



Missouri 4-H

University of Missouri

4-H Center for Youth Development

Missouri 4-H

Treasurer

Record Book

Name of 4-H group: _____

Treasurer: _____

County: _____

Year: _____

Emblem

The green four-leaf clover has a white *Hon* on each leaf to represent one of the four *Hs* — Head, Heart, Hands and Health.

4-H Motto

“To Make the Best Better”

4-H Slogan

“Learning to Do by Doing”

4-H Pledge

I pledge my head to clearer thinking, my heart to greater loyalty, my hands to larger service, and my health to better living for my club, my community, my country and my world.

Colors

The white stands for purity. The green, nature’s most common color, represents life, springtime and youth.

Introduction

As a 4-H treasurer, you are responsible for protecting the good name of 4-H. This book will help you do a good job and will make sure you follow the necessary rules and guidelines. If you have questions concerning rules and policies regarding the use of the 4-H name and emblem, contact your local University of Missouri Extension center.

FOR THE CLUB LEADER

Financial policies for 4-H groups

A treasury is optional. Since most groups have bills to pay and other financial needs, it is best to have a treasurer responsible for handling the group's finances. A treasury system is also necessary if a 4-H group chooses to gather funds for a group goal, such as a field trip. Funds generated by special fundraisers or collected as dues should be recorded and deposited in a treasury.

The 4-H group should prepare a budget to plan fund raising and spending. The budget must be approved by the membership.

All 4-H Clubs/Groups that have or are planning to have a checking or savings account and the amount is over \$50.00 are required to have an Employer Identification Number (EIN) assigned to their 4-H Club/Group by the Internal Revenue Service (IRS). **Please contact your local county extension staff member to apply.** Your Club/Group will not be able to open a checking account without an EIN.

- The account should be set up so that all checks require two signatures. Ask your banker about having three or four authorized signatures on file at the bank. In the case of a 4-H club, authorized signers might be the club treasurer, one other club officer, and two adult club leaders.
- Whenever the treasurer is younger than age 21, the cosigner must be an adult. A parent and child from the same family **must not** be cosigners.
- Authorized signatures will need to be updated each time a new treasurer is elected or when leadership changes in the group.
- All bills paid by the club must be approved by the 4-H club membership in advance or approved for payment after the fact, before a check can be written to pay the expense. In either case that approval must appear in the 4-H club minutes.
- Expenses approved in advance should be included in the monthly Treasurer's report as having been either paid or a system unpaid, and be reflected in the 4-H club minutes of the following club meeting.
- With the availability of on-line access to checking accounts, consider setting up access with your club's bank so that the Club Leader can monitor whether or not the club Treasurer has made deposits and paid bills in a timely manner. On-line payments for 4-H Club expenses are **not** recommended. That feature should not be activated.
- All payments should be made only when a written bill or invoice is in hand. In the case of reimbursement for expenses incurred by an individual purchasing something on behalf of the club, reimbursement may only be made to the individual if the individual provides receipts showing that the bill had been paid by them personally (and the club has approved the expense).
- 4-H Clubs are not allowed to own property.

Missouri sales tax

4-H clubs can be exempt from Missouri state sales tax when making purchases in support of 4-H educational programs, but they typically do not apply for exemption. Clubs can seek permission to use exemption from Missouri sales tax under the umbrella of their local extension council. Consult with your local 4-H Specialist for information on filing for your own tax-exempt status—though in most cases you will not need this.

Federal tax-exempt status

Federal tax-exempt status entitles 4-H organizations to receive gifts from individual taxpayers and businesses who are then entitled to claim the contribution as a deduction on their federal income tax returns. Individuals should always consult with their tax preparer for details concerning the eligibility of donations. See Club Management on the Missouri 4-H website for additional information.

