

Tuscarawas County 4-H Treasurer's Book



Content Revisions January 2023

Branding Revised February 2022



THE OHIO STATE UNIVERSITY
EXTENSION

tuscarawas.osu.edu

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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		
Front cover neat and complete with name, age, club name, and year		
Forms completed include: Transition Form, Club Budget, Club Dues, Record of Club Finances, Yearly Summary and Audit Form		
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		
Withdraw Request Form(s) filled out completely with appropriate receipts attached		
All forms have appropriate signatures		
Completed in one color ink or PDF document		
All corrections done properly (no Wite-Out®, no erasing)		
Book balances correctly		
Turned in by correct date to Extension office		

Comments:

Date Reviewed _____ by _____ (Initials)

Treasurer Book Guidelines

1. **Clubs must complete a physical Treasurer Book. No electronic copies will be accepted!** Clubs may complete (pdf) forms on the computer for neatness but must be printed and placed in the binder.
2. Fiscal year is January 1 – December 31 of the current year.
3. 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.
4. Pages should be done neatly and in one color ink. **NO PENCIL!** Treasurers may also use the fillable PDF form available online at <https://go.osu.edu/Tusc4-HTreasurer>. Errors should be corrected by placing a single line through the mistake with the treasurer's initials beside it. **DO NOT USE WITE-OUT®!**
5. 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.
6. 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.	_____	_____	_____
TOTAL INCOME:			=====

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.	_____	_____	_____
TOTAL EXPENSES:			=====

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.

Record of Club Finances

Club Name _____

Year 20_____

The financial record allows the club Treasurer to keep records up to date. Begin the record sheet with the ending balance from last year's Treasurer's Book. Record every transaction on this record sheet and keep a running balance of money in the club treasury. Make copies of this page as needed.

[illegible]

Record of Club Finances, continued
Make copies of this page as needed.

Year 20_____

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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 _____

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
Total Outstanding Deposits (Total A)	

Outstanding Checks (not included in the statement)

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		
2. Add Total Outstanding Deposits	+	
3. Subtract Outstanding Checks	-	
Equals Current Checking Balance*	=	
4. (This should match your checking statement.)		

Balance of Savings Account:

1. Bank Statement		
2. Add Current Checking Account Balance	+	
Equals Total Balance of All Accounts*		
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	

Checkbook Balancing/Reconciliation Form

February

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
Total Outstanding Deposits (Total A)	

Outstanding Checks (not included in the statement)

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		
2. Add Total Outstanding Deposits	+	
3. Subtract Outstanding Checks	-	
Equals Current Checking Balance*	=	
4. (This should match your checking statement.)		

Balance of Savings Account:

1. Bank Statement		
2. Add Current Checking Account Balance	+	
Equals Total Balance of All Accounts*		
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	

Checkbook Balancing/Reconciliation Form

March

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.

Date	Amount
Total Outstanding Deposits (Total A)	

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		_____
2. Add Total Outstanding Deposits	+	_____
3. Subtract Outstanding Checks	-	_____
Equals Current Checking Balance*	=	_____
4. (This should match your checking statement.)		_____

Balance of Savings Account:

1. Bank Statement		_____
2. Add Current Checking Account Balance	+	_____
Equals Total Balance of All Accounts*		_____
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	_____

Checkbook Balancing/Reconciliation Form

April

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.

Date	Amount
Total Outstanding Deposits (Total A)	

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		_____
2. Add Total Outstanding Deposits	+	_____
3. Subtract Outstanding Checks	-	_____
Equals Current Checking Balance*	=	_____
4. (This should match your checking statement.)		_____

Balance of Savings Account:

1. Bank Statement		_____
2. Add Current Checking Account Balance	+	_____
Equals Total Balance of All Accounts*		_____
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	_____

Checkbook Balancing/Reconciliation Form

May

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
Total Outstanding Deposits (Total A)	

Outstanding Checks (not included in the statement)

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		
2. Add Total Outstanding Deposits	+	
3. Subtract Outstanding Checks	-	
Equals Current Checking Balance*	=	
4. (This should match your checking statement.)		

