

# Tuscarawas County 4-H Treasurer's Book



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# Treasurer Book Evaluation Form

**THIS PAGE FOR OFFICIAL USE ONLY!  
TREASURER/ADVISORS ARE NOT TO COMPLETE!**

This form will be used by the Evaluation Committee to evaluate the Treasurer's Book and determine eligibility for an Outstanding Treasurer's Book Award. Use this to review the book and check that everything is included and completed.

Treasurer's Name \_\_\_\_\_ Age \_\_\_\_\_  
*(as of January 1 of current year)*

Club \_\_\_\_\_ Year 20\_\_\_\_\_

Items Include:	Yes	No
Records are in a 3-ring notebook with no loose pages	<input type="checkbox"/>	<input type="checkbox"/>
Front cover neat and complete with name, age, club name, and year	<input type="checkbox"/>	<input type="checkbox"/>
Forms completed include: Transition Form, Club Budget, Club Dues, Record of Club Finances, Yearly Summary and Audit Form	<input type="checkbox"/>	<input type="checkbox"/>
Each month separated by tabs and includes: Treasurer's Report Form(s), Withdrawal Request Form(s), Monthly Financial Account Statement, and Checkbook Balancing/Reconciliation Form	<input type="checkbox"/>	<input type="checkbox"/>
Withdraw Request Form(s) filled out completely with appropriate receipts attached	<input type="checkbox"/>	<input type="checkbox"/>
All forms have appropriate signatures	<input type="checkbox"/>	<input type="checkbox"/>
Completed in one color ink or PDF document	<input type="checkbox"/>	<input type="checkbox"/>
All corrections done properly (no Wite-Out®, no erasing)	<input type="checkbox"/>	<input type="checkbox"/>
Book balances correctly	<input type="checkbox"/>	<input type="checkbox"/>
Turned in by correct date to Extension office	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Date Reviewed \_\_\_\_\_ by \_\_\_\_\_ *(Initials)*

# Treasurer Book Guidelines

1. Fiscal year is January 1 – December 31 of the current year.
2. Put records in a three-ring notebook. **NO LOOSE PAGES! PLEASE TAKE PAPERS OUT OF ENVELOPES!** Organize the book as follows:
  - a. The front cover needs to include the treasurer's name, age (as of January 1 of current year), club name, and year.
  - b. Place general forms in the front of the book before the monthly tabs. These forms are: Treasurer Transition Form, Club Budget, Club Dues, Record of Club Finances, Treasurer's Yearly Summary and Audit Form.
    - i. If your club does not collect dues, simply write "No Dues Collected" at the top of that form.
    - ii. Record of Club Finances should be filled out. Think of this as the account register.
    - iii. The Treasurer's Yearly Summary and Audit Form needs to be completed and signed according to instructions on form.
  - c. Separate months with monthly tabs.
    - i. Each month should include:
      1. Treasurer's Report Form(s) for that month.
      2. Completed Withdraw Request Form(s) for that month. Place Withdraw Request Forms behind their respective Treasurer's Report with corresponding receipt(s) attached to the Withdraw Request Form.
      3. The monthly financial account statement.
      4. Checkbook Balancing/Reconciliation Form.
    - ii. If there are no meetings for a particular month, include a Treasurer's Report Form dated for the last day of the month and state "No Meeting" at the top. Show any transactions that appeared for that month.
3. Pages should be done neatly and in one color ink. **NO PENCIL!** Treasurers may also use the fillable PDF form available online at <https://tuscarawas.osu.edu/program-areas/4-h-youth-development/4-h-parents-and-volunteers>. Errors should be corrected by placing a single line through the mistake with the treasurer's initials beside it. **DO NOT USE WITE-OUT®!**
4. To finalize the club's year, this book and the (State) *Ohio 4-H Club/Affiliate Yearly Financial Summary* (kept separate from Treasurer's Book) needs to be turned in on or before the Friday before Martin Luther King, Jr. Day in January.
5. This book must balance correctly and have all required forms included to be considered for the Outstanding Treasurer Book Award. Due to the increasing number of excellent treasurer's books being turned in, it has become very important for these guidelines to be followed precisely. If you have any questions, please ask your advisor or call the Extension office at 330-339-2337.

# Treasurer Transition Form

This sign-off form should be completed each time there is a new treasurer for the club.

I, \_\_\_\_\_, advisor for the  
*(Organizational Advisor)*

\_\_\_\_\_  
*(Club Name)*

have reviewed our Treasurer's Book and have verified records as of \_\_\_\_\_.  
*(Date)*

The previous year's treasurer \_\_\_\_\_ has  
*(Previous Treasurer's Name)*

signed over the books to \_\_\_\_\_.  
*(New Treasurer's Name)*

Date \_\_\_\_\_

*Notes*

# 20\_\_\_\_ Club Budget

(Year)

The officers and leaders should set a tentative budget at the beginning of the 4-H year. The tentative budget should be presented at the first possible meeting, discussed, and approved.

**INCOME:** List fund-raising event plans, approximate date of event and estimated profit.

	EVENT	DATE	ESTIMATED INCOME
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
<b>TOTAL INCOME:</b>			=====

**EXPENSES:** Include items such as club outings, donations to worthy causes, meeting location rental fees, recreation equipment, project materials, refreshments, material for club banner, postage, Ohio 4-H Foundation donations, etc.

