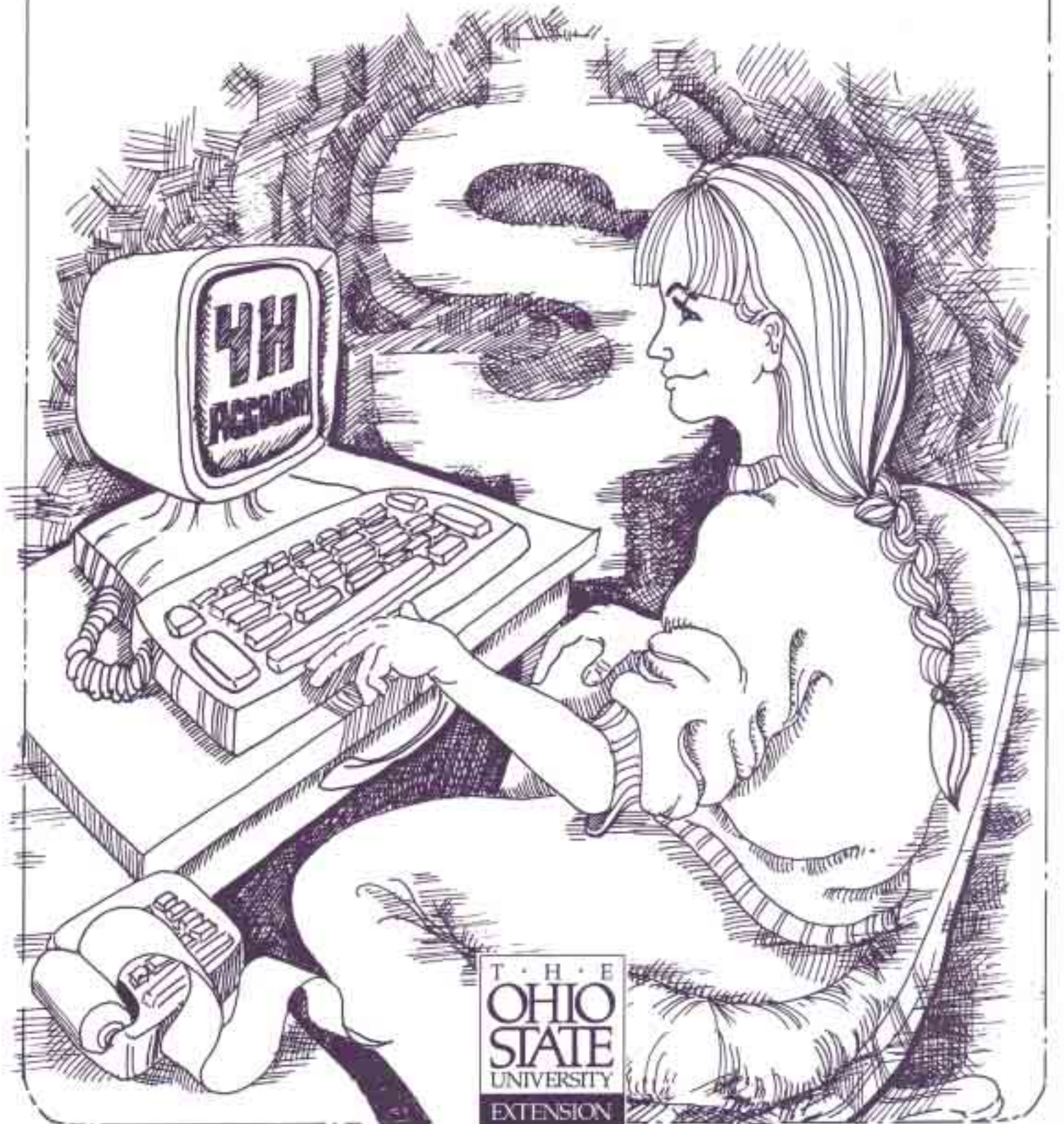




TREASURER



T · H · E
OHIO
STATE
UNIVERSITY
EXTENSION

Name _____
Address _____
Report for year: _____
Beginning _____
Ending _____

Treasurer

Authors

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Keith L. Smith, Associate Vice President for Ag. Adm. and Director, OSU Extension

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Where Do You Begin?

