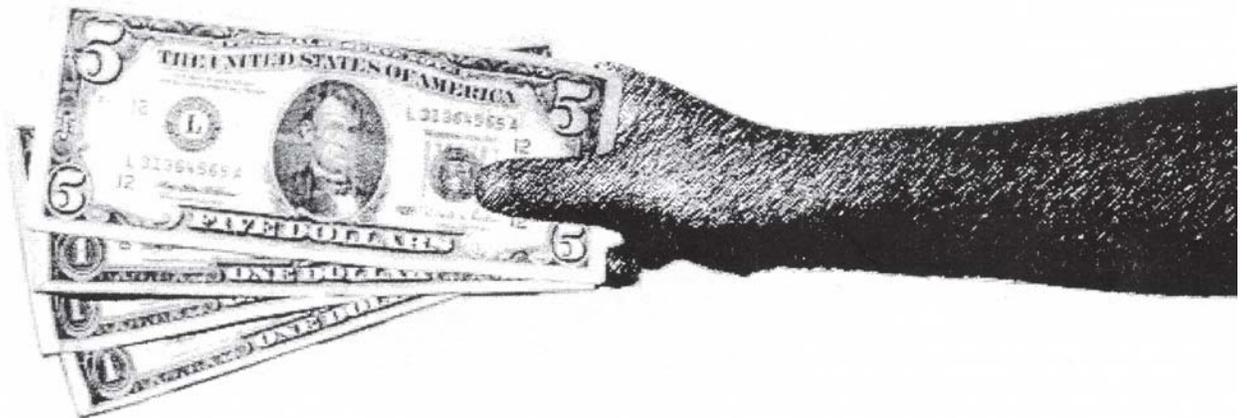


4-H Club Management

# WISCONSIN 4-H CLUB TREASURER HANDBOOK

Member Guide

Pub. No. 4H466



WISCONSIN 4-H PUBLICATION

HEAD • HEART • HANDS • HEALTH

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## THE TREASURER

Congratulations on being selected club treasurer! Organizations need someone to keep track of money collected, do the club banking and pay bills. As the treasurer, you have very important duties and responsibilities.

### Duties of the Club Treasurer

1. Take charge of all the money taken in by the club.
2. Set up and maintain a checking account. The account should be set up so two signatures are required on the checks - yours and an authorized adult (preferably someone other than your parent).
3. Keep an accurate financial record of:
  - All money received, including dues - showing the source of the money and the date received.
  - All money paid out, showing whom the money was paid to, what it was paid for, and the date of payment.
4. Deposit all money in a checking account or savings account in a local bank as soon as it is received. Do not keep club monies at home or on your person.
5. Never mix club money with your own. Never "borrow" club money.
6. Give a report of money received, bills paid, and amount on hand at each meeting when called upon by the president.
7. Pay money out of the treasury (by check) only as approved by the club or as specified by the by-laws of your club. Pay bills authorized by the club promptly. Retain receipts and canceled checks on file covering all payments.
8. You are responsible for the club funds until your successor is elected. An auditing committee should check your records before they are turned over to your successor. Give complete, accurate records to your successor at the end of the year.
9. Attend the officers' training session when it is held in the county.

### Club Decisions about Money

It's important that your club discuss money at least once a year. Discussion topics should include:

- How much money will be needed?
- Will we collect dues?
- Do we need to conduct fund raising?
- How will we make decisions about spending money?
- Do we need a budget?

A budget is a listing of how much money a club plans to make or take in and how much money it plans to spend.

## COLLECTING MONEY

### Giving Receipts

When you receive cash or checks you must always write a receipt. The receipt should include the amount, what the funds were for and the date. When possible include the name of the person making the payment. Without a receipt there is no way to prove that your 4-H club received a specific amount of money or that you handled it correctly. Two people should count the money, agree on the amount and turn the money over to you. It's a good idea for you to verify the amount (recount the money) in the presence of the people giving you the money. Then give them a receipt for the amount they gave you (see Image 1).

### Depositing Money

Keep these things in mind when making deposits:

- Deposit all funds promptly.
- Never hold back cash from deposits to pay bills.
- Use deposit slips provided by the bank.
- If someone writes a check payable to you that is intended for your 4-H club, endorse it by writing "Pay to the order of (your club name)" and signing it with your name.

