



4-H Club Management

Wisconsin Cover

CLUB MULTI-PURPOSE RECORD

Pub. No. RBY

TREASURER



18 USC 707

Wisconsin

Year: _____

Name: _____ Office: _____

Address: _____

County: _____

Name of Club: _____

Name of Parent or Guardian: _____



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How to Use This Multi-Purpose Record Cover

This 4-H Club Record Cover may be used in one of two ways:

1. As a complete Club Record to be kept by the Secretary to include all forms as required by the Secretary, the Treasurer and the Club.
2. Copies of this Cover may be made available to one or more of the following individuals in the Club in addition to the Club Secretary:

- General Leader
- Club Treasurer
- Club Reporter

The information which follows will be especially helpful if option #2 is selected. If option #1 is followed, the information may be adapted to fit the situation by the Club Secretary.

Club Secretary

The Club Secretary should keep the following records and include one copy in the Club Record Cover:

- Attendance record of regular club meetings
- Minutes of regular club meetings

Send one copy of meeting minutes (yellow copy) to your County UW-Extension Office.

One copy of the minutes of special meetings of officers or member committees might also be inserted into the secretary's record during the year as meetings take place. These minutes may be obtained from the Club President or committee chair following the special meetings.

Club Treasurer

The Club Treasurer should keep a continuous financial record of all income and expenses during the year and should complete the annual financial summary at the end of the year.

Club Reporter

The Club Reporter may use the 4-H Record Cover to keep copies of news releases submitted to newspapers, copies of news clippings, club pictures and club story.

General Leader

The Club General Leader may use this Record Cover as a place to keep the following:

- Calendar of Club Activities (CCA)
- 4-H Club Leadership Summary (LS)
- 4-H Club Membership Summary (MS)
- Junior Leader and Club Officer List (JLS)
- Minutes of Club Leader Meetings (MCM-W)

At the close of the 4-H year, the General Leader may wish to add one copy of each of the following to the Club Record to make it complete:

- Club Activity Reports (Safety, Healthy, etc.)
- 4-H Club Evaluation Form (CE)

Copies of each of the above should be submitted to the County UW-Extension Office as requested by the County Office.

To add materials from the Club Secretary's, Club Treasurer's or Club Reporter's books is optional. You may wish to have all under one cover or to keep each separately.

DUTIES OF A 4-H TREASURER

Your club has placed upon you the responsibility of keeping financial records. For any organization to make wise use of the money it has earned, members need to know the financial status of their organization.

1. Take charge of all money taken in by the organization.
2. Keep an accurate record of:
 - a. all money received and its source
 - b. all money paid out, showing whom the money was paid to and what it was paid for
3. Deposit in a checking account in a local bank all money received as soon as it is received. Do not keep large sums of club monies at home or on your person.
4. Do not mix money belonging to your club with private funds.
5. Never use club money to pay personal bills no matter how short the time intended for the loan.
6. Give a report of money received, bills paid, and amount on hand at each meeting when called upon by the president.
7. Be ready to give an itemized account of funds at any time on request of members or advisor.
8. Pay money out of the treasury (by check) only as approved by the club or as specified by the bylaws of the organization. Pay bills authorized by the club promptly. Cancelled checks will serve as receipts.
9. Give complete, accurate records to your successor at the end of the year.

TREASURER'S BOOK INDEX SHEET

4-H Club: _____ **Year:** _____

4-H Treasurer: _____

Financial Institution: _____

Checking Account _____ Yes _____ No

Financial Institution: _____

Savings Account _____ Yes _____ No

If yes for savings account, please complete.

Beginning Balance \$ _____ Date _____

Ending Balance \$ _____ Date _____

_____ 4-H Yearly Budget

Year _____

A tentative budget should be set by the Financial Review Committee or by the officers and leaders at the beginning of the 4-H year, or as soon as possible after a new club is organized. The tentative budget should be presented to the club at the first possible meeting, discussed and approved. Depending on your club's needs, you can use this form or make your own as long as you remember to keep a copy to turn in with your Treasurer's Record Book.

Receipts

(List fund-raising event plans, approximate date of event and estimate profit.)

EVENT	DATE	ESTIMATED PROFIT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL*		_____

Expenses

(Include items such as: trips to camp, leader's training, meeting location rental fee, Creative Arts Day, project materials, refreshments, postage, etc.)

NEED	DATE	ESTIMATED EXPENSE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL*		_____

*Total estimated receipts should equal total estimated expenses to achieve a balanced budget.

