Treasurer's Record

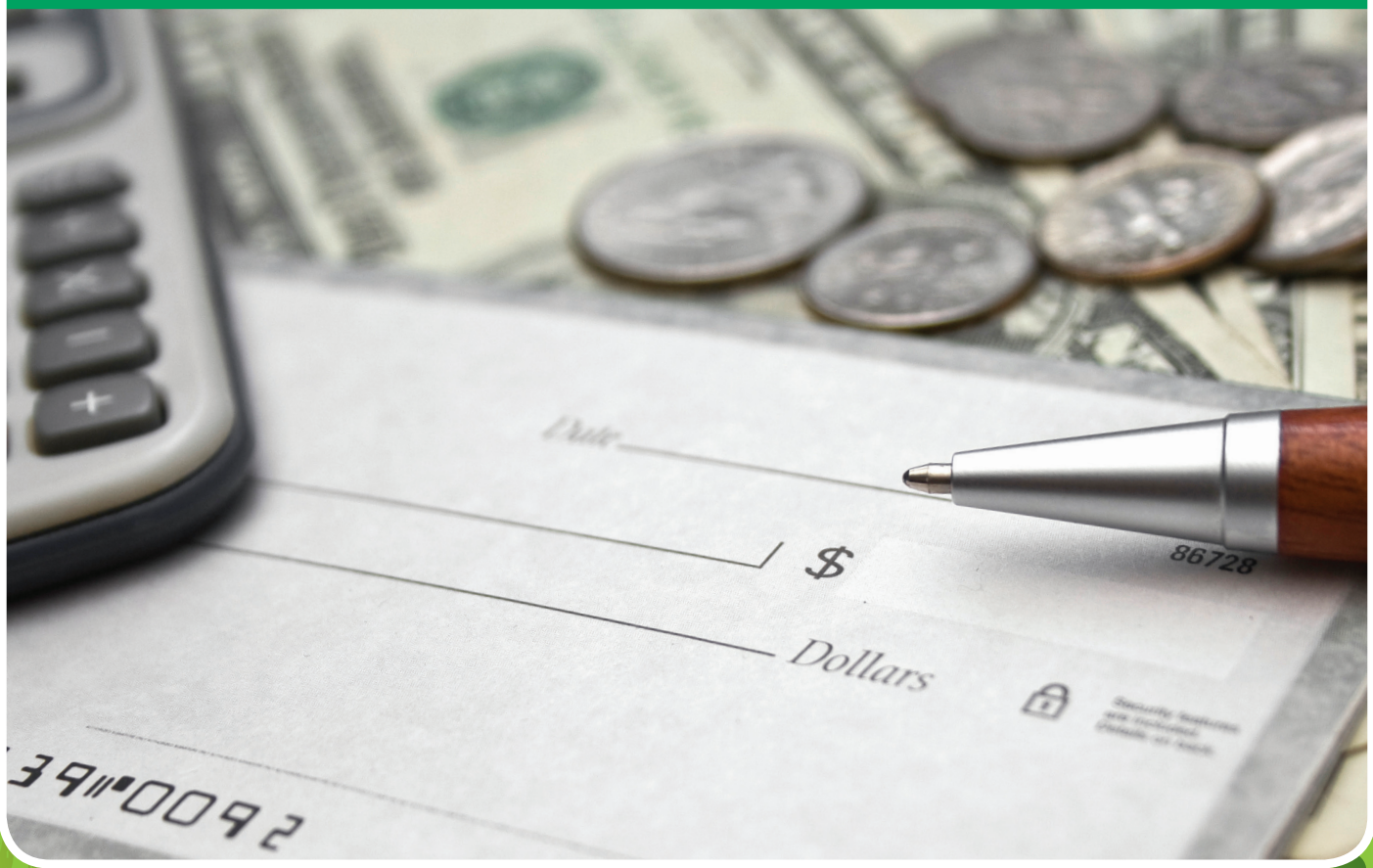
Empowering youth to reach their full potential, working and learning in partnership with caring adults

Club/Group

_____

Date

_____ to _____



IOWA STATE UNIVERSITY
Extension and Outreach

4H 21 Revised May 2012

4-H Treasurer's Record

For _____, 20 ____
(month)

through _____, 20 ____

Name of Club/Group _____

_____

Location _____
(community/township)

Tax Identification Number* _____

*Federal law requires financial institutions to report the amount of interest income an individual or group earns annually to the Internal Revenue Service. For your financial institution to do this, your group must have a "Employer Identification Number." If your group has never secured such a number, you must get and complete form SS-4 Department of Treasury, Internal Revenue Service. This form (SS-4) may be obtained locally from a certified public accountant or your local financial institution. A penalty exists for noncompliance with this requirement.

A treasurer is responsible for keeping the official record of all money received and spent by this group. This book is designed to help you keep an accurate record of your group's finances. You will want to use ink because you are keeping a permanent financial record for your group.

