

4-H TREASURER QUESTIONNAIRE

CLUB NAME _____

TREASURER'S NAME _____

1. What is the treasurer's responsibility at each club meeting?
2. When requesting a payment, proper documentation is necessary. If you do not have a receipt or an invoice, what should be provided to document that your club approved the expense?
3. Two people need to sign the club voucher request. Who are those two people?
4. True or False: You should always have at least one other person count the funds before you take the funds to the Extension office. It is recommended that the deposits are counted again with staff at the Extension office.
5. Two people need to sign the club deposit slip. Who are those two people?
6. Name at least two things that are included for each revenue transaction on the monthly Receipts and Expenses Report.
7. Name at least two things that are included for each expense transaction on the monthly Receipts and Expenses Report.
8. Who serves as the bank for your club?

Reading a Financial Report

1. What is the time frame covered by the report?

2. What is the beginning balance?

3. What is the ending balance?

4. What is the total revenue for the time frame of the entire report?

5. How much was the expense from Design Store Co. for?

6. What was the total income collected from the baker sale?

Receipts and Expenses Report				
Happy Helpers 4-H Club		Sample County Extension		07/01/2017 through 06/30/2018
Beginning Balance			\$2596.16	
Net Income				
Date	Account	Receipt No. Source	Description	Amount
09/22/2017	4719-0-8-000-840-2	343695 County Expo	Flower Planters	\$0.20
09/22/2017	4719-0-8-000-840-2	343695 County Expo	Flower Planters	\$492.25
11/27/2017	4719-0-8-000-840-2	143471 County Farm Bureau	Communications	\$50.00
02/13/2018	4719-0-8-000-840-2	397613 Phil Jones	Bake Sale	\$44.50
02/13/2018	4719-0-8-000-840-2	397614 Bonnie Smith	Bake Sale	\$8.00
02/13/2018	4719-0-8-000-840-2	397615 George Anderson	Bake Sale	\$40.00
02/13/2018	4719-0-8-000-840-2	397616 Mary Tyler	Bake Sale	\$30.00
02/13/2018	4719-0-8-000-840-2	397617 Jessica Flemming	Bake Sale	\$30.00
02/13/2018	4719-0-8-000-840-2	397618 Rachel Gardener	Bake Sale	\$15.00
02/13/2018	4719-0-8-000-840-2	397618 Katrina Spaulding	Bake Sale	\$25.00
02/13/2018	4719-0-8-000-840-2	397619 Emily Flanders	Bake Sale	\$133.00
02/15/2018	4719-0-8-000-840-2	397620 Steve Morland	Bake Sale	\$30.00
02/16/2018	4719-0-8-000-840-2	397621 Joel Tucker	Bake Sale	\$25.00
02/16/2018	4719-0-8-000-840-2	397622 Aaron Johnson	Bake Sale	\$14.00
02/16/2018	4719-0-8-000-840-2	397622 Linda Leader	Bake Sale	\$25.00
02/16/2018	4719-0-8-000-840-2	397623 Connie Erickson	Bake Sale	\$25.00
02/23/2018	4719-0-8-000-840-2	397624 Stephanie Block	Bake Sale	\$30.00
05/29/2018	4719-0-8-000-840-2	397625 James Pierson	Bake Sale	\$16.00
06/14/2018	4719-0-8-000-840-2	397416 Farm Supply Co.	Club Donation	\$20.00
06/29/2018	4719-0-8-000-840-2	397435 County Expo	Club Can Pick Up	\$50.00
Total Revenue				\$1102.95
Expense				
Date	Account	Payment No. Payee	Description	Amount
12/20/2017	5719-0-8-000-840-2	11230 Design Store Co.	Books and Notes	(\$47.70)
04/09/2018	5719-0-8-000-840-2	11334 Greg Farmington	Club Supplies	(\$389.50)
06/26/2018	5719-0-8-000-840-2	x Journal Entry	Club YQCA	(\$35.00)
Total Expense				(\$472.20)
Total Net Income:				\$630.75
Balance 06/30/2018				\$3226.91