|  |
| --- |
| **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:** | =$      |
|  | =$      |

|  |
| --- |
| **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 |  |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| **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:** |