As treasurer you will not spend money unless the expenses are approved by the group. It is good business to deposit all money in a bank or other financial institution and pay all expenses by check. However, some groups maintain a "Petty Cash" fund. If your group has both a checking account and a petty cash fund, you must keep accurate records of both funds.

At each meeting of your group you should report:
1. amount of money spent and to whom paid,
2. balance in treasury,
3. bills to be paid.

At the end of each year the president should appoint an auditing committee to check the group's financial records for accuracy and completeness.

This book is designed for keeping a 5-year record of receipts and expenses.

Another system is suggested on page 3 for groups who keep their checking account up-to-date and who do not want to duplicate the checking record.

… and justice for all
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Alternate Method of Accounting for Group's Financial Resources

1. Maintain the Petty Cash Record.

2. Maintain the check "register" in your checkbook.

3. Balance your checkbook with the monthly statement from your bank.

4. At the end of each month, create the following record:

Month _____, 20 ____

Petty Cash Balance (from Column 8 Petty Cash Record) (1) $_____

Checking Cash Balance (from your checkbook) (2) $_____

Subtotal (add lines 1 and 2) (3) $_____

List unpaid bills

To:	Amount:
_____	(4) $_____
_____	(5) $_____
_____	(6) $_____
_____	(7) $_____

5. Total of unpaid bills (add lines 4 through 7) (8) $_____

6. Cash available (subtract unpaid bills, line 8 from line 3) (9) $_____

Instructions

Column 1: Write the date of the transaction, the date you received, spent, or transacted money.
Column 2: Write down the source of the money you received and why you received the money or to whom you disbursed the money and for what reason. If the action involved your Checking Account, use columns 3, 4, 5, and 9. If the action involved your Petty Cash Fund, use columns 6, 7, 8, and 9.

For checking

Column 3: Write down check number or a deposit number.
Column 4: Write down the amount the check is written for or the amount deposited.
Column 5: If a deposit, add the amount in Column 4 to the balance in the line above. If a check, subtract the amount in Column 4 from the balance on the line above.
Column 9: If a deposit, add the amount in Column 4 to the total balance on the line above. If a check, subtract the amount in Column 4 from the balance on the line above.

For petty cash

Column 6: Record if this is a cash deposit or a cash withdrawal.
Column 7: Write down the amount of the cash to be added or the amount of cash spent from Petty Cash.
Column 8: If a cash deposit, add the amount in Column 7 to the balance on the line above. If a cash withdrawal, subtract the amount in Column 7 from the balance on the line above.
Column 9: If a cash deposit, add the amount in Column 7 to the balance on the line above. If a cash withdrawal, subtract the amount in Column 7 from the balance on the line above in Column 9. (As another check, the last balance in Column 5 added to the last balance in Column 8 should equal the amount in Column 9.)

Sample record

Date	Item	Checking			Petty Cash			Balance All Funds
	To/From and What For	Check #/ Deposit #	Amount	Balance	Deposit/ Withdraw	Amount	Balance	
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	Beginning Balance	XXXX	XXXX	$20.00	XXXX	XXXX	$5.00	$25.00
1/5/02	Contributions from 10 members				Deposit	$2.50	$7.50	$27.50
1/7/02	Refreshments for meeting from Foodland	101 Ck	$5.00	$15.00				$22.50
1/23/02	4-H'ers for 4-H Program Donation	102 Ck	$5.00	$10.00				$17.50
1/24/02	Transfer from Petty Cash to Checking				Withdrawal	$5.00	$2.50	$12.50
1/24/02	Transfer to Checking	Dep. 1	$5.00	$15.00				$17.50

Note:

Column 5: The last balance recorded should agree with the balance in your check book register.
Column 8: The last balance recorded should give you an exact count of the money you have in your Petty Cash.
Column 9: The last balance recorded should give you an exact record of the total of your group's available cash.

Receipts and expenses for year _____

Date	Item	Checking			Petty Cash			Balance All Funds
	To/From and What For	Check #/ Deposit #	Amount	Balance	Deposit/ Withdraw	Amount	Balance	
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9

Receipts and expenses for year _____

Date	Item	Checking			Petty Cash			Balance All Funds
	To/From and What For	Check #/ Deposit #	Amount	Balance	Deposit/ Withdraw	Amount	Balance	
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9

Year End Net Worth Statement for Year_____

Record final balance of "Petty Cash" account ----------(1) $_____

Record final balance of "Checking" account----------(2) $_____

Subtotal (add lines 1 and 2) ----------(3) $_____

List all unpaid bills:

To:	Amount:
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____

Total of unpaid bills----------(4) $_____

Subtract total of unpaid bills (line 4) from subtotal (line 3)---------- (5) $_____

List all other monetary assets such as savings accounts, bonds, or stocks. List year end values.

Item:	Amount:
_____	$_____
_____	$_____
_____	$_____
_____	$_____

Subtotal of other monetary assets----------(6) $_____

Total net worth (add lines 5 and 6)----------(7) $ _____

Signed _____ Date_____

Audited by_____ Date_____