Congratulations! You've been elected to serve as an officer of your 4-H club. The members of your club have expressed their confidence in your ability to be a leader of their group. But being selected is only the beginning. You must now fulfill the expectations of the members by being a hard-working and effective leader. A good officer should be prepared to:

- Give credit rather than take credit.
- Help guide the club rather than control it.
- Understand and carry out the duties of the position.
- Be respectful of the rights and opinions of others.
- Serve as a representative of the 4-H organization to family, school, community, state and country.
- Promote the club's opinion and wishes instead of the officer's.

If you can do these things, you are on the road to becoming a good officer.

Officers work as a team to help the club reach its goals. But remember, your club advisor is a member of that team, too. By working with the advisor, the club can plan its program a year in advance.

You can be an effective officer by taking time to learn a few simple skills. As you perform your duties well, you will earn the respect of both your peers and advisors.

Responsibilities

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 (in a local bank or as otherwise indicated by the club) 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 since the last meeting and to whom and for what the money was used.
 - (c) The current balance in the treasury.
 - (d) The bills needing club approval.
5. Is ready to give itemized account of funds at any time at the request of members or leaders.
6. Pays money out of treasury only as voted by the club with approval of leader and/or as indicated in the club's constitution.
7. Keeps receipts for all expenses paid. You may want to glue or staple an envelope to this book to keep receipts in.
8. Maintains contact with the bank. If your club has a checking account or a savings account, make sure the bank knows you are the new treasurer. You will need to sign the appropriate forms at the bank.
9. Is responsible for the club funds until a successor is elected and is to complete the 4-H Treasurer's Annual Report at the end of the club year. An auditing committee should approve the treasurer's accounts before they are turned over to a successor.

Other Things to Consider

Each club has different financial needs. Some clubs handle less than \$100 a year while others have transactions totaling more than \$1,000. There are many banking and investment options. Shop around to see what is best for your club. As treasurer, you might suggest a meeting with a guest speaker on banking or investment options for your club and club members.

If you choose to maintain a checking account, it is suggested that two signatures be required on each check. This helps protect the treasurer and the club. The signature, besides the treasurer's, might be the club president or an advisor.

Your club may also want to consider a safe deposit box for the club's important records.

As treasurer, you may want to explore possible fund raising ideas and share these ideas with your club.

When developing the club's budget for the year, consider donations for the enhancement of 4-H. They might include donations to the county 4-H committee or the Ohio 4-H Foundation. Check with your county Extension office and set a goal for this year.

In the event your 4-H club disbands, it is recommended that the funds in the club treasury be donated to the county 4-H committee, 4-H camp, Development Fund, Ohio 4-H Foundation, charity, etc. The club should check with the county Extension office before deciding.

Checking Account Guidelines

Writing Checks

1. Use ink.
2. Erasures or changes should be avoided. If a mistake is made, the check should be voided and a new one

written. In such cases, mark the register for that check number and the check "Void."

3. Be sure to write the day, month and year the check when it is written. Always use the current date.
4. Write the name of the individual or business who is receiving the check in the space provided on the check.
5. The amount of the check should be written twice, as shown on the sample check. If a check is for less than one dollar, write the word "only" and then the amount.
6. Put your club name above your signature on the bottom line of the check, if it is not already printed on the check.
7. Sign the check with your authorized signature, the same way you signed the signature card at the bank.
8. If a check is lost, notify the bank at once.

Checking Account Record

1. Write the number of the check and the date it was written in the appropriate column. Do this for all checks written.
2. In the "description of transaction" column, write to whom the check was written.
3. Enter the check amount in the "payment/debit" column. Subtract the amount from the balance on the line above and enter the new balance straight across.
4. The column (☑) may be used each month when checks written on the account are returned to the treasurer with the bank statement. This space may be used to keep track of checks that have been cashed to date from the account. Do this when you reconcile (or balance) your checking account each month.

Have a parent, advisor or bank representative show you how to reconcile the account.

THE AREA 4-H CLUB		101
Anytown, Ohio 54321		<u>25-64</u>
		412
PAY TO THE ORDER OF	<u>A. B. C. Print Shop</u>	<u>Oct. 3 19 87</u>
	<u>Seven and 68/100</u>	<u>\$ 7⁶⁸</u>
		DOLLARS
THE HOMETOWN BANK		
Anytown, Ohio		<u>John Doe, Treasurer</u>

Example — John Doe, treasurer of The Area 4-H Club, paid for lettering and posters with a check written to A.B.C. Print Shop for \$7.68.

