

# 4-H Club Treasurers Record Book

Club Name: \_\_\_\_\_

Club Treasurer: \_\_\_\_\_

Year: \_\_\_\_\_

# Table of Contents

Member's Dues..... 2

Donations..... 4

Treasurer's Reports..... 5

Petty Cash Record Sheet ..... 18

Treasurer's Annual Statement..... 19

# Member's Dues

Member's Name	Dates of Meetings/Amounts												Total
<b>Totals</b>													





# Treasurer's Reports

## Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
2/02/21	Registration Fee	001	\$10.00	\$	\$260.00
3/01/21	Interest	-	\$0.02	\$	\$260.02
3/01/21	Pizza Palace – party	5	\$	\$25.50	\$234.52
3/15/21	Dues	-	\$4.00	\$	\$238.52
3/20/21	Donations – trophies	002	\$25.00	\$	\$263.52
4/01/21	Interest	-	\$0.03	\$	\$263.55
4/01/21	Service Charge	-	\$	\$1.60	\$261.95
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			<b>\$39.05</b>	<b>\$27.10</b>	<b>\$261.95</b>

### Treasurer's Report

Date: April 15, 2021

Balance in Bank Account (Carried Forward Amount)	\$ 250.00
Plus Cash Received (Column 1)	+ \$ 39.05
<b>Sub-Total</b>	<b>\$ 289.05</b>
Less Expenses (Column 2)	- \$ 27.10
<b>Club Balance</b>	<b>Total \$ 261.95</b>

### Reconciliation of Bank Account (Funds Received and Paid)

Balance in Bank Account as of (date) April 15, 2021	\$ 283.45
Less Total of Outstanding Cheques	+ \$ 25.50
<b>Sub-Total</b>	<b>\$ 257.95</b>
Plus Cash on Hand Not Deposited	- \$ 4.00
<b>Equals Club Balance</b>	<b>\$ 261.95</b>

Signed: \_\_\_\_\_  
(Treasurer's Signature)

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                    \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                            + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                        - \$ \_\_\_\_\_  
**Club Balance**                                                                                **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date)** \_\_\_\_\_                    \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                        + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                            - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                    \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                   \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                           + \$ \_\_\_\_\_  
**Sub-Total**                                                                                   \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                       - \$ \_\_\_\_\_  
**Club Balance**                                                                           **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date)** \_\_\_\_\_                   \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                       + \$ \_\_\_\_\_  
**Sub-Total**                                                                                   \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                           - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                 \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*



**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                   \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                           + \$ \_\_\_\_\_  
**Sub-Total**                                                                                   \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                       - \$ \_\_\_\_\_  
**Club Balance**                                                                           **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date)** \_\_\_\_\_                   \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                       + \$ \_\_\_\_\_  
**Sub-Total**                                                                                   \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                           - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                 \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
 (Treasurer's Signature)

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                    \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                            + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                        - \$ \_\_\_\_\_  
**Club Balance**                                                                                **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date)** \_\_\_\_\_                    \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                        + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                            - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                    \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                   \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                           + \$ \_\_\_\_\_  
**Sub-Total**                                                                                   \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                       - \$ \_\_\_\_\_  
**Club Balance**                                                                           **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date) \_\_\_\_\_**                   \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                       + \$ \_\_\_\_\_  
**Sub-Total**                                                                                   \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                           - \$ \_\_\_\_\_  
**Equals Club Balance**                                                               \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                    \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                            + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                        - \$ \_\_\_\_\_  
**Club Balance**                                                                            **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date)** \_\_\_\_\_                    \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                        + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                            - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                    \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                    \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                            + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                        - \$ \_\_\_\_\_  
**Club Balance**                                                                                **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date)** \_\_\_\_\_                    \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                        + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                            - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                    \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                    \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                            + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                        - \$ \_\_\_\_\_  
**Club Balance**                                                                                **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date)** \_\_\_\_\_                    \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                        + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                            - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                    \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                    \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                            + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                        - \$ \_\_\_\_\_  
**Club Balance**                                                                                **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date)** \_\_\_\_\_                    \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                        + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                            - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                    \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

<b>Balance in Bank Account (Carried Forward Amount)</b>	\$	_____
<b>Plus Cash Received (Column 1)</b>	+ \$	_____
<b>Sub-Total</b>	\$	_____
<b>Less Expenses (Column 2)</b>	- \$	_____
<b>Club Balance</b>	<b>Total \$</b>	_____

