense** **Purpose: This report is a recap of total expense for this Event/Activity across all months. Please prepare only one report per Event/Activity.** |
| Club/Group Name:       |
| Name of Event:        | Event Date       |
|  |
| Total Expenses for the EventPaid to who and for what purpose | Amount |   |
|       |       |
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| Total Expenses paid for this event: |       |
| Attach Expense Receipts/Invoices for this event to the monthly report only.  |
|  |
| Other notes:       |
| Treasurer signature | Date |
| President’s Signature | Date |

***make copies as needed*** |

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| Annual 4-H Treasurer Report |
| Club Name:        |
| County :       |
| For the time period:      , 20   to      , 20    |
| **Balance at beginning of club year:** |  $      |
| **INCOME - Summarize by source** | Amount |  |
|       |       |
|       |       |
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|       |       |
|       |       | Total Income+$      |
|       |       |
|       |       |
|  |
| **EXPENSES - Summarize by Category** | Amount |  |
|       |       |
|       |       |
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|       |       |
|       |       |
|       |       | Total Expenses -$      |
|       |       |
|       |       |
| **End of Year Balance:** |  $      = |
|  |  |
| **Use the Bank Reconciliation from your final monthly report to complete this section:** |  |
| Subtract Total Outstanding Deposits:  |  $       |
| Add Total Outstanding Checks: |  $       |
| **Adjusted balance should agree with Bank Statement:** |  $       |
|  |
| Treasurer’s signature:  | Date |
|  |
| President’s signature: | Date |
|  |
| Club Leader’s signature: | Date |

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| Sample - Annual 4-H Treasurer Report |
| Club Name: *Blue Ribbon All-Stars*  |
| County : *Lake* |
| For the time period: July 1, 2022   to *June 30*, 2023 |
| **Balance at beginning of club year:** | $ *146.85* |
| **INCOME - Summarize by source** | Amount |  |
| *Candy sales at ball games* | *178.50* |
| *Carnival earnings* | *254.00* |
| *Member dues* | *48.00* |
| *Interest on bank accounts* | *2.54* |
|       |       |
|       |       |
|       |       | Total Income+$*483.04* |
|       |       |
|       |       |
|  |
| **EXPENSES - Summarize by Category** | Amount |  |
| *Supplies for candy sales* | *45.00* |
| *Supplies for carnival* | *65.00* |
| *Meeting room rent (12 months @ $5/month)* *$5/month)* | *60.00* |
| *Refreshments for meetings* | *75.00* |
|       |       |
|       |       |
|       |       | Total Expenses -$*245.00* |
|       |       |
|       |       |
| **End of Year Balance:** | = $ *384.89*= |
|  |  |
| **Use the Bank Reconciliation from your final monthly report to complete this section:** |  |
| Subtract Total Outstanding Deposits:  |  $ *0.00* |
| Add Total Outstanding Checks: |  *$ 25.00* |
| **Adjusted balance should agree with Bank Statement:** |  *$ 409.89* |
|  |
|  |
| Treasurer’s signature: *Kyle Smith* | Date: *7/15/2023* |
|  |
| President’s signature: *Lindsay Jones* | Date*: 7/15/2023* |
|  |
| Club Leader’s signature: *Mary Mitchell* | Date*: 7/15/2023* |