5. "Fee (if any)" is a column to list any costs for cashing checks. The fee amount then must be subtracted from the balance if it was not part of the total amount of the check.

6. When a deposit is made into the checking account, the amount is recorded in the "deposit/credit" column. The amount must be added to the above balance and recorded straight across.

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT										
Number	Date	Description of Transaction	Payment/Debt		T	Fee	Deposit/Credit		Balance	
			(-)				(*)		\$	
									\$42	79
101	10/3	A.B.C. Print Shop	7	68					35	11
	10/14						11	40	46	51

Example — The treasurer of The Anytown 4-H Club keeps track of expenses and deposits in the checking account record. On October 3, check number 101 was written to A.B.C. Print Shop for \$7.68. On October 14, a deposit was made in the checking account for \$11.40.

Endorsing Checks

- To cash a check, it must be endorsed (or signed) unless it is made out to cash or bearer; then no endorsement may be necessary. (An endorsement is a signature.)
- The check must be endorsed by whomever the check is made payable to.
- All endorsements are made on the back of the check.
- Do not endorse checks before you plan to cash them because, if they are lost, anyone could cash them. Endorse the check only at the time it is to be cashed.
- A special endorsement is written: "Pay to the order of" and then signed. The named person now can cash the check.
- A restrictive endorsement means you endorse the check for a specific purpose. It can only be deposited into your account. You should use this endorsement when making deposits by mail.

Pay to the order of
 Joe Snow
 John Doe

A special endorsement

John Doe

An endorsement

For deposit only
 John Doe

A restrictive endorsement

Deposit Slips

1. Mark the date on the deposit slip.
2. When depositing cash only, fill in the amount of currency (bills), the amount in coins, and the total.
3. When depositing only checks, draw a line through the cash rows and then list each check and the amount in the check columns. Put the total of all checks in the proper space.
4. When depositing both cash and checks, list both on the deposit slip.
5. When you wish to deposit only part of your checks

6. All deposits should be written in the checking account record.
7. If you wish to bank by mail, ask your banker for envelopes, deposit slips, etc. He or she also will tell you how your checks should be endorsed for banking by mail.
8. The numbers at the bottom left corner are used for machine sorting at the bank. Be sure you always use the deposit slips with the club's number on them.

DEPOSIT TICKET			
THE AREA 4-H CLUB Anytown, Ohio 54321			
DATE	Oct. 14		19
THE HOMETOWN BANK Anytown, Ohio			
CASH	CURRENCY	2.00	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX
	COIN	1.40	
LIST CHECKS SINGLY		8.00	
TOTAL FROM OTHER SIDE			33-22/730
TOTAL		11.40	USE OTHER SIDE FOR ADDITIONAL LISTING
LESS CASH RECEIVED			BE SURE EACH ITEM IS PROPERLY ENDORSED
NET DEPOSIT		11.40	
⑆04⑆200064⑆ ⑆0⑆4806 5⑆			
<small>CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.</small>			

Example — An October 14 deposit was made by the treasurer of the Area 4-H Club. There were \$2 in bills, \$1.40 in coins and a check for \$8. The total deposit was \$11.40.

If Your Club Voted To Have Dues, Keep Record Here Each Meeting

Name of Club Member	Amount Paid Each Meeting									
	1	2	3	4	5	6	7	8	9	10
TOTAL AMOUNT RECEIVED										

Use a check mark if member is absent.

Enter amount paid by each member.

Note: There are no 4-H club dues, except in clubs which members vote to pay dues in order to have funds for their club activities.

_____ Receipts

Date	List all items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

_____ Expenses

	Total			
	Bal. on hand end of month			

_____ Receipts

Date	List all items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

_____ Expenses

	Total			
	Bal. on hand end of month			

_____ Receipts

Date	List all items	Dollars	Cents
	Balance on hand at beginning of month		
	Total		

_____ Expenses

	Total		
	Bal. on hand end of month		

_____ Receipts

Date	List all items	Dollars	Cents
	Balance on hand at beginning of month		
	Total		

_____ Expenses

	Total		
	Bal. on hand end of month		

_____ Receipts

Date	List all items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

_____ Expenses

	Total			
	Bal. on hand end of month			

_____ Receipts

Date	List all items	Dollars	Cents	
	Balance on hand at beginning of month			
	Total			