Fundraising by 4-H groups

Early in the program year, your 4-H group should set up a realistic budget. Consider these questions, “What do we want to do with our money? How much money do we have now? How much can we raise during the year?” Your group will need money to pay for expenses such as program supplies. You may also need funds to support community projects, supplement the cost of member participation in special 4-H events, or conduct a special field trip. The budget should be approved by the membership. For more information, contact your local MU Extension 4-H Specialist.

Fundraising ideas

There are a variety of ways 4-H groups can raise money. Some creative fundraising ideas are recommended below:

- Auctions
- Baby-sitting

- Box suppers
- Car washes
- Dinners
- Garage sales
- Home and yard care
- Ice cream socials
- Paper drives
- Pet care and boarding
- Refreshment stands
- Skating parties
- Square dances
- Movies
- Variety shows
- Vegetable sales
- Walk-a-thons

Fundraising guidelines

Your 4-H group should observe the following guidelines when planning or conducting a fundraiser.

- ✓ Receive advance approval from your local 4-H staff for each fundraiser that you plan. Remember, there are certain rules about the use of the 4-H name and emblem in fundraising. Use the 4-H name or emblem only on products your group has made or produced. If working with a fundraising company or business, be sure that they have approval to use the 4-H name and emblem.
- ✓ Check with local and state authorities on health, licensing, labeling, labor and tax laws. If you need help, check with your local 4-H faculty or staff. Beware of your community's reaction to and laws that govern door-to-door selling before using this method.
- ✓ Give people something for their money, or invite them to support specific educational activities or facilities. Try to plan activities that will en-

courage family involvement.

- ✓ Keep fund raising to a minimum. Fundraisers should last for a limited time and occur only once or twice a year. Consider making an event a tradition, such as an annual ice cream and cake social.
- ✓ Establish clear guidelines and due dates for members to use when fund raising. Have a system set up for keeping track of receipts and expenditures. Be sure you and your members know how to:
 - introduce yourselves to a customer,
 - explain the purpose of the fundraiser,
 - explain the program of your 4-H group, and
 - keep a record of the money received and write a receipt.

Federal reporting

All 4-H clubs are **NOT** required to file an electronic 990-EZ form or a 990-N form. Contact your county extension center with any questions.

Disbanding

If a 4-H club or group disbands or dissolves, the treasury balance must be turned over to the County 4-H Council or the MU Extension County Council for that county. Funds raised under the 4-H name and emblem cannot be dispersed to individuals. Contact your County 4-H Office to begin the process of disbanding.

The annual audit

Each 4-H group that handles funds must have an annual audit by an auditing committee. The committee examines and verifies the accounts of the 4-H group at the end of the year, or when a new treasurer takes office, using the *4-H Group Audit Report Form* (Y672F). An auditing committee prevents misunderstandings and protects the outgoing and incoming 4-H group treasurers.

The 4-H president appoints the auditing committee. The chairperson of this committee reports the state of the treasury to the 4-H group.

The secretary receives a written statement as a permanent record in the minutes.

Any and all financial records of 4-H clubs should be permanently retained in the county's University of Missouri Extension center.

FOR THE CLUB TREASURER

Duties

The 4-H treasurer handles group financial transactions (such as paying bills and depositing dues or other income) and keeps an accurate record of all accounts.

The treasurer must use the *Missouri 4-H Treasurer Record Book* (Y672). It is acceptable for the club to use commercial software or other means to keep 4-H financial records, as long as the information required in the *Missouri 4-H Treasurer Record Book* is maintained and policies outlined

in Y672 are followed. The 4-H finance forms provided include:

1. Y672A, *4-H Club Leadership Information*
2. Y672B, *Monthly Summary Report*
3. Y672C, *Membership Dues*
4. Y672D, *Record of Finances*
5. Y672E, *Annual Financial Report*
6. Y672F, *Audit Report*

The 4-H treasurer duties include:

- Manage 4-H group funds and financial records.
- Work cooperatively with other 4-H officers.
- Keep accurate records of all receipts and expenditures on the *Record of Finances Form* (Y672D). Receipts (income/deposits/receipts/credits) are money deposited into the treasury. Expenditures are money paid out or spent on expenses (bills/payments/charges).
- Keep a separate record of dues paid in the *Membership Dues Form* (Y672C) and record as receipts in the *Record of Finances Form* (Y672C).
- Deposit all funds and pay all bills approved for payment by the 4-H group.

