



*Treasurer's Training for
Montana Clubs, Councils and
Committees*

**Montana 4-H Center
for
Youth Development 2012**



Congratulations!
You have been elected Treasurer



As the Treasurer you play an VERY important in the leadership and management of your club.



As Treasurer, you are responsible for...

- **Keeping an accurate record of all income and expenses for the 4-H group.**
- **Preparing a budget to guide the club.**
- **Preparing and giving a Treasurer's report at each meeting**
- **Completing the Year-end Financial Summary.**
- **Working with the Organizational Leader and other club officers to turn in all records to the County Extension Office by deadlines.**

Best Practices for Treasurers

- **Never mix your own money with club money.**
- **Spend money with club approval only.**
- **If you need to pay a bill that has not been approved by the club get the approval of the organizational leader and executive committee before writing the check.**



As the new 4-H Treasurer you will need to....

- **Get the Treasurer's book from the previous Treasurer. And verify that the previous end of year reports are done and certified.**
- **Check the balance of the bank accounts and verify they match the reports.**
- **Visit the bank with a leader to update the club information on file at the bank including addresses and signature card.**
- **Prepare a club budget with the help of other officers; be ready to present it at the next meeting.**
- **Organize your treasurer's book.**

Preparing a Budget

4-H CLUB 2011-2012 BUDGET

Income

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

EVENT	DATE	ESTIMATED INCOME
1. Dues 15 members @ \$10 each	November	\$ 150
2. Fall fundraiser	December	\$ 200
3. _____		\$ _____
4. _____		\$ _____
5. _____		\$ _____
TOTAL INCOME		\$ 350

Expenses

(Include items such as: club outings, donations to worthy causes, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, Montana 4-H Foundation donations, etc.)

NEED	DATE	ESTIMATED EXPENSE
1. Dues 15 members @ \$5	December	\$ 75
2. Service project	December	\$ 100
3. Showcase picnic	July	\$ 60
4. Year end Recognition Event	August	\$ 100
5. _____		\$ _____
6. _____		\$ _____
TOTAL EXPENSES		\$ 335
Estimated surplus or shortfall		\$ 15
(total income minus total expenses)		

- **The Club's Yearly Plan and last years budget can be used as a guide for the clubs budget this year.**

Organizing your Treasurer's Book



- **To keep all information together use a 3 ring binder.**
- **Purchase or print from montana4h.org the Montana 4-H Treasurer's handbook.**
- **Think about adding folders and zippered pouches to hold supplies, receipts and bills.**

Receiving Money

Filling out a Receipt

RECEIPT DATE *Nov 1, 2021* NO. **0001**
RECEIVED FROM *Bonnie Newmember*
ADDRESS *123 Montana Ave.*
Small Town, MT \$ *10.00*
FOR *Dues*
AMOUNT OF ACCOUNT CASH
AMOUNT PAID CHECK *2301*
BALANCE DUE MONEY ORDER BY *Ida Treasure*

- Each time funds are received a receipt must be written.
- Duplicate receipt books are recommended so that you can keep a copy in your records.

Filling out a Deposit Slip

- When income is received get it to the bank as soon as possible.
- Update the check register

DEPOSIT TICKET
Clover Clan 4-H Club
DATE *Nov 3, 2021*
Your Personal Bank
57634611

CASH	
LIST CHECKS SEPARATELY	
<i>2301</i>	<i>10.00</i>
TOTAL FROM OTHER SIDE	
TOTAL FROM OTHER SIDE	
TOTAL	<i>10.00</i>

51-57119
USE OTHER SIDE FOR ADDITIONAL LISTING & ENTER TOTAL HERE
BE SURE EACH ITEM IS PROPERLY ENDORSED

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT

Spending Money

Writing a Check

- **All funds that are spent should be backed up with a motion in the club minutes or as a line item in the budget.**

Clover Clan 4-H Club 0123
01-23456789

DATE Nov. 5, 2012

PAY TO THE ORDER OF Office Supply Store \$ 18.43

Eighteen dollars and 43 cents DOLLARS

BANK NAME
ADDRESS
CITY, STATE ZIP
FOR Sec/trea Office Supplies Mrs. Green
Ida Treasure

⑆0 234 56 78⑆ 0 234 56 7890 23⑆ 0 23

Bank Routing Number Bank Account Number Check Number

- **Write out bills that are approved as soon as possible.**
- **Update the check register.**
- **If the club only has a savings account, all bills should be paid with a money order not cash so there is a paper trail.**

Getting Ready for the Next Meeting

Look at Bank Statement. Are there any unexpected transactions?

The Ending Balance on 11/31 should match the balance of the check register on 11/31.

Notice the service charge from the bank and remember to subtract them from the account balance.

