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 ___

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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4H 21 Revised May 2012
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. (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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Checking</th>
<th></th>
<th>Petty Cash</th>
<th>Balance All Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To/From and What For</td>
<td>Check #/Deposit #</td>
<td>Amount</td>
<td>Balance</td>
<td>Deposit/Withdraw</td>
</tr>
<tr>
<td>Column 1</td>
<td>Column 2</td>
<td>Column 3 Column 4 Column 5</td>
<td>Column 6 Column 7 Column 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beginning Balance</td>
<td>XXXX XXXX</td>
<td>$20.00</td>
<td></td>
<td>XXXX XXXX</td>
</tr>
<tr>
<td>1/5/02</td>
<td>Contributions from 10 members</td>
<td></td>
<td></td>
<td></td>
<td>Deposit</td>
</tr>
<tr>
<td>1/7/02</td>
<td>Refreshments for meeting from Foodland</td>
<td>101 Ck</td>
<td>$5.00</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>1/23/02</td>
<td>4-H'ers for 4-H Program Donation</td>
<td>102 Ck</td>
<td>$5.00</td>
<td>$10.00</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>1/24/02</td>
<td>Transfer from Petty Cash to Checking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/24/02</td>
<td>Transfer to Checking</td>
<td>Dep. 1</td>
<td>$5.00</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

**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.
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Check #/ Deposit #</td>
<td>Amount</td>
<td>Balance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Column 3</td>
<td>Column 4</td>
<td>Column 5</td>
</tr>
</tbody>
</table>

Receipts and expenses for year _________
# Receipts and expenses for year ________

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<td>Column 4</td>
<td>Column 5</td>
</tr>
</tbody>
</table>
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__________________________