Responsibilities of a 4-H Club Treasurer

The treasurer:

1. Has charge of all the money received by the club

2. Keeps an accurate record of:
   (a) All money received and its source.
   (b) All money spent, to whom and for what.

3. Deposits dues and any other money received in the club treasury account as soon as it is received.

4. Reports at each meeting:
   (a) The amount of money collected and its source.
   (b) The amount of money spent and to whom and for what the money was used.

5. Is ready to give an itemized account of funds at any time and at the request of members or leaders.

6. Pays money out of treasury only as voted by the club with approval of club leader and/or as indicated in the club constitution or by-laws.

7. Keeps receipts for all expenses paid.

8. Is to complete the 4-H Treasurer’s Annual Report and is responsible for the club funds until a successor is elected. An auditing committee should approve the complete Annual Audit and approve the records before they are turned over to a successor.
1. Put records in a three ring notebook. The front cover should be neat and complete with treasurer’s name, age, club name.

2. Book should be neatly done in (one color) ink – NO PENCIL.

3. Receipts and expenses must be correct. If you have club dues, follow the guidelines on the bottom of page 6 (Don’t forget to total your columns correctly). If not dues, indicate that on the page as well.

4. Completely fill in the first (page 2) and last page (page 13) and make sure to include your advisor’s signature and complete the audit section.

5. Include bank statement and receipts to verify expenses.

Have a Great 4-H Year!
Treasurer's Scenario

You have been elected as your club's Treasurer for this year.

You have been given the club's check book. The balance is $100.

Record the following events:

On April 20:
Your club votes to buy 2 project books from OSU Extension Office as teaching materials for general club use. The cost is $10.00.

Your club decides to sell Don's Donuts as a fundraiser. Cindy Clover is in charge of the fund raiser and will need to pay $20.00 for the donuts when she picks them up.

Chris Clover pays his $5.00 club dues.

Ima Goodperson donates $10 to your 4-H Club.

April 21:
Your club sells donuts outside of Hobby Lobby. Cindy Clover gives you the $40 collected from the donut sale.

April 23:
You make a deposit to your club's checking account.

May 4:
Your club is having a meeting. You will need to prepare & give the Treasurer's Report.
# Treasurer’s Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Income: $__________

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Expenses: $__________

Current Balance: $__________

Bills to be approved:

________________________________________________________________________
<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
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</tbody>
</table>

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________________________________________________________________________
TREASURERS REPORT

BALANCE AS OF LAST MEETING:

RECEIPTS: DUES
DONATIONS
FUND RAISERS

DISBURSEMENT:

BALANCE AS OF (PUT DATE)

TREASURERS REPORT

BALANCE AS OF LAST MEETING:

RECEIPTS: DUES
DONATIONS
FUND RAISERS

DISBURSEMENT:

BALANCE AS OF (PUT DATE)

TREASURERS REPORT

BALANCE AS OF LAST MEETING:

RECEIPTS: DUES
DONATIONS
FUND RAISERS

DISBURSEMENT:

BALANCE AS OF (PUT DATE)
Best Yet 4-H Club
989 Long Lane
Hometown, Ohio 432XX

Pay to the
Order of: OHS Extension Fund

$10.00

First Hometown Bank
Hometown, Ohio 431XX

Memo: 2 books

Date: 4-20-07

Signature

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Best Yet 4-H Club
989 Long Lane
Hometown, Ohio 432XX

Pay to the
Order of: Don's Donuts

$20.00

First Hometown Bank
Hometown, Ohio 431XX

Memo: 4 donuts

Date: 4-20-07

Signature

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<table>
<thead>
<tr>
<th>CHECK NO.</th>
<th>DATE</th>
<th>DESCRIPTION OF TRANSACTION</th>
<th>PAYMENT FEE OR WITHDRAWAL ($)</th>
<th>T</th>
<th>DEPOSIT OR INTEREST ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>213</td>
<td>4-20-07</td>
<td>OSU Extension</td>
<td>0</td>
<td></td>
<td>40.00</td>
</tr>
<tr>
<td>214</td>
<td>4-20-07</td>
<td>Don's Donuts</td>
<td>20</td>
<td></td>
<td>70.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deposit</td>
<td></td>
<td></td>
<td>55.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>125.00</td>
</tr>
</tbody>
</table>
### RECEIPT
**Date:** 4-20-07  
**No.:** 3673

**Received From:** Chris Clove

**Address:**

**Dollars:** $5.00

**For:** 2007 Club dues

<table>
<thead>
<tr>
<th>Account</th>
<th>How Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amt. of Account</td>
<td>Cash</td>
</tr>
<tr>
<td>Amt. Paid</td>
<td>Check</td>
</tr>
<tr>
<td>Balance Due</td>
<td>Money Order</td>
</tr>
</tbody>
</table>

**Signature:**

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### RECEIPT
**Date:** 4-30-07  
**No.:** 3674

**Received From:** reconstruction

**Address:**

**Dollars:** $10.00

**For:** Donation to Best Yet 4H Club

<table>
<thead>
<tr>
<th>Account</th>
<th>How Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amt. of Account</td>
<td>Cash</td>
</tr>
<tr>
<td>Amt. Paid</td>
<td>Check</td>
</tr>
<tr>
<td>Balance Due</td>
<td>Money Order</td>
</tr>
</tbody>
</table>

**Signature:**

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### RECEIPT
**Date:** 4-31-07  
**No.:** 3675

**Received From:** Cindy Clove

**Address:**

**Dollars:** $40.00

**For:** Donation

<table>
<thead>
<tr>
<th>Account</th>
<th>How Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amt. of Account</td>
<td>Cash</td>
</tr>
<tr>
<td>Amt. Paid</td>
<td>Check</td>
</tr>
<tr>
<td>Balance Due</td>
<td>Money Order</td>
</tr>
</tbody>
</table>

**Signature:**

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### DEPOSIT TICKET
**Name:** Best Yet 4H Club

**Account No.:** 92837492-93

**Date:** 4-30-07  

**Cash:** $5.00  
**Coin:** $0.00  
**Total:** $5.00

**Signature:**

---
Treasurer's Report

Balance Last Meeting $100.00

Income (since last meeting):

Date Source Amount
4-20-07 dues $5.00
4-20-07 donation $10.00
4-21-07 donut sale $40.00

Total Income: $55.00

Expenses (since last meeting)

Date Item Amount
4-20-07 2 books $10.00
4-20-07 donuts/fundraiser $20.00

Total Expenses $30.00

Current Balance $125.00

Bills to be approved:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
TREASURERS REPORT

BALANCE AS OF LAST MEETING: 100.00

RECEIPTS:
- DUES 5.00
- DONATIONS 10.00
- FUND RAISERS 40.00

55.00

DISBURSEMENT:
- 30.00

BALANCE AS OF (PUT DATE) 125.00 May 4, 2007

TREASURERS REPORT

BALANCE AS OF LAST MEETING:

RECEIPTS:
- DUES
- DONATIONS
- FUND RAISERS

DISBURSEMENT:

BALANCE AS OF (PUT DATE)

TREASURERS REPORT

BALANCE AS OF LAST MEETING:

RECEIPTS:
- DUES
- DONATIONS
- FUND RAISERS

DISBURSEMENT:

BALANCE AS OF (PUT DATE)

TREASURERS REPORT

BALANCE AS OF LAST MEETING:

RECEIPTS:
- DUES
- DONATIONS
- FUND RAISERS

DISBURSEMENT:

BALANCE AS OF (PUT DATE)