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