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Image 1: Sample Receipt

No. <u>6</u>	Date <u>May 1, 1999</u>
Received from <u>Chris Clover</u>	
<u>Ten and no/100</u> Dollars	
For <u>4-H Camp</u>	
\$ <u>10.00</u>	<u>Eddie Hutchins</u>
	Treasurer



## Preparing Deposits

Follow these steps when filling out a deposit ticket or slip (see Image 2).

1. Date the deposit slip.
2. Fill in the amount of currency (bills) and coins you are depositing.
3. List each check number and its amount separately.
4. Record the deposit in the checking account register.

Image 2: Sample Deposit Slip

DEPOSIT SLIP		DOLLARS		CENTS	
4-H Cloversall Club		CASH	Currency	2	00
Date: <u>Sept. 12, 1999</u>			Coin	1	31
HOME TOWN Trust & Savings Bank		Let. Checks Singly		1103	25
073000 2 7334				787	10 00
		Total from other side		- 0 -	
		Total		14	56
		Less Cash Received		- 0 -	
				14	56

Use other side for additional listings  
804 0900

Image 3: Sample Payment Approval Form

Payment Approval Form		
4-H Cloversall Club (4-H Club Name)		
Date of bill:	<u>March 15, 1999</u>	
Pay to:	<u>Fairway Grocery</u> (Copy of bill or receipt must be attached)	
Items purchased	Project	Amount
<u>Food</u>	<u>Family Fun Night</u>	<u>9.34</u>
<u>Ron Macklin</u> Club President's Signature	Date:	<u>4-11-99</u>
<u>Stephanie Varlesie</u> Club Secretary's Signature	Date:	<u>4-11-99</u>
Check No. <u>1152</u>	Date:	<u>4-11-99</u>
By: <u>Eddie Hutchins</u>		

Image 4: Sample Check

4-H Cloversall Club	1152
Date <u>April 11, 1999</u>	
PAY TO THE ORDER OF <u>Fairway Grocery</u>	<u>\$9.34</u>
<u>Nine and 34/100</u>	DOLLARS
HOME TOWN Trust & Savings Bank	
Purpose <u>Food-Family Fun night</u>	<u>Eddie Hutchins</u> <u>Jane Johnson</u>

## SPENDING MONEY

### Approving and Paying Bills

It's important to receive the club members' approval to pay the club's outstanding bills. After the members approve paying the bills, write a check for the approved amount for each bill. Pay all bills by check.

### Payment Approval Form

A payment voucher is a form that records your 4-H club's approval to pay a bill. You may choose to prepare a payment voucher before paying any bill. After a bill is approved, prepare a check to pay it. After you write a check to pay a bill, attach the invoice (bill) or receipt to the payment voucher and finish filling out the payment voucher (see Image 3).

### Checks

Follow these steps when writing checks:

1. Always have a written bill, invoice, statement, and written instructions by the leader or club meeting motion before writing the check.
2. Use ink.
3. Never erase a mistake. If you make a mistake, write "VOID" on the spoiled check and start a new one. Keep the voided check, don't destroy it.
4. Write today's date on the check (see Image 4).
5. Start writing the name of the person or business to whom the check is payable as close to the "pay to the order of" as possible.
6. Leave as little space as possible when filling in any of the lines on a blank check. This prevents someone else from changing a \$1 check, for example, into a \$100 or \$1,000 check.
7. Begin writing the amount at the left of the amount line. Be sure the written amount agrees with the numeric amount.
8. Identify the purpose of the check on the purpose/memo line.
9. Sign the check and have the authorized adult sign the check. Be sure to sign the check the same way you signed the signature card at the bank.
10. Record the date of payment and the check number on the bill. Keep a copy of each paid bill with permanent records.
11. Be sure to have sufficient funds in the checking account to cover the check you plan to write.
12. Never sign an incomplete or blank check.
13. Safeguard blank checks and notify the bank if any are lost or stolen to stop payment.



## RECORDS AND REPORTS

### Maintaining the Check Register

In the checking account register, record the checks you've written (see Image 5). To keep your 4-H club's check register up to date, follow these steps.

1. Write the check number and the date it was written in the appropriate columns.
2. In the "description of transaction" column, write to whom the check was made payable and for what payment was made.
3. Enter the check amount in the "payment/debit" column. Subtract the check amount from the remaining balance on the line above and enter the new balance.
4. You can use the "T" column at the end of each month when you balance the account against the bank statement. Use this space to check off the checks and deposits that have cleared the bank (this information comes from the bank statement or the checks that have been returned to you).
5. The "Fee, if any" column is the place to list any fees the bank has charged your club.
6. Record the amount of deposits in the "deposit/credit" column. In the "description" column write the source of the funds. Add the deposit amount to the account balance on the line above.
7. Be sure to balance (reconcile) the check register with the bank statement on a monthly basis. Your 4-H leader can help you with this.