The Community Bank				Statement			
Clover Clan 4-H Club				Date	11/31/2012	Page 1	
4 Clover Way, Apt. H				Account Number	44-HHHH		
Cloverville, MT 44444							
--- CHECKING ACCOUNTS ---							
Previous Balance	125.43	Statement Dates	11/01/12 thru 11/30/12				
1 Deposits/Credits	10.00	Days in the statement period	30				
1 Checks/Debits	18.43						
Service Charge	4.00						
Interest Paid	0.00						
Ending Balance	113.00						

Deposits and Additions							
Date	Description			Amount			
11/3	DDA REGULAR DEPOSIT			10.00			

Checks in Serial Number Order							
Date	Check No.			Amount			
11/6	*101			18.43			
* Indicates Skip in Check Number							

Daily Balance Information							
Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/01	125.42	11/3	135.43	11/7	117.00	11/31	113.00

Reconcile the checking account for the last date on the Bank Statement

Reconcile the account so that the ending balance matches the balance in the check register on the date of the bank statement..



CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook ledger to make sure they are balanced (equal) each month.

OUTSTANDING DEPOSITS

(Not included in your statement)

DATE	AMOUNT
12/3	201.00

Total Outstanding Deposits **201.00** Total A

STEPS TO RECONCILE/BALANCE ACCOUNT

1) Ending balance from your checkbook ledger	314.00
2) Subtract total outstanding deposits (A)	<u>201.00</u>
3) Add total outstanding checks (B)	+ <u>100.00</u>
4) Subtract bank fees*	- <u>4.00</u>
5) Add interest earned*	+ <u>0.00</u>
6) Adjusted balance (should equal bank statement)	<u>113.00</u>

OUTSTANDING CHECKS

(Not included in your statement)

Check #	Written To:	Amount
12/2	donation	\$100

Total Outstanding Checks **100.00** Total B

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.

Preparing a Treasurer's Report

The treasurer needs to provide an accurate report of club finances at each meeting reporting all activity in the treasury since the last meeting. Following the format below: :

1. Beginning balance (closing balance from previous meeting)
2. Money received (list each item with the dollar amount, who it was from, and the purpose)
3. Total received (add all of the money received amounts)
4. Expenses (list each item with the dollar amount, who was paid, and what it was for)
5. Total expenses (add all of the expense amounts)
6. Closing Balance (beginning balance + total received – total expenses.)
7. The closing balance is the actual balance you have in your records and in the bank. It will be the new beginning balance for the next meeting

Example Treasurer's Report

(1). "The beginning balance was \$ 125.43 (2). Income was \$ 10.00 from Newcomers for Dues and \$ 201.00 from Fall Fundraiser, etc., for a total amount received of \$ 211.00 (3). Expenses were \$ 18.43 to Office Store for Sec/Treasurer Office Supplies and \$ 4.00 to USA Bank for Service Fee (4) etc., for total expenses of \$ 22.43 (5). This leaves us with a closing balance of \$ 214.00 (6)." •

"We budgeted to donate to The Holiday Fund for \$ 100.00 (amount) for Food and gifts (what it was for). After we pay that we will have a balance of 114.00."

End of the Year

- **Pay all outstanding bills.**
- **Update the check register and reconcile the last bank statement.**
- **Get all books in order fill out the Year-end Financial Summary and turn over to the Review Committee.**
- **Ask the President to appoint a review committee**



Financial Review Committee

- **The committee should be at least two people that are not a signature on the accounts and not related to anyone that is a signature on the accounts.**
- **The committee can follow the “Procedures for a Financial Review” that are in Treasurer’s Handbook.**
- **After the Financial Review Committee finishes they need to sign the Financial Review Certificate and turn the Year-End Summary Report and any other requested paperwork into the Local County Extension Office.**
- **All clubs, committee’s and councils have to file a 990 tax information form with the IRS. Check with the County Extension Office about filing.**

Year-end Financial Summary

Year-end Financial Summary Report

4-H Clubs, Committees and Councils need to complete and return this report to the County Extension Office at the end of the 4-H year for the year just completed. The 4-H fiscal year is from Oct. 1 to Sept. 30



Name of 4-H Group/Club _____ 4-H Year _____
MM/YYYY to MM/YYYY
 Treasurer's Name _____ County _____
 Leader Name _____ EIN _____

Checking Account*		Savings Account** <small>if applicable</small>	
Starting Balance (October 1)	_____	Starting Balance (October 1)	_____
Total Income/Deposit (+)	_____	Total Income/Deposit (+)	_____
Total Expense/Withdrawal (-)	_____	Total Expense/Withdrawal (-)	_____
Ending Balance (September 30)	_____	Ending Balance (September 30)	_____
Total Checking & Savings	\$0.00	1% Assessment Fee for 4-H groups that are under the Montana 4-H Foundation GEN	\$0.00