DUES FORM

[illegible]

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[illegible]

MONTHLY TREASURER'S REPORT

Club Name: _____

1. State the Beginning Balance:

Date: _____ Balance: \$ _____

2. Indicate Money Received:

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

Amount: \$ _____ for what purpose: _____

3. State the Expenses:

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

\$ _____ to _____

for what purpose: _____

4. Indicate Closing Balance:

Date: _____ Closing Balance: \$ _____

If the club has a checking account, do the following:

Add back check that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on the bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

Include clear copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: _____ Date: _____

Club Treasurer's Signature

Accepted by: _____ Date: _____

General Leader's Signature

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Club Financial Record

Date	Check Number	Received from or Paid to, and for what	Paid		Received		Balance	
			\$.	\$.	\$.
		Balance at beginning of club year						
Balance to carry forward								

Club Financial Record

[illegible]

Club Financial Record

[illegible]

Club Year Financial Summary

Balance on-hand at beginning of year	\$
--------------------------------------	----

Total amount received (receipts) \$

Total amount disbursed (expenses)	\$
-----------------------------------	----

Gain or Loss	\$
--------------	----

(Gain = Receipts - Expenses)

(Loss = Expenses - Receipts)

Balance on hand at end of year	\$ _____
--------------------------------	----------

Record of Club Finances - Funds Received

Club Name:

Year:

Date	Detailed Description	Check Number	Fund Raising	Member Dues	Donations	Investment Income*	Youth Development Services**	Other/ Pass Through***	Total
Total Each Column									

*Investment income includes interest earned in a bank account or trust fund, or income from land or other property.

**youth development services income only includes fees charged directly to participants for the ability to participate in programs, such as 4-H camps. However, it does not include membership dues.

***Other/Pass Through Funds includes money collected from the member/family and then paid directly to the other group/organization.

Record of Club Finances - Funds Disbursed

Club Name:

Year:

[illegible]

*Other/Pass Through Funds includes money collected from the member/family and then paid directly to the other group/organization.



4-H CLUB, GROUP OR COMMITTEE AUDIT CHECKLIST

April 2012

Audit Checklist for 4-H Fiscal Year: July 1, _____ through June 30, _____

Checklist completed by: _____

Names of Auditors:

Date of Audit: _____

All 4-H Clubs and chartered Groups must have their financial accounts audited annually at the end of the fiscal year and whenever a new treasurer takes office. The purpose of this checklist is a tool to assist the 4-H youth treasurer, volunteer working with the 4-H club or group finances and the auditors for the accounts in their review.

- It is recommended that a copy of this completed checklist be part of the 4-H Club or Group financial record files.
- All items that have been marked, *no*, need to be corrected.
- A copy may be requested by the 4-H Youth Development Educator to be submitted with the Annual 4-H Charter Renewal Document.
- The [Wisconsin 4-H Youth Development Policies](#)/Financial Policies provide required guidelines for handling 4-H money.

YES		NO	
			All 4-H accounts and funds are in an approved financial institution.
			Treasurer has kept a separate written record of the group's income and expenses (a ledger, spreadsheet, or report). The record begins July 1 and ends June 30.
			Bank statements are reconciled with the checkbook each month and the checkbook is balanced. Outstanding checks have been identified and listed in the financial records.
			All checks written, included voided checks are accounted for in the checkbook ledger.
			Bank statements match all financial record balances (in the treasurer's reports, ledgers, spreadsheets, etc.)
			The beginning balance on the Annual Financial Report matches the previous year's ending balance (as of June 30) on the bank statement and other records.
			All funds received have a matching receipt, gift acknowledgement letter, or other paper documentation proving the proper amount was deposited in a timely manner in the authorized 4-H account in the bank/credit union.

			All checks written have a matching receipt, invoice, or request for payment form.
			The ending balance on the Annual Financial Report matches the ending balance (as of June 30) on the bank statement and other records.
			The Annual Financial Report includes the EIN number, account names/numbers, and all other information requested.
			Any errors in addition or subtraction have been corrected on the Annual Financial Report and in the financial records.
			Those completing the audit are two persons not related to the treasurer or persons on signature with the 4-H accounts.
			If excess funds are held by the 4-H club or group, an approved 5 year plan is in place to spend down the 4-H funds.
			Signatures on the Annual Financial Report are in place including the two auditor's signatures.
			If needed, suggestions have been made below regarding using and keeping receipts, filing appropriate records, or any tips for a new treasurer.

Comments or suggestions:

Adapted by Sarah Wilcox, 4-H Youth Development Advisor, UW-Extension Douglas County and Sue Pleskac, 4-H Volunteer Leadership Specialist from the Walworth County 4-H Youth Development Program Website



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