

Kansas 4-H Club Officer Materials

4-H Treasurer's Record Book

Local Unit

Name of 4-H Club

Name of 4-H Club Treasurer

4-H Year



K-STATE
Research and Extension

Congratulations! Now that your club has elected you as the treasurer, you, and all other officers of your 4-H club are representatives. As a 4-H club officer, you represent not only your club, but also the 4-H program throughout the state. Your skills and abilities, standards and ideals, grooming, speech and even smiles represent Kansas 4-H members. Representing others is one of your most important responsibilities because it exists at all times — not just while you are at 4-H events. **Note: This book includes samples to help you. Familiarize yourself with the whole book before beginning your term as club treasurer.**

4-H Club Treasurer Job Description

You are the keeper of the money for your club. Your job is more than just collecting and spending money for your club. You must also keep an accurate record of all money collected and spent. You must be able to report to the club where the money came from and what it was spent for. As you know money is important to people, therefore it is very important you keep good records of the money you handle.

1. When you become Treasurer you should go to the bank with the Club Leader to update the signature card. Clubs should have 3-4 officers and/or leaders on the signature card, and none of them should be related.
2. Don't spend any money without club approval. A motion to pay a bill should be passed and recorded in the minutes.
3. Write checks for all expenditures. Do not pay bills with cash. Do not do business by online or internet banking. Have a bill and get a receipt.
4. Deposit all money in the bank as soon as possible.
5. Keep club money and your own money separate. Don't use club money for yourself. There may be legal consequences.
6. Club accounts should have two signatures for expenditures (checks or withdrawals).
7. Use this 4-H Treasurer's Record Book - 4-H 474 to keep your records.
8. Keep all bills and receipts, and all other information. When in doubt keep it. You can't keep too much information.
9. Answer all questions truthfully. If you don't know, say you don't know but promise to get them the answer. Then get help from your leader and get the answer.
10. Prepare a budget to guide the club. Communicate to the club its financial position.
11. Provide the following information for the 4-H club "financial review" committee:
 - Club budget
 - Treasurer's ledger report (check register)
 - Financial Institution Statements (bank statements)
 - Cancelled checks and deposit slips (sometimes cancelled checks are part of your statement)
 - Receipts of all income
 - Bills for all expenses
12. Have club "financial review" committee send "Financial Review Report" (Appendix C, pages 29-30) to the county/district K-State Research and Extension office by November 1.

Guidelines for Treasurer

- » Obtain the club funds and records from the previous treasurer after the financial review committee has finished its report. Check to be sure the amount of money you receive agrees with the previous treasurer's report. Do not accept an incomplete record.



Tips for Being a Good Leader

1. Be a team player
2. Be thoughtful of others
3. Be helpful
4. Be a good sport
5. Be reliable and responsible
6. Celebrate others' success
7. Be fair
8. Have fun with 4-H!!!



*The time is always
right to do what is
right.*

*~Martin Luther
King, Jr.*

- » Work with your finance committee and club leader to put together a budget for the year. Use the sample budget sheet on page 9.
- » Discuss with your club leader the possible use of financial software to make your job easier.
- » Put this record book in a 3-ring binder with pockets for bills and receipts to make record-keeping easier. Punch holes in your bank statements and include them in the notebook also.

Meeting preparations

Before each 4-H meeting ...

- » Complete a monthly report (copy page 7) to share with the club.

During the meeting ...

- » Give the treasurer's report. Follow the format on page 8.
- » Present bills received.
- » Be sure the club takes action on all bills presented. After you present a bill during your report, you may move to pay the bill.

After the meeting:

- » Pay all bills approved by the club as soon as you can before the next meeting.
- » Complete monthly record of club finances (starting on page 12). When a bill is paid, write on the bill the date it was paid and the check number. Put copies of paid bills and receipts in the 3-ring binder with your other records.

At the close of the year ...

- » Promptly pay any bills approved at the last 4-H meeting.
- » Complete your last monthly report.
- » Complete the "Yearly Summary of Club Finances" on page 24.
- » Ask the club president to appoint a club Financial Review Committee to check your records. See the

Financial Review Committee job description (Appendix A, page 26). Checking your records is not an indication you have not kept careful records, it is just a safeguard against human error. Give the committee all of your records, including copies of receipts, deposit slips, receipted bills or sales slips, check stubs, cancelled checks and bank statements.