Balance of Savings Account:

1. Bank Statement		
2. Add Current Checking Account Balance	+	
Equals Total Balance of All Accounts*		
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	

Checkbook Balancing/Reconciliation Form

June

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.

Date	Amount
Total Outstanding Deposits (Total A)	

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		_____
2. Add Total Outstanding Deposits	+	_____
3. Subtract Outstanding Checks	-	_____
Equals Current Checking Balance*	=	_____
4. (This should match your checking statement.)		_____

Balance of Savings Account:

1. Bank Statement		_____
2. Add Current Checking Account Balance	+	_____
Equals Total Balance of All Accounts*		_____
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	_____

Checkbook Balancing/Reconciliation Form

July

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.

Date	Amount
Total Outstanding Deposits (Total A)	

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		_____
2. Add Total Outstanding Deposits	+	_____
3. Subtract Outstanding Checks	-	_____
Equals Current Checking Balance*	=	_____
4. (This should match your checking statement.)		_____

Balance of Savings Account:

1. Bank Statement		_____
2. Add Current Checking Account Balance	+	_____
Equals Total Balance of All Accounts*		_____
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	_____

Checkbook Balancing/Reconciliation Form

August

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
Total Outstanding Deposits (Total A)	

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

Balance of Checking Account on:

1. Bank Statement		_____
2. Add Total Outstanding Deposits	+	_____
3. Subtract Outstanding Checks	-	_____
Equals Current Checking Balance*	=	_____
4. (This should match your checking statement.)		_____

Balance of Savings Account:

1. Bank Statement		_____
2. Add Current Checking Account Balance	+	_____
Equals Total Balance of All Accounts*		_____
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	_____

Checkbook Balancing/Reconciliation Form

September

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
Total Outstanding Deposits (Total A)	

Outstanding Checks (not included in the statement)

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		
2. Add Total Outstanding Deposits	+	
3. Subtract Outstanding Checks	-	
Equals Current Checking Balance*	=	
4. (This should match your checking statement.)		

Balance of Savings Account:

1. Bank Statement		
2. Add Current Checking Account Balance	+	
Equals Total Balance of All Accounts*		
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	

Checkbook Balancing/Reconciliation Form

October

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.

Date	Amount
Total Outstanding Deposits (Total A)	

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		_____
2. Add Total Outstanding Deposits	+	_____
3. Subtract Outstanding Checks	-	_____
Equals Current Checking Balance*	=	_____
4. (This should match your checking statement.)		_____

Balance of Savings Account:

1. Bank Statement		_____
2. Add Current Checking Account Balance	+	_____
Equals Total Balance of All Accounts*		_____
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	_____

Checkbook Balancing/Reconciliation Form

November

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
Total Outstanding Deposits (Total A)	

Outstanding Checks (not included in the statement)

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		
2. Add Total Outstanding Deposits	+	
3. Subtract Outstanding Checks	-	
Equals Current Checking Balance*	=	
4. (This should match your checking statement.)		

Balance of Savings Account:

1. Bank Statement		
2. Add Current Checking Account Balance	+	
Equals Total Balance of All Accounts*		
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	

Checkbook Balancing/Reconciliation Form

December

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
Total Outstanding Deposits (Total A)	

Outstanding Checks (not included in the statement)

Check #	Written To	Amount
Total Outstanding Deposits (Total B)		

Balance of Checking Account on:

1. Bank Statement		
2. Add Total Outstanding Deposits	+	
3. Subtract Outstanding Checks	-	
Equals Current Checking Balance*	=	
4. (This should match your checking statement.)		

Balance of Savings Account:

1. Bank Statement		
2. Add Current Checking Account Balance	+	
Equals Total Balance of All Accounts*		
(This amount should equal your current record of club finances balance with any interest earned for the month.)	=	