



CC 70-1

# HAWAI'I 4-H CLUB TREASURER'S GUIDEBOOK

---

4-H CLUB/AUTHORIZED GROUP

---

COUNTY

---

CLUB EIN NUMBER

---

COOPERATIVE EXTENSION SERVICE UNIVERSITY OF HAWAII AT MANOA COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES 3050 MAILE WAY, HONOLULU, HAWAII 96822. The UH-CTAHR Cooperative Extension Service and the U.S. Department of Agriculture cooperate in presenting to the people of Hawai'i programs and services without regard to race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or veteran status. The University is an equal opportunity, affirmative action institution. 3/03.

## **RESPONSIBILITIES OF THE 4-H CLUB TREASURER**

Congratulations! Your fellow 4-H club members have shown their confidence in you by entrusting to you the money of the club. As treasurer, you will be responsible for taking care of the club's money and bank accounts. This responsibility requires honesty, integrity, and cooperation with your club members and leaders.

As treasurer, you will:

- Handle all money matters for your 4-H club.
- Keep an accurate record of all money received and how all money is used. Use this "Hawai'i 4-H Club Treasurer's Guidebook" as a reference.
- Inform the bank in which your club's funds are deposited that you are the new treasurer. Sign, with your leader, appropriate forms so that you can write checks on the account.
- Deposit all funds that your club earns or receives in the bank as soon as possible.
- Pay all approved bills promptly.
- Prepare and present a summary of all financial transactions at each club meeting. Include income (money received), expenses (money paid out), and a current balance (all money on hand) for all accounts---checking, savings, etc.
- Complete the Annual Financial Summary at the end of the club year. When completed, remind your club president to select an audit committee to review your records.
- Submit a copy of the Annual Financial Summary to your County Extension Office by the date requested.
- Give the new treasurer complete and accurate records when he/she takes office.

## HANDLING MONEY

As treasurer of your 4-H club, you're in charge of "keeping the books." This includes your club's receipt book, checkbook and check register, and bank statements. You can meet the important responsibilities required of a treasurer by studying and following these recommended procedures. These steps are important whether your group has a small or large amount of money.

Conflicts may arise if money is not handled carefully and accurately. You can protect yourself and your 4-H club from conflict by being careful, responsible, and accurate as you handle your club's finances.

### ***RECEIPTS***

You must always write a receipt when you receive money for club dues, a donation, or a fund-raising activity. 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.

Your 4-H club should have a receipt book with prenumbered, two-part receipts. Receipt books are available from most office supply stores. If you make a mistake and have to void a receipt for any reason, write "VOID" on both copies, staple them together, and keep with the treasurer's records.

### **Sample Receipt**

Number 101	
Received from	<u>Jane Clover</u>
For	<u>Cookbook</u>
Amount	<u>Ten and no/100 dollars</u> \$ <u>10.00</u>
Cash	<u>XX</u> Check _____ Check Number _____
By	<u>Beth Treasurer</u> Date <u>(M/ D/ Y)</u>

Give original to customer; keep duplicate copy.

## Receipts for Dues

You don't need to write a receipt for each individual person paying dues. Just fill out the "Dues Form," total the amount paid for the meeting, and write one receipt for the total amount. On the receipt, write "club members" in the "from" blank and "dues" in the "for" blank.

Dues Form											
Amount of Dues to be Paid <u>\$.50 per month</u> .											
Date and Dues Paid											
Member's Name	Date Joined	1/13	2/14	3/11	4/12						
Alex	2/30/90	.50	.50	.50	.50						
Mark	3/14/96	--	1.00	.50	.50						
Elaine	1/12/96	.50	--	--	1.50						
Ben	10/15/96	.50	.50	.50	--						
Irene	10/15/96	.50	.50	.50	.50						
Beth	4/13/97	.50	.50	.50	.50						
Sue	4/12/98	--	--	--	.50						
Total		2.50	3.00	2.50	4.00						

## Sample Receipt

Number 102
Received From <u>Club Members</u>
For <u>April (XXXX) Dues</u>
Amount <u>Four dollars</u> \$ <u>4.00</u>
Cash <u>XX</u> Check _____ Check Number _____
By <u>Beth Treasurer</u> Date <u>(M/D/Y)</u>

## Receipts for Money from Fundraisers

If your club holds a fundraiser such as a car wash or bake sale, you do not need to write a receipt for each person buying a cookie or having his/her car washed, but you (or the shift leader) need to write one at the end of each shift or at the end of the day. Each group of workers must account for the money it received.