Bank Account is at _____ at _____
Name of Bank Address

Bank Account is at _____ at _____
Name of Bank Address

the check book is in the possession of _____

Cash on Hand: \$ _____ Cash is in the possession of _____

Signatories on the Account are: 1 _____ 2 _____
must be two

I certify that the above balances are a correct summary of receipts and expenses of the club, committee or council that I am treasurer of:

Treasurer's Signature Date

* Add the totals of all checking accounts under the EIN together for this section. **This section includes savings accounts, CD's or other investments under the EIN

Yearly Financial Review Certificate

We the Financial Review Committee, are from different families and are not signatories on the accounts for this club, committee or council. We certify that we have reviewed the Treasurer's book and bank accounts of the above group and found them to be correct to the best of our knowledge.

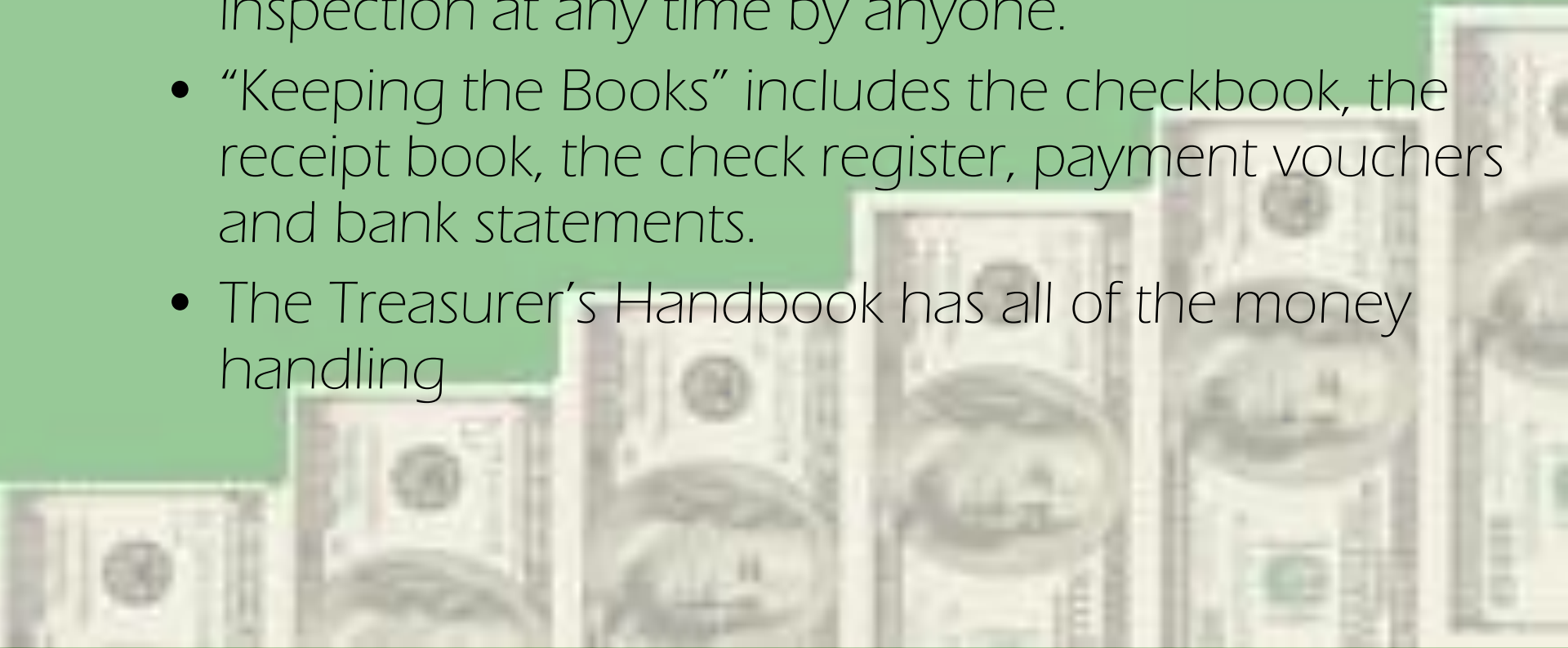
Signature Date Signature Date

Date the 990 for this EIN was filed for the above 4-H year? (attach a copy of the confirmation from IRS) _____

- This report covers the period from **October 1, 2011 – September 30, 2012**
- Can be found at **montana4h.org**
- Form must be filled out completely.

Remember

- 4-H Club Money belongs to the club – not the individuals in club.
- The treasurer's records of the 4-H club are open for inspection at any time by anyone.
- "Keeping the Books" includes the checkbook, the receipt book, the check register, payment vouchers and bank statements.
- The Treasurer's Handbook has all of the money handling



*Have fun and learn as
much as you can!*