- » The club Financial Review Committee will need a "Financial Review Report" form from Appendix B, on pages 27-28 of this book. They must complete it and return it by Nov. 1 to your county/district K-State Research and Extension office.
- » When the committee has checked your records, give all of your records to the next treasurer. Transfer the bank account by informing the bank who the new treasurer is and have new officers and leaders sign a new signature card. Bring a copy of the minutes of the elections meeting to verify new officers.

Employer Identification Number (EIN)

Every 4-H club must have its own EIN with its checking account. Check with your bank and record it on the "Yearly Summary of Club Finances" page. If your club does not have an EIN, please work with your local extension staff to obtain one. An EIN is necessary for all groups, even though you have no employees. Be sure to keep this number in a safe place to avoid identity theft.

Writing Checks

- » Use ink.
- » Never erase — if you make a mistake, start a new check and write VOID on the old one.
- » Be sure to date the check.
- » Enter the name of the person or store to which the check is written as close to the “Pay to the order of” as possible.
- » Do not leave a space between dollars and cents.
Correct: 10 34/100 Incorrect: 10 34/100
- » Begin at the extreme left in writing the amount. Be sure the written amount agrees with the numeric amount. If a check is for less than \$1, write the word “Only” and then the amount.
- » Sign the check the same way you signed the signature card at the bank.
- » Obtain a second signature from one of the other people who signed the signature card.
- » Know where all checks, bank statements and deposit slips are by storing them together in a secure place.
- » Be sure to add a Memo and, if paying an invoice, include the invoice number.

Sample Check

Clover Clan 4-H Club	Date <u>February 25, 2022</u>	101
Pay to the		
Order of <u>Valley Hardware</u>		\$8.87
<u>Eight and 87/100</u> -----		DOLLARS
Hometown Federal Bank		
	<u>Valerie Guido</u> <u>Terrie Garrison</u>	
MEMO: <u>tools-beekeeping project</u>		

Checking Account Register

- » Write the number of the check and the date it was written in the correct columns.
- » In the “Description of transaction” column, write to whom the check was written.
- » Enter the check amount in the “payment/debit” column and then subtract the amount from the remaining balance above and enter the new balance straight across.
- » “Fee” is a column to list any costs for cashing checks. Subtract this amount from the balance.
- » When a deposit is made, the amount is recorded in the “deposit/credit” column. Add this amount to the balance.

Sample Check Register

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT										
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/ DEBIT		√	FEE	DEPOSIT/ CREDIT		BALANCE	
		Balance Forward							103	64
101	2-25	Valley Hardware - supplies	8	87					94	77
102	3-02	Kansas 4-H Foundation	25	00					69	77
	3-17	Deposit-bake sale					41	25	111	02
103	4-08	Union Grocery Store - snack	16	43					94	59
	5-27	Deposit-fair premium					9	25	103	84
	5-30	Bank charges	4	00					99	84
104	6-10	Hometown Signs - club sign	32	19					67	65

Endorsing checks

An endorsement is a signature.

1. To be cashed, a check must be endorsed
2. The check must be endorsed by whomever the check is made payable to.
3. All endorsements are made on the back of the check, where designated.
4. Endorse checks immediately, using a restrictive endorsement including the club name and the treasurer’s name, and the words “For Deposit Only.”

Example:

Clover Clan 4-H Club
 Christopher McAdams
 For Deposit Only

Monthly Treasurer's Report

Fill this out before each monthly club meeting.

_____ (Month) _____ (Treasurer's Name)

Beginning balance: \$ _____

Money received:

\$ _____ from: _____

\$ _____ from: _____

\$ _____ from: _____

Total received: \$ _____

Expenses:

\$ _____ to: _____

for: _____

\$ _____ to: _____

for: _____

\$ _____ to: _____

for: _____

Total expenses: \$ _____

Closing Balance: \$ _____

Signed _____

(Treasurer)

When you make your report:

Begin with the previous balance. "The beginning balance was \$ _____."

State all income and where it came from. "Income was \$ _____ from _____ and \$ _____ from _____, for a total income of \$ _____."

State all expenses paid. "Expenses were \$ _____ for _____ and \$ _____ for _____, for a total of \$ _____."

Finish with the ending balance. "The closing balance is \$ _____." (This is the actual balance you have on your records and in the bank.)