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. Be certain to give them a receipt for the amount they gave you.

### Sample receipt for money received from fundraisers

Number 103	
Received from	<u>Mr. Club Leader</u>
For	<u>Bake Sale</u>
Amount	<u>One hundred fifty one and 39/100 dollars</u> \$ <u>151.39</u>
Cash	<input checked="" type="checkbox"/> Check <input type="checkbox"/> Check Number _____
By	<u>Beth Treasurer</u> Date <u>(M/D/Y)</u>

Give original to customer; keep duplicate copy.

## BANK DEPOSITS

Before you deposit checks that are made payable to your 4-H club, they must be endorsed (signed) on the back. Write "For Deposit Only," sign the club name (as written on the front of the check), and then sign your name followed by a comma (,) and the word "Treasurer." 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's name)" and sign it. If your club receives many checks, you may want to have a rubber stamp made with the club name and account number on it.

### Sample "For Deposit Only" rubber stamp:

For Deposit Only Green Clover 4-H Club Home Town Bank Account 00000-00000
--

## Preparing Deposits

Deposit all funds promptly. Total receipts you have written since your last deposit and compare that amount with the amount of cash (bills and coins) and checks you intend to deposit. The two figures should agree. If they do not, repeat the process. When the two figures do agree, prepare a deposit slip. Deposit slips are usually found in the back of a checkbook or you may get a supply from the bank. When you fill out a deposit slip, list each check number and its amount separately (use the back of the deposit slip if necessary).

## Sample Deposit Slip

<b>Deposit Ticket</b> <b>Green Clover 4-H Club</b> Date <u>    (M/D/Y)    </u> <hr/> Sign here for cash received (if required)  HOME TOWN Trust & Savings Bank 073000 2028 7334 804 0900	Cash	10.85
	Check #483	10.00
	Check #128	15.30
	Total from other side	10.00
	Subtotal	46.15
	Less Cash	--
	<b>TOTAL DEPOSIT</b>	<b>46.16</b>

## APPROVING AND PAYING BILLS

Part of your monthly treasurer's report at club meetings should include asking for and receiving club member's approval to pay the club's outstanding bills. After the members approve paying the bills, ask the Club President to initial the bill to indicate club approval of payment, then write a check for the approved amount of each bill.

The usual way to pay bills is with a check. Holding cash back from deposits and using it to pay bills is not a good practice, because it does not leave a record or provide proof of payment. If you pay by cash, get a receipt.

## CHECKS

Follow these steps when writing checks:

- Always use ink.
- Never erase a mistake. If you make a mistake, write “VOID” on the spoiled check and start a new one. Keep the voided check with the treasurer’s records, do not throw it away.
- Leave as little space as possible between the figures and words when filling in the amount lines. This helps prevent someone else from changing a \$15 check, for example, into a \$115 check.
- Begin writing the amount at the extreme left of the amount line. Be sure the written amount agrees with the numeric amount. Avoid writing checks for less than \$1, but if you have to, start the amount line by writing the word “Only” and then the amount.
- Sign the check with your “authorized” signature, the same way you signed the Signature Card at the bank when you became treasurer. The adult listed on the account must also sign each check.

### Sample Check

Green Clover 4-H Club 1234 Your Street Green Clover, HI 96876	609 Date <u>(M/D/Y)</u>
Pay To the Order of <u>Clover Corner Supermarket</u>	\$ <u>15.69</u>
<u>Fifteen and 69/100</u> Dollars	
Home Town Trust & Savings Banks For _____	<u>Beth Treasurer</u> <u>Jane Teacher</u>
073000 2 28 7337 804 0900	

## Maintaining the Check Register

To keep your 4-H club's check register up to date, follow these steps:

- Write the check number and date it was written in the appropriate columns.
- Write the name of the person or company the check was made out to in the "description of transaction" column.
- Enter the check amount in the "payment/debit" column. Then add the deposit amount to the account balance and record the new account balance in the last column.