Example of a 4-H check

Cloversall 4-H Club
1234 Lucky Clover Lane
Emerald Green, Missouri 34567

826
80-1199/815

May 24 19 03

PAY TO THE ORDER OF Fairway Grocery \$ 10.34

Ten and 34/100 DOLLARS

Cloverdale Bank
Emerald Green, Missouri 34567

MEMO Food

Jamie Davis, Treasurer
John Jones, Leader

⑆08⑆51⑆990⑆ ⑈03 725 7⑈ 0826

- Provide detailed, complete information about 4-H group finances at each meeting. Refer to the *Monthly Summary Report Form* (Y672B).
- Provide a complete financial report at the end of the year using the *4-H Annual Financial Report Form* (Y672E).
- Be responsible for the 4-H group's funds until a successor is elected. An auditing committee should approve the treasurer's accounts before they are turned over to a successor and before new signatures have been filed at the bank.

Treasurer records

Checks for expenses

When writing checks to pay bills or make purchases:

- Always have a written bill, invoice or statement before writing the check.
- Always have approval of the 4-H group.
- **Use ink.** Never erase. If you make a mistake, write VOID on the incorrect check, start a new one and record the voided check in the check book register.
- Always date the check with the current date when it is written.

- Write the name of the check recipient (person or business) as close as possible to the words "Pay to the order of" followed by a line. (Adding a line is to prevent someone from adding another name and cashing the check.)
- In the box or space after the \$ sign, write the amount of the check in numbers. Do not leave a space between the dollars and cents numerals (again, to prevent someone from adding numbers). The amount can be written as *10.34* or *10 34/100*, however writing the cents amount over 100 prevents confusion between dollars and cents.
- To the extreme left of the dollar line, write the amount in words followed by a line. The cents can be written in numbers over 100. Examples: *Ten and 34/100* for \$10.34, or *One-hundred twenty-five and 55/100* for \$125.55. Be sure the written amount agrees with the number amount on the \$ line. Try to avoid writing checks for less than \$1.
- Sign the check with your authorized signature, the same way you signed the signature card at the bank. Another authorized person must also sign each check. (If the check has only one signature line, have the second person sign below the line.)
- Record the checks you have written in the checkbook register. Record the same

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT	✓ T	FEE (If Any)	DEPOSIT/ CREDIT	BALANCE		
							342 64		
1152	5/24	Fairway Grocery	10 34				332 30		

Example of checking account register

information in the *Record of Finances Form* (Y672D). The *Record of Finances Form* is similar to a checking account register.

- Record the date of payment and the check number on the receipt or bill. Keep a copy of each paid receipt with the permanent records.

A group that does not have a checking account should purchase a money order or cashier's check from a bank to make payments. Cash payments are **not** recommended. If payments must be made in cash, a written statement and receipt should be signed by both parties.

Bank deposits

Deposit all funds at least monthly. If receipts total more than \$10 at any time, deposit them within three days. Use deposit slips provided by the bank. On the deposit slip, record all the checks and cash to be deposited. On the *Record of Finances Form* (Y672D), include the name of each donor/member in the description.