_____ Expenses

	Total			
	Bal. on hand end of month			

_____ Receipts

Date	List all items	Dollars	Cents
	Balance on hand at beginning of month		
	Total		

_____ Expenses

	Total		
	Bal. on hand end of month		

_____ Receipts

Date	List all items	Dollars	Cents
	Balance on hand at beginning of month		
	Total		

_____ Expenses

	Total		
	Bal. on hand end of month		

_____ Receipts

Date	List all items	Dollars	Cents
	Balance on hand at beginning of month		
	Total		

_____ Expenses

	Total		
	Bal. on hand end of month		

_____ Receipts

Date	List all items	Dollars	Cents
	Balance on hand at beginning of month		
	Total		

_____ Expenses

	Total		
	Bal. on hand end of month		

_____ Receipts

Date	List all items	Dollars	Cents
	Balance on hand at beginning of month		
	Total		

_____ Expenses

	Total		
	Bal. on hand end of month		

_____ Receipts

Date	List all items	Dollars	Cents
	Balance on hand at beginning of month		
	Total		

_____ Expenses

	Total		
	Bal. on hand end of month		

4-H Treasurer's Club Meeting Report

Use the following example as a guide for giving the treasurer's report at each meeting.

Treasury activity since Feb. 3 meeting:
 Balance last meeting \$ 221.85

Income (since last meeting)

Date	Source	Amount
February 3	Dues collection \$2 x 10 members	\$ <u>20.00</u>
February 4	Craft sales	\$ <u>15.00</u>
February 11	Bake sale	\$ <u>10.00</u>
February 15	Interest on savings account	\$ <u>1.50</u>
Total income		\$ <u>46.50</u>
Plus balance last meeting		\$ <u>221.85</u>
Grand total (balance plus income)		\$ <u>268.35</u>

Expenses (since last meeting)

Date	To whom and for what	Amount
February 5	General newspaper: ad for bake sale	\$ <u>5.00</u>
February 8	Mrs. Smith: bill for February meeting supplies	\$ <u>10.64</u>
Total expenses		\$ <u>15.64</u>
Current balance*		\$ <u>252.71</u>

* Current balance: Balance last meeting, \$221.85, plus total income, \$46.50, minus total expenses, \$15.64 = \$252.71.

Your current balance should equal your checkbook balance plus savings balance plus cash on hand plus any other investments your club has.

Bills to be approved

From whom, for what	Amount	Check (✓) when approved by club and advisor
General newspaper: ad for craft sale	\$5.00	
Mrs. Smith: tonight's refreshments	\$9.24	
National 4-H Supply: recognition pins	\$14.98	

4-H Treasurer's Annual Report

(To be done at end of club year)

Starting balance beginning of year	\$ _____
Total income for year	\$ _____
Gross income (balance plus income)	\$ _____
Total expenses for year	\$ _____

Balance on hand

End of year
(Gross income minus
total expenses) \$ _____

Money is in possession of: _____

Or, is deposited in: _____ Bank

And, the Bank Book is in possession of: _____

This is to certify _____

Signed, _____ Date _____
 Treasurer

Auditing Committee

Every 4-H club handling funds is to have an auditing committee to examine and verify the club's money at the end of the year. The chairman of the committee report their results to the club and sign the following statement for a permanent record. A club advisor should also sign the report. An auditing committee prevents misunderstanding and protects the club and the outgoing and incoming treasurers. The auditing committee will be appointed by your club's president with the approval of the club's organizational 4-H advisor.

Annual Audit

Auditor's names (committee of two or more members and 4-H advisor)

We have examined the treasurer's record and find that _____

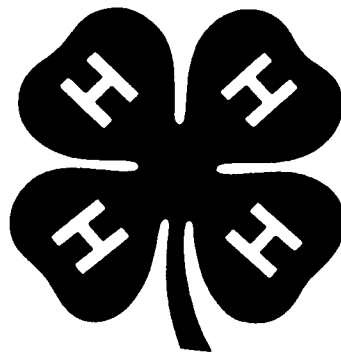
Signed, _____ Date _____

Signed, _____ Date _____

Chairman of Auditing
Committee

Signed, _____ Date _____

4-H Adviser



The 4-H Pledge

I pledge:

My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service,
My Health to better living, for
My Club, my Community,
My Country, and my World.