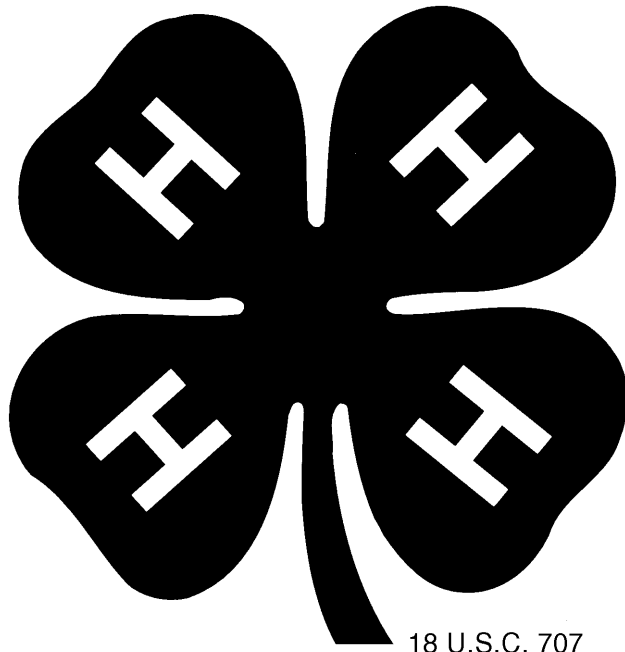


WISCONSIN

4-H Club Record Cover for Treasurer



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

My Name_____

Date of Birth_____

Name of Club_____

Community or Town_____

County_____

20_____

A Note to Club Treasurers:

Enclosed in this booklet are three different types of forms that you will need to complete as you keep monetary records for your club.

The first form is the "Club Financial Record." This is the form that looks like a copy of your checkbook register. You will need this form completed and up-to-date for auditing purposes in your "Treasurer's Record Book" at the end of your club year. If you keep it up-to-date each month, you will have much less work at the end of the year when you pass on your responsibilities to the next treasurer.

The second form is the "Ledger Sheet." This sheet details all of the income and expenses that your club had in one month. You can use this form to prepare for your club's monthly meeting and your monthly report to that meeting. You list all the money that was added to your accounts in that month in the top table, labeled "income." You then list all the money that was taken out of your accounts in the second table, labeled "expenses." The bottom table, then, is a quick easy way to see if you have all the money you should have in your accounts. The first half of the bottom table uses last month's balance and your income and expenses from this month to show how much money you have currently. The second half of the bottom table uses the actual balances in the checkbook register and savings register to show how much money you should have. When you are all done, these two numbers should match every month. This form can be used as your monthly report, by saying:

"Since last month, we have deposited _____ dollars into our accounts from _____. We have spent _____ dollars on _____ (etc.), and we have a total of \$_____ in our savings and checking accounts. There is \$_____ in savings and \$_____ in checking."

Each month, this form can then be put into a binder for safekeeping until your treasurer's record book is due at the end of your term as treasurer.

As a reminder, each month, you should:

1. Keep your deposits and checks clearly written in the checkbook register and keep it up-to-date.
2. Keep all deposit slips. When you receive the monthly bank statements, staple the deposit slips to them.
3. Obtain a receipt before paying any expense. Vouchers should be used to track payments. (Voucher samples are in the back of this book.) Staple receipt to voucher. Keep all vouchers in numerical order according to the check number.
4. Use a notebook, folder or box to keep receipts, vouchers, deposit slips and bank statements.
5. Balance your checking and savings accounts with the bank statements you receive from the bank.
6. Keep your Club Financial Record up to date.
7. Complete a balanced Ledger Sheet, use it to give your monthly report at the club meeting, and store it for safe keeping for your Treasurer Record Book.

A note to treasurers whose clubs have both savings and checking accounts. When money is transferred from savings to checking or vice versa, these amounts do not show up as either income or expenses on the Ledger Sheets.

*** Information continued on inside back cover ***

End of Year Annual Financial Report

At the end of the 4-H fiscal year (June 30) the treasurer will work with an adult to complete an Annual Financial Report. This report is not included in your treasurer book but will be given to the club leader.

On the annual report you will need to categorize Funds Received and Funds Disbursed during the year. It may be helpful to categorize expenses and income as they occur during the year.

Suggested Category Codes

Funds Received

FRI	Fund Raising
MD	Member Dues
DO	Donations
II	Investment Income
YD	Income from Youth Development Services
OM	Other or Miscellaneous

Funds Disbursed

FRE	Fund Raising Expenses
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Detailed explanations about these line items and other suggested disbursement categories to add may be found in a document titled '4-H Club and Group Financial Handbook' found here:

<https://4h.extension.wisc.edu/4h-resources/wisconsin-4-h-club-financial-handbook/>



4-H CLUB OFFICERS

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If you need this material in another format, please contact the Department of 4-H Youth Development, University of Wisconsin-Extension, 436 Lowell Hall, 610 Langdon St., Madison, WI 53703; phone 608-262-1067. Visit Wisconsin 4-H Youth Development on the Web at <https://4h.extension.wisc.edu/>. This information is produced by the Department of 4-H Youth Development and is for educational purposes only.

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RBV Wisconsin Multi-Purpose 4-H Club Record Cover