Present any outstanding bills for payment. "We have a bill from _____ (store) for \$ _____ (amount) for _____ (what it was for)." Have club members pass a motion to approve payment before you pay the bill.

Rod Buchele, Extension Specialist, 4-H Youth Development, SW Area, 2004.

Your 4-H Club's Yearly Budget

A tentative budget should be set by the Financial Review Committee or by the officers and leaders at the beginning of the 4-H year, or as soon as possible after a new club is organized. The tentative budget should be presented to the club at the first possible meeting, discussed and approved. Depending on your club's needs, you can use this form or make your own as long as you remember to keep a copy to turn in with your Treasurer's Record Book.

_____ Budget
(Year)

Receipts

(List fund-raising event plans, approximate date of event and estimated profit.)

	Event	Date	Estimated Profit
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
Total *	\$ _____		

Expenses

(Include items such as: trips to camp, Discovery Days, leader's conference or training, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, Kansas 4-H Foundation donations, etc.)

	Need	Date	Estimated Expense
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
6.	_____	_____	\$ _____
7.	_____	_____	\$ _____
8.	_____	_____	\$ _____
9.	_____	_____	\$ _____
10.	_____	_____	\$ _____
11.	_____	_____	\$ _____
12.	_____	_____	\$ _____
Total *	\$ _____		

*Total estimated receipts should equal total estimated expenses to achieve a balanced budget.

Practice for Treasurers

Make copies of pages 11 and 12 of this book to practice using checks, deposit slips, the checking account register and the Record of Club Finances. Make up your own problems like the ones below for additional practice.

Problem:

The club has agreed to pay a bill to the Sunshine Grocer Store for six dollars and fifty cents for materials for a bake sale. Fill out the check and checking account register.

Problem:

The club collected \$52.60 last Saturday at their bake sale fund-raiser. You will need to deposit the money in the bank. There is a \$20 bill, a \$10 bill, two \$5 bills, two checks for \$5 each, eight quarters, four dimes and four nickels. What will you need to do to deposit this money? Fill out the deposit slip correctly. Also fill out the checking account register to show you made the deposit.

Problem:

Fill out a "Record of Club Finances" on page 11 based upon the following information:

On Oct. 1, the Clover Clan 4-H Club had a balance on hand of \$117.19. The club participated in the county 4-H carnival by building and operating a ring-toss booth. Members' families donated most of the material for the booth. However, on Oct. 10 poster paper was purchased for the booth from Harper's Drug Store at a cost of \$5.52, and glue and staples costing \$7.03 were purchased from Morgan's Hardware on Oct. 11. The carnival was Oct. 12, and the Clover Clan's ring-toss booth brought in \$55.

At the Oct. 22 council meeting, 4-H T-shirts that were left from the last T-shirt sale were offered for sale and two were sold. This added \$12.06 to the club treasury.

The treasurer wrote checks Oct. 5 for bills that were approved by the club at the September meeting.

- (1) Check #506 for \$10 donation to Muscular Dystrophy Association
- (2) Check #507 for \$8.53 bill to Ace Video Rental for rental of the video for the September meeting

The treasurer received the monthly bank statement on Oct. 17. Balance on the bank statement was \$152.67. The checks to Morgan's Hardware and Ace Video Rental had not been cashed at the time of the statement.

The bank statement did not have the \$12.06 deposit for the T-shirts recorded.

There was a \$4 service charge for the month.

Clover Clan 4-H Club	Date _____	101
Pay to the		
Order of _____		\$ _____
		DOLLARS
Hometown Federal Bank		
MEMO: _____		

EXAMPLE	-----DEPOSIT TICKET-----	
Clover Clan 4-H Club		
DATE _____		

Hometown Federal Bank		
073000228 733440 804 0900		
	LIST ITEMS SINGLY	
		CURRENCY
		COIN
		TOTAL FROM OTHER SIDE
		TOTAL
		LESS CASH RECEIVED
		TOTAL

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT										
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/ DEBIT		√	FEE	DEPOSIT/ CREDIT		BALANCE	
	5-30	Bank charges	4	00					99	90
104	6-10	Hometown Signs - club sign	32	19					67	71

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____
 (Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____
 (Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____
 (Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____
 (Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____
 (Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____
 (Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____
 (Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____
 (Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____

(Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Record of Club Finances

Money