

Treasurer





So You Are Treasurer...

As treasurer, you represent your local club and the 4-H program throughout the state. Your abilities, skills, standards, personal grooming, speech and even smiles represent Missouri 4-H members. This responsibility exists at all times, not just while you are at 4-H meetings. Remember, people not familiar with 4-H may judge it by its officers!

The treasurer is responsible for keeping accurate financial records for the club.

Checklist for treasurers

- I handle all money matters for the group
- I follow the financial guidelines as outlined in MU publication Y672, *Missouri 4-H Treasurer Record Book*.
- I ensure our bank accounts have an Employee Identification Number instead of anyone's Social Security number
- I keep accurate records of how all money is used

- I give receipts for all money received by the club.
- I pay money out of the treasury only when approved by the club.
- I deposit all money in the bank as soon as possible.
- I pay all bills promptly as approved by the club. For all bills paid by check or cash, I get a sales receipt, invoice or statement as proof of payment.
- I prepare a monthly summary report of income, expenses and current balance to present at each meeting.

Record keeping

Checks

- ✓ Use ink. Never erase. If you make a mistake, write VOID on the incorrect check and record the voided check in the checkbook register. Start a new check.
- ✓ Always write the current date on the check when it is written.
- ✓ Write the name of the check recipient (person or business) as close as possible to the words "pay to the order of" followed by a line. Adding a line prevents someone from adding another name and cashing the check.
- ✓ In the box or space after the "\$" sign, write the amount of the check in numbers. Do not leave a space between the dollars and cents numerals. This prevents someone from adding numbers and changing the amount of the check. The amount can be written as 10.34 or 10 34/100. However, writing the cents amount over 100 prevents confusion between dollars and cents.
- ✓ To the very left of the dollar line, write the amount in words followed by a line. The cents can be written in numbers over 100. Examples: ten and 34/100 for \$10.34 or one hundred twenty five and 55/100 for \$125.55. Be sure the written amount agrees with the number amount on the "\$" line. Try to avoid writing checks for less than \$1.
- ✓ Sign the check with your authorized signature, the same way you signed the signature card at the bank. Another authorized person must also sign each check. If the check has only one signature line, have the second person sign below the line.

Use ink. Never erase. If you make a mistake, write VOID on the incorrect check and record the voided check in the checkbook register. Start a new check.

Sample check

Cloversall 4-H Club 1234 Lucky Clover Lane Emerald Green, Missouri 34567		826 80-1199/815
PAY TO THE ORDER OF <u>Fairway Grocery</u>		<u>May 24</u> 19 <u>03</u>
<u>Ten and 34/100</u>		\$ <u>10.34</u>
MEMO <u>Food</u>		DOLLARS
Cloverdale Bank Emerald Green, Missouri 34567		<u>Jamie Davis, Treasurer</u>
⑆08⑆51⑆1990⑆ ⑆03 725 7⑆ 0826		<u>John Jones, Leader</u>




Bank deposits

- ✓ Date the deposit slip.
- ✓ When depositing cash, fill in the amount of currency (bills) and the amount of coins. When depositing checks, list each check and the amount. There is space on the back of the deposit slip to list additional checks. The total amount of the checks listed on the back is written in the "total from other side" line on the front of the deposit slip.
- ✓ Record the total amount of all the cash and checks on the total line. The net deposit is the total minus any cash received.
- ✓ To deposit a check, it must be endorsed (signed) on the back within 1½ inches of the top. Using a restrictive endorsement is the safest. This means that the check

must be deposited in the group's bank account and not transferred to someone else. The endorsement should be written as follows: Pay to the order of (bank name); For deposit only (name of group); Account number.

- ✓ When the group receives cash or checks, the treasurer must write receipts for all money received and provide this to the member, customer or donor. A thank-you, in addition to a receipt, should be written for any donation or gift.

Sample deposit slip

DEPOSIT TICKET		<table border="1"> <tr> <td>CASH</td> <td>CURRENCY</td> <td></td> <td></td> </tr> <tr> <td colspan="2">COIN</td> <td></td> <td></td> </tr> <tr> <td colspan="4">LIST CHECKS SEPARATELY</td> </tr> <tr> <td colspan="2">TOTAL FROM OTHER SIDE</td> <td></td> <td></td> </tr> <tr> <td colspan="2">TOTAL</td> <td></td> <td></td> </tr> <tr> <td colspan="2">LESS CASH RECEIVED</td> <td></td> <td></td> </tr> <tr> <td colspan="2">NET DEPOSIT</td> <td></td> <td></td> </tr> </table>	CASH	CURRENCY			COIN				LIST CHECKS SEPARATELY				TOTAL FROM OTHER SIDE				TOTAL				LESS CASH RECEIVED				NET DEPOSIT			
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Cloversall 4-H Club 1234 Lucky Clover Lane Emerald Green, Missouri 34567		80-1199/815																												
DATE _____ 19____ <small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small>		USE OTHER SIDE FOR ADDITIONAL LISTING																												
_____ <small>SIGN HERE FOR CASH RECEIVED (IF REQUIRED)</small>		BE SURE EACH ITEM IS PROPERLY ENDORSED																												
 Cloverdale Bank Emerald Green, Missouri 34567																														
⑆081511990⑆ ⑆03 725 7⑆ 9973																														
<small>CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.</small>																														

Bank statements

Bank statements are usually sent once a month. It's important to match the amount on the bank statement with the amount in the checkbook. The basic steps are:

1. Begin with the bank statement balance.
2. Add any deposit amounts that are not listed on the statement to the balance.
3. Subtract from this balance, the total outstanding checks (checks not listed on the statement)
4. The final amount should be the same as the balance in your checkbook.



Some banks have a service charge for handling an account. Service charges are considered an expenditure or expense. Be sure to record and subtract any service charges in your checkbook

For more detail on how to balance a checkbook with the bank statement, refer to the bank statement or ask your banker for instructions.

Monthly summary report

Y672A, 4-H Monthly Summary Report form

The treasurer gives a detailed and complete report of the group's finances during the business portion at each meeting. The monthly summary report makes this process simple.

SAMPLE

4-H Record of Finances 2004

Treasurer's Name - Jamie Davis

Record all charges or credits that affect your account.

Number	Date	Description of Transaction	Payment	✓	Fee (if any)	Deposit/ Credit	Balance	
							346	15
1152	5/24	Fairway Grocery (refreshments)	10 34				335	81
	5/25	Deposit (T-shirt sales)				123 96	459	77
1153	5/29	Dollar Mart (horse project supplies)	8 37				451	50
	6/01	Check Charge (new checks)			8.26		443	24
1154	6/03	ABC Awards (award ribbons)	29 76				413	48
	6/05	Deposit (entry fees from horse show)				236 93	650	41
		June Balance					650	41

Y692C

Club Treasurer's Report

Club Name _____

1. State the checking account beginning balance:

Date: _____ Balance: _____

2. Money received:

Amount \$ _____ for (what purpose) _____

Amount \$ _____ for (what purpose) _____

Amount \$ _____ for (what purpose) _____

Amount \$ _____ for (what purpose) _____

Amount \$ _____ for (what purpose) _____

Total Received: \$ _____

3. Payments:

\$ _____ to _____

for (what purpose) _____

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4-H Record of Finances 20 _____

Treasurer's name _____

Record all charges or credits that affect your account									
Number	Date	Description of transaction	Payment	✓	Fee (if any)	Deposit/ credit	Balance		

4-H Record of Finances 20 _____

Treasurer's name _____

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