## Sample Checking Account Register

Number of check	Date	Description of Transaction	Payment/Debit (-)		Deposit/Credit (+)		\$316.78
609	(M/D/Y)	Closer Corner Supermarket	\$15	69			301.09
	(M/D/Y)	Dues			\$4	00	305.09
610	(M/D/Y)	Jim Member	21	84			283.25
--	(M/D/Y)	Bank Fee	1	25			282.00

## THE TREASURER'S REPORT

The treasurer's report informs members of the club's financial activity for the past month. You should present a "Monthly Treasurer's Report" at each club meeting and present, for the club's approval, the bills to be paid in the next month.

After the club has reviewed your treasurer's report and verified that it is reconciled with the bank statement, a member moves to accept the treasurer's report. The motion is seconded and the club votes on the motion. If the motion is approved, the secretary enters the treasurer's report into the minutes. All bank statements, bills, monthly treasurer's reports, annual summary financial reports, and receipt books become part of the club's permanent records.





## **GUIDELINES FOR 4-H CLUBS WITHOUT CHECKING OR SAVINGS ACCOUNTS**

Some 4-H clubs operate without checking or savings accounts. Even without a bank account, clubs must follow certain guidelines.

Clubs without bank accounts must follow the same bill paying system as clubs with bank accounts. The main difference is that you will purchase money orders or cashier's checks from a bank to pay bills instead of using the club's own checks. Do not use a leader or adult's personal checks to pay bills for your club. Also, your Monthly Treasurer's Report leaves out the bank reconciliation. All other financial rules and guidelines for clubs with bank accounts apply to clubs without bank accounts.

### **ANNUAL FINANCIAL SUMMARY**

The "Annual Financial Summary" is due in your County Extension Office by October 1<sup>st</sup> of each year. Even if your club does not handle any money during the year, you must still submit this report; mark 0's in the blanks, sign and date the form, and turn it in.

**SAMPLE ANNUAL FINANCIAL SUMMARY REPORT**

Period Covered: October 1, (XXXX) to September 30, (XXXX)

Balance: January 1 \$ 300.30

Savings \$ \_\_\_\_\_  
Checking \$ 300.30  
CD(s) \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

Income (Add income of 12 monthly reports) \$ 451.69

Indicate Major Sources of Income

Bake Sale \$ 151.39  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expenses (Add expenses of 12 monthly reports) \$ 321.69

Indicate Major Sources of Expenses

Achievement Dinner \$ 130.00  
\_\_\_\_\_  
\_\_\_\_\_

Balance: December 31 \$ 321.69

Savings \$ \_\_\_\_\_  
Checking \$ 321.69  
CD(s) \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

Audited by: 4-H Members (2 Signatures Required)

Suzie White  
Billy Green

Adults (2 Signatures Required)

Anne Black  
John Brown

Date: October 10, (XXXX) October 10, (XXXX)

Note: Audit committee – two adults and two 4-H members, not related to each other or treasurer.

Due to:

Received by (Signatures):

Date:

County Extension Office-October 1 F.H. Educator

October 1, (XXXX)

State 4-H Office-December 1 \_\_\_\_\_

\_\_\_\_\_



**ANNUAL FINANCIAL SUMMARY REPORT**

Period Covered: October 1, \_\_\_\_\_ to September 30, \_\_\_\_\_

Balance: October 1 \$ \_\_\_\_\_

Savings \$ \_\_\_\_\_

Checking \$ \_\_\_\_\_

CD(s) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Income (Add income of 12 monthly reports) \$ \_\_\_\_\_

Indicate Major Sources of Income

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Expenses (Add expenses of 12 monthly reports) \$ \_\_\_\_\_

Indicate Major Sources of Expenses

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Balance: September 30 \$ \_\_\_\_\_

Savings \$ \_\_\_\_\_

Checking \$ \_\_\_\_\_

CD(s) \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Audited by: 4-H Members (2 Signatures Required) Adults (2 Signatures Required)

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Note: Audit committee – two adults and two 4-H members, not related to each other or treasurer.

Due to: Received by (Signatures): Date:

County Extension Office – October 1 \_\_\_\_\_

State 4-H Office – December 1 \_\_\_\_\_