Checks must be endorsed (signed) on the back within 1½ inches of the top before depositing. Using a restrictive endorsement (the check must be deposited in the group's bank account and not transferred to someone else) is the safest. The endorsement should be written as follows:

Pay to the order of
(bank name)

For deposit only
(name of group)

Account number

Example of a checking account deposit ticket/slip

DEPOSIT TICKET Cloversall 4-H Club 1234 Lucky Clover Lane Emerald Green, Missouri 34567				80-1199/815	
DATE <u> </u> 19 <u> </u> <small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small>		CASH <input type="checkbox"/> CURRENCY <input type="checkbox"/> COIN <input type="checkbox"/>		LIST CHECKS SINGLY	
SIGN HERE FOR CASH RECEIVED (IF REQUIRED)		TOTAL FROM OTHER SIDE		USE OTHER SIDE FOR ADDITIONAL LISTING BE SURE EACH ITEM IS PROPERLY ENDORSED	
		TOTAL			
		LESS CASH RECEIVED			
		NET DEPOSIT			
 Cloverdale Bank Emerald Green, Missouri 34567 ⑆081511990⑆ ⑈03 725 7⑈ 9973 <small>CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.</small>					

If a check is written from the 4-H group's account and is lost, notify the bank's customer service department immediately.

If you wish to bank by mail, ask your banker for envelopes, deposit slips and any other materials you might need. Ask your banker to show you how your checks should be endorsed for banking by mail.

When the group receives cash or checks, the treasurer must write receipts for all money received and provide this to the member, customer or donor. The receipt should include your organization's information (name, address), the name of the donor/ member, the amount given, the date and what the funds were for (such as a membership, card sale, car wash). A thank-you note, in addition to a receipt, should be written for any donation or gift. For a non-cash donation (such as supplies or small items), a receipt and written thank-you note should also be given. Accept non-consumable donations (such as equipment or animals) only if the group can take responsibility of ownership. These responsibilities include the care, maintenance and insurance for the item or animal. Before accepting non-cash donations, consult with your 4-H Specialist and a local attorney.

Record of finances

Begin the *Record of Finances Form* (Y672D) with the ending balance (checkbook balance) which should be the same as on the *4-H Annual Financial Report* form (Y672E) from the previous year. On each line of the form, write the deposits

and checks that were written. Use one line for each transaction.

The **ending balance**, plus the deposits, minus the expenses should give you the **current balance** and should match your balance in the checkbook ledger. (*Previous balance + deposits – expenses = current balance.*)

The **actual balance** is the amount after subtracting the outstanding bills from the current or ending balance.

(*Current balance – outstanding bills*
= actual balance)

The check mark (✓) column allows you to mark on your checkbook register and Record of Finances Form when a check has cleared the bank (has been processed and recorded on the bank statement). For instructions on how to balance a checkbook with the bank statement, refer to the bank statement or ask your banker for instructions.

4-H Club Leadership Information

Date: _____

Name of 4-H group: _____

Address: _____

Club/Group Leader: _____

Address: _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Reporter: _____

Recreation Leader: _____

Other officers: _____

Cosigners on checking account: _____



4-H Monthly Summary Report

The monthly summary is submitted by the treasurer to the secretary at business meetings.

Club name: _____

Treasurer: _____ Date: _____

Date:	Amounts	Directions
Previous balance		ending balance from the last report
Income		
Dues		membership dues
Deposits/receipts		money received
Total		total of income
Expenses		
Bank fees		bank charges
Payments/bills		money paid
Total		total of expenses
Ending balance		balance + income - expenses = ending balance (checkbook balance)
Outstanding bills		money owed but not paid
Actual balance		ending balance - outstanding bills = actual balance (money available)
Explanation (more details about items above if needed)		

Sample Verbal Report

The treasurer's report is given by the treasurer at business meetings.

Our 4-H club/group has \$_____ at the end of last month. I have **received** \$_____ in dues and \$_____ from other receipts. This, added to our balance, makes a total of \$_____. We **spent** \$_____ for _____, \$_____ for _____ (state expenses in whatever detail needed). This, subtracted from our balance, makes a total of \$_____ as of today's date of _____. **Outstanding bills** to date are:

\$_____ for an actual balance of \$_____.