Image 5: Sample Checking Account Register

CHECKING ACCOUNT REGISTER										
RECORD ALL CHARGES OR CREDITS THAT APPEAR ON YOUR ACCOUNT										
Number	Date	Description of Transaction	Payment/Debit		T	Fee (if any)	Deposit/Credit		Balance	
									180	12
1152	4/11/99	Fairway Grocery	9	34					9	34
		Family Fun Night Food							170	78
	5/1/99	Chris Clover					10	00	10	00
		4-H Camp							180	78



## The Treasurer's Report

The treasurer's report informs members of the club's financial activity since the last meeting.

Complete a copy of the "Monthly Club Treasurer's Report" and present it to the club (see Image 6).

Image 6: Sample Monthly Club Treasurer's Report

<h3>Monthly Club Treasurer's Report</h3>	
_____	
Club Name	
1. State the checking account beginning balance:	
Date: _____	Balance: _____
2. Money received:	
amount \$ _____	for (what purpose) _____
amount \$ _____	for (what purpose) _____
amount \$ _____	for (what purpose) _____
amount \$ _____	for (what purpose) _____
amount \$ _____	for (what purpose) _____
Total received: \$ _____	
3. Payments:	
\$ _____	to _____
for (what purpose) _____	
\$ _____	to _____
for (what purpose) _____	
\$ _____	to _____
for (what purpose) _____	
\$ _____	to _____
for (what purpose) _____	
\$ _____	to _____
for (what purpose) _____	
Total payments: \$ _____	
4. State the ending balance:	
Date: _____	Balance: \$ _____



**The Club Financial Record**

The Financial Record allows you to keep your financial records up-to-date. Begin the record sheet with the ending balance from last year's club financial record. Record the check number, date, who was paid and for what, the amount and the balance for each payment. For receipts, record the date, who submitted the funds and for what, the amount and the balance. Use one line for each transaction (see Image 7).

**Dues Record**

Clubs may choose to use a dues record as part of the financial record (see Image 8).

**Audit**

At the end of each 4-H year, the club financial record must be audited. The club leader assists the treasurer in preparing for the audit.

Image 7: Sample Club Financial Report

Check #	Date	Received from whom or what, Paid to whom for what	Payments		Receipts		Balance	
			\$		\$		\$	
		Balance at beginning of year					186	00
1151	2/7/99	ABC Grocery	5	88			180	12
1152	4/11/99	Fairway Grocery	9	34			170	78
	5/1/99	Chris Clover			10	06	180	78

Image 8: Sample Dues Record

Annual Dues Per Member \$ \_\_\_\_\_

Name	Amount Paid	Date



Sample Checks for Practice

**4-H Cloversall Club** 1152  
Date \_\_\_\_\_  
PAY TO  
THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS  
**HOME TOWN  
Trust & Savings Bank**  
Purpose \_\_\_\_\_  
\_\_\_\_\_

**4-H Cloversall Club** 1152  
Date \_\_\_\_\_  
PAY TO  
THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS  
**HOME TOWN  
Trust & Savings Bank**  
Purpose \_\_\_\_\_  
\_\_\_\_\_

**4-H Cloversall Club** 1152  
Date \_\_\_\_\_  
PAY TO  
THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS  
**HOME TOWN  
Trust & Savings Bank**  
Purpose \_\_\_\_\_  
\_\_\_\_\_



Sample Checks for Practice

**4-H Cloversall Club** 1152  
Date \_\_\_\_\_  
PAY TO  
THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS  
**HOME TOWN  
Trust & Savings Bank**  
Purpose \_\_\_\_\_  
\_\_\_\_\_

**4-H Cloversall Club** 1152  
Date \_\_\_\_\_  
PAY TO  
THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS  
**HOME TOWN  
Trust & Savings Bank**  
Purpose \_\_\_\_\_  
\_\_\_\_\_

**4-H Cloversall Club** 1152  
Date \_\_\_\_\_  
PAY TO  
THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS  
**HOME TOWN  
Trust & Savings Bank**  
Purpose \_\_\_\_\_  
\_\_\_\_\_





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