**Reconciliation of Bank Account (Funds Received and Paid)**

<b>Balance in Bank Account as of (date)</b> _____	\$	_____
<b>Less Total of Outstanding Cheques</b>	+ \$	_____
<b>Sub-Total</b>	\$	_____
<b>Plus Cash on Hand Not Deposited</b>	- \$	_____
<b>Equals Club Balance</b>	\$	_____

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*



**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                    \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                            + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                        - \$ \_\_\_\_\_  
**Club Balance**                                                                                **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date)** \_\_\_\_\_                    \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                        + \$ \_\_\_\_\_  
**Sub-Total**                                                                                    \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                            - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                    \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
 (Treasurer's Signature)

**Record of Money Spent (Expenses) and Received (Income) Since Last Meeting:**

Balance Carried Forward					\$
Date	Description	Cheque # or Receipt #	Credit (Income)	Debit (Expense)	Balance
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			<b>Total (Column 1)</b>	<b>Total (Column 2)</b>	<b>Balance to carry forward</b>
			\$	\$	\$

**Treasurer's Report**

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

**Balance in Bank Account (Carried Forward Amount)**                   \$ \_\_\_\_\_  
**Plus Cash Received (Column 1)**                                           + \$ \_\_\_\_\_  
**Sub-Total**                                                                                   \$ \_\_\_\_\_  
**Less Expenses (Column 2)**                                                       - \$ \_\_\_\_\_  
**Club Balance**                                                                           **Total \$** \_\_\_\_\_

**Reconciliation of Bank Account (Funds Received and Paid)**

**Balance in Bank Account as of (date) \_\_\_\_\_**                   \$ \_\_\_\_\_  
**Less Total of Outstanding Cheques**                                       + \$ \_\_\_\_\_  
**Sub-Total**                                                                                   \$ \_\_\_\_\_  
**Plus Cash on Hand Not Deposited**                                           - \$ \_\_\_\_\_  
**Equals Club Balance**                                                                 \$ \_\_\_\_\_

Signed: \_\_\_\_\_  
*(Treasurer's Signature)*



# Treasurer's Annual Statement

Club Name: \_\_\_\_\_ County: \_\_\_\_\_

General Leader: \_\_\_\_\_ Year: \_\_\_\_\_

# of Meetings Held: \_\_\_\_\_ # of Members: \_\_\_\_\_

Balance Forward (end of previous year) \$ \_\_\_\_\_

## Receipts:

1. Registration \$ \_\_\_\_\_

2. Dues \$ \_\_\_\_\_

3. Donations \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

6. \_\_\_\_\_ \$ \_\_\_\_\_

7. \_\_\_\_\_ \$ \_\_\_\_\_

8. \_\_\_\_\_ \$ \_\_\_\_\_

9. \_\_\_\_\_ \$ \_\_\_\_\_

10. \_\_\_\_\_ \$ \_\_\_\_\_

11. \_\_\_\_\_ \$ \_\_\_\_\_

12. \_\_\_\_\_ \$ \_\_\_\_\_

13. Bank Interest \$ \_\_\_\_\_

14. Miscellaneous \$ \_\_\_\_\_

Plus Total Receipts for the Year \$ \_\_\_\_\_

**Expenses:**

1. Registration	\$	_____
2. Supplies	\$	_____
3. Postage and Stationary	\$	_____
4. Gifts	\$	_____
5. _____	\$	_____
6. _____	\$	_____
7. _____	\$	_____
8. _____	\$	_____
9. _____	\$	_____
10. _____	\$	_____
11. _____	\$	_____
12. _____	\$	_____
13. Bank Charges	\$	_____
14. Miscellaneous	\$	_____

Less Total Expenditures for the Year \$ \_\_\_\_\_

**Total Year End:** \$ \_\_\_\_\_



\_\_\_\_\_ *Date*

\_\_\_\_\_ *Treasurer's Signature*

We have made an examination of the financial record of the above 4-H Club and find this balance sheet is properly drawn up and presents a correct view of the financial standing of the club.

\_\_\_\_\_ *President's Signature*

\_\_\_\_\_ *General Leader Signature*