4-H Membership Dues 20_____

Amount of dues _____

Name of member	Date joined	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		Date and amount paid											
Example: Mary Alberts	12/12/19	1/25 \$12.50					6/10 \$12.50						

4-H Membership Dues 20____

Amount of dues _____

Name of member	Date joined	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		Date and amount paid											

4-H Membership Dues 20_____

Amount of dues _____

Name of member	Date joined	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		Date and amount paid											

Amount of dues _____

[illegible]

4-H Membership Dues 20_____

Amount of dues _____

Name of member	Date joined	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
		Date and amount paid											

SAMPLE

4-H Record of Finances 2017

Treasurer's name - Jamie Davis

Record all charges/credits that affect your account										
Number	Date	Description of transaction	Payment		✓	Fee (if any)	Deposit/ credit		Balance	
									346	15
1152	5/24	Fairway Grocery (refreshments)	10	34					335	81
	5/25	Deposit (t-shirt sales)					123	96	459	77
1153	5/29	Dollar Mart (horse project supplies)	8	37					451	50
	6/01	Check charge (new checks)				8.26			443	24
1154	6/03	ABC Awards (award ribbons)	29	76					413	48
	6/05	Deposit (entry fees from horse show)					236	93	650	41
		June balance							650	41

4-H Record of Finances 20____

Treasurer's name _____

Record all charges or credits that affect your account										
Number	Date	Description of transaction	Payment		✓	Fee (if any)	Deposit/ credit		Balance	

4-H Record of Finances 20____

Treasurer's name _____

Record all charges or credits that affect your account										
Number	Date	Description of transaction	Payment		✓	Fee (if any)	Deposit/ credit		Balance	

4-H Record of Finances 20____

Treasurer's name _____

Record all charges or credits that affect your account										
Number	Date	Description of transaction	Payment		✓	Fee (if any)	Deposit/ credit		Balance	

4-H Record of Finances 20____

Treasurer's name _____

Record all charges or credits that affect your account										
Number	Date	Description of transaction	Payment		✓	Fee (if any)	Deposit/ credit		Balance	

4-H Annual Financial Report

(Submit to local University of Missouri Extension center each year.)

Year:			
County		E.I.N. (Employee Identification Number)	
Club/group		Type of group (community/project/council/other)	
Report for (date) to (date)		Date report given	
Treasurer		Phone	
Cosigner		Phone	

Account activity	Amounts	Directions
Previous balance		ending balance from the last report
Income		
Dues		membership dues
Deposits/receipts		money received
Total		total of income
Expenses		
Bank fees		bank charges
Payments/bills		money paid
Total		total of expenses
Ending balance		balance + income - expenses = ending balance (checkbook balance)
Outstanding bills		money owed but not paid
Actual balance		ending balance - outstanding bills = actual balance (money available)

Signature of treasurer	
Signature of leader	
Signature of auditor (professional not required)	

Annual 4-H Audit Report

(to be completed by the audit committee)

Club name	Organizational leader
Current 4-H year	Oct. 1, _____ to Sept. 30, _____

Treasurer Report

Name of financial institution	
Address of financial institution	
Names/signatures on file	
Treasurer forms are complete <input type="checkbox"/> yes <input type="checkbox"/> no	
Signature of treasurer	Date

Audit Report

	Treasurer totals	Audit totals
Beginning balance		
Income		
Dues		
Deposits/receipts		
Total		
Expenses		
Bank fees		
Payments/bills		
Total		
Ending balance		
The ending balance is reconciled with the bank statement. <input type="checkbox"/> yes <input type="checkbox"/> no		
The 4-H financial records have been reviewed and are found to be accurate and complete. <input type="checkbox"/> yes <input type="checkbox"/> no		
All transactions have been made in keeping with the organizations budget goals and policies. <input type="checkbox"/> yes <input type="checkbox"/> no		
Comments		
Signature of auditor		Date

Y672F

