

# 4-H TREASURER'S BOOK



**4-H Club** \_\_\_\_\_

**County** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Report for 4-H Year** \_\_\_\_\_

## **Financial Guidelines**

- It is recommended that 4-H clubs with more than \$10 in their treasury and/or that expect to fundraise open a bank account.
- Prior to opening your bank account, 4-H clubs need to obtain an Employer Identification Number (EIN) and be recognized under the National 4-H Group Exemption number. First, by-laws must be submitted to your County 4-H Educator, a charter issued for your club, and your EIN number granted by filing form SS-4 prior to requesting inclusion under the group ruling. After these steps are followed, a letter will be sent to you verifying your inclusion, allowing you to open the bank account in the name of your 4-H club, income tax exempt.
- There should be two signatures on the bank account.
- When a 4-H club disbands, the balance in the treasury should go to the County 4-H Foundation. If no County 4-H Foundation exists, then the balance should get turned over to the State 4-H Foundation. These directives should be indicated in the club by-laws.

## **The Treasurer:**

1. Shall keep an accurate record of:
  - a. All money received and its source.
  - b. All money paid out and for what purpose.
2. Shall pay money out of the treasury only as voted by the club with approval of the leader.
3. Shall report at each meeting the amount received and the bills paid since last meeting, and the balance in the treasury.
4. Must be ready to give itemized account of funds at any time on request of members or leaders.
5. Must have treasurer's report approved and signed by the local leader and an auditor or an auditing committee
6. Shall send an annual financial statement to the County 4-H Educator at the close of the club's year, using the form provided in this document.
7. Shall be responsible for the club funds until a successor is elected.



**REPORT OF "4-H" AFFILIATED ORGANIZATIONS**

Name of club / group / committee: \_\_\_\_\_

Does your group have a tax id number? \_\_\_ yes \_\_\_ no

Does your club use the 4-H Treasurers account book? \_\_\_ yes \_\_\_ no

What is your groups tax id number (EIN): \_\_\_\_\_

**Section I: Checking Accounts**

Does your group have a checking account? \_\_\_ yes \_\_\_ no (If no skip to section II)

Name of institution where checking account is held: \_\_\_\_\_

Account Number: \_\_\_\_\_

Name(s) authorized to sign checks: \_\_\_\_\_

Name of person responsible for balancing checkbook: \_\_\_\_\_

Beginning balance in checking account as of 10/1/ \_\_: \_\_\_\_\_

Total receipts (for the year): \_\_\_\_\_

Total expenditures (for the year): \_\_\_\_\_

Total bank charges paid (for the year): \_\_\_\_\_

Interest earned (for the year if applicable) \_\_\_\_\_

Balance on hand, September 30, 2\_\_\_ \_\_\_\_\_

**Section II: Savings Accounts**

Does your group have a savings account? \_\_\_ yes \_\_\_ no (If no skip to section III)

Name of institution where saving account is located: \_\_\_\_\_

Name on the account: \_\_\_\_\_ Account No.: \_\_\_\_\_

Name(s) of person(s) authorized to withdraw from this account: \_\_\_\_\_

Beginning balance in savings account as of 10/1/ \_\_: \_\_\_\_\_

Total deposits (for the year): \_\_\_\_\_

Total withdrawals ( for the year): \_\_\_\_\_

Total bank charges paid (for the year): \_\_\_\_\_

Total interest earned (for the year) \_\_\_\_\_

Balance on hand, September 30, 2\_\_\_ \_\_\_\_\_

**Section III: Other investments/funds or property owned**

Does your club have any of the following: If yes please list value as of Sept 30, 2\_\_\_.

Money Market: \_\_\_ yes \_\_\_ no \_\_\_\_\_ value

Certificates of Deposit: \_\_\_ yes \_\_\_ no \_\_\_\_\_ value

Property/Other: (please list) \_\_\_\_\_

**Section IV: Sources of Income** Please check all that apply.

- Individual donations
- Club /membership dues \_\_\_\_\_ / member \_\_\_ per month \_\_\_ per year
- Local business donations
- Fundraising Activities

List Fund Raising Activities for 2\_\_\_ and the amount raised:

Event	Amount Raised
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Section V: Expenditures**

Please check all that apply and list the amount financed (or provide a copy of the itemized log).

Event	Amount Financed
<input type="checkbox"/> Vermont Teen Congress scholarships	_____
<input type="checkbox"/> Leader training	_____
<input type="checkbox"/> Project Curriculum	_____
<input type="checkbox"/> Project materials	_____
<input type="checkbox"/> Field trips	_____
<input type="checkbox"/> Guest speakers	_____
<input type="checkbox"/> Community service projects	_____
<input type="checkbox"/> Member scholarships (please list individually)	_____
	_____
	_____
<input type="checkbox"/> Prizes / member recognition	_____
<input type="checkbox"/> Other (please explain)	_____

The information provided on this form is accurate.

\_\_\_\_\_ signature \_\_\_\_\_ date