	NEED	DATE	ESTIMATED EXPENSE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
<b>TOTAL EXPENSES:</b>			=====

**ESTIMATED SURPLUS OR SHORTFALL** (total income minus total expenses): \$ \_\_\_\_\_

# 20\_\_\_\_ Club Dues

(Year)

If the club voted to have dues, record payment below. Make copies of this page as needed.

Name of Club Member	Amount Paid Each Meeting								
	1	2	3	4	5	6	7	8	9
Total Amount Received									

Enter the amount paid by each member.

**Note: 4-H Club dues are determined by a vote of the club membership and are not required by the Tuscarawas County 4-H Program.**







# Treasurer's Yearly Summary and Audit Form

Keep this form in Treasurer's Book. Extension does NOT need a copy of this form.

Club Name \_\_\_\_\_ Year 20 \_\_\_\_\_

Starting balance beginning of year	\$ _____
Total income for year (total of all money received)	\$ _____
Total expenses for year (total of all payments made)	\$ _____
Ending balance (starting balance + income – expenses)	\$ _____

Account is in the \_\_\_\_\_ at  
(Financial Institution's Name)

\_\_\_\_\_  
(Financial Institution's Address)

Account records are in the possession of \_\_\_\_\_  
(Name of Person Possessing Records)

Cash on hand \$ \_\_\_\_\_ Cash is in possession of \_\_\_\_\_  
(Name of Person Possessing Cash on Hand)

Signatories on the account include \_\_\_\_\_  
(Name of People Who Can Sign Financial Institution Documents)

Club EIN: \_\_\_\_\_

**This is to certify that the foregoing is a correct summary of receipts and expenses of the club.**

Treasurer's Signature \_\_\_\_\_

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## Yearly Audit Certificate

A Financial Review Committee is two members and two advisors from at least two different families.

The treasurer's book has been examined on \_\_\_\_\_ and found to be correct.  
(Date)

### Financial Review Committee Signatures

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

# Treasurer's Report Form

The Treasurer's Report informs members of the club's financial activity since the last meeting. Complete the Treasurer's Report and present it to the club at each meeting. Make copies of this page as needed.

Treasurer's Report for \_\_\_\_\_  
(Meeting Date)

1. Beginning account balance: \$ \_\_\_\_\_ (closing balance from previous meeting)

Date of Previous Meeting: \_\_\_\_\_

2. Money received:

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ from \_\_\_\_\_ for what purpose \_\_\_\_\_ Date \_\_\_\_\_

Total money received \_\_\_\_\_

3. Expenses:

\$ \_\_\_\_\_ to \_\_\_\_\_ for what purpose \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_ for what purpose \_\_\_\_\_ Date \_\_\_\_\_

\$ \_\_\_\_\_ to \_\_\_\_\_ for what purpose \_\_\_\_\_ Date \_\_\_\_\_

Total expenses \_\_\_\_\_

4. Closing balance \_\_\_\_\_

5. Submitted by \_\_\_\_\_  
(Treasurer)

"The beginning balance was \_\_\_\_\_ . Income was \_\_\_\_\_

from \_\_\_\_\_ .

Expenses were \_\_\_\_\_ to \_\_\_\_\_ .

This leaves us with a closing balance of \_\_\_\_\_ ."

# Withdraw Request Form

Make copies of this page as needed.

The \_\_\_\_\_ 4-H Club would like to  
*(Club Name)*

withdraw \$ \_\_\_\_\_ for \_\_\_\_\_.  
*(Amount)* *(Reason)*

Make check payable to \_\_\_\_\_  
*(To Whom Check Made Payable)*

on \_\_\_\_\_.  
*(Date)*

Withdraw granted on \_\_\_\_\_ Check # \_\_\_\_\_  
*(Date)*

President's Signature \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_

Advisor's Signature \_\_\_\_\_

**Attach receipt(s) to this form**

# Checkbook Balancing/Reconciliation Form

## January

This form should be used to compare the account statement ending balance and the Record of Club Finances to make sure they balance (equal) each month.

Outstanding Deposits	
Date	Amount
<b>Total Outstanding Deposits (Total A)</b>	

Outstanding Checks (not included in the statement)		
Check #	Written To	Amount
<b>Total Outstanding Deposits (Total B)</b>		

### Steps to Reconcile/Balance Account

1. Ending balance from Record of Club Finances		_____
2. Subtract total outstanding deposits ( <i>Total A</i> )	-	_____
3. Add total outstanding checks ( <i>Total B</i> )	+	_____
4. Subtract bank fees*	-	_____
5. Add interest earned*	+	_____
6. Adjusted balance (should equal bank statement)	=	_____

\* Account fees and interest earned will show up on the statement and should be recorded in the checkbook ledger AFTER balancing (reconciling) the account.

# Checkbook Balancing/Reconciliation Form

## February

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# Checkbook Balancing/Reconciliation Form

## March

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# Checkbook Balancing/Reconciliation Form

## June

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# Checkbook Balancing/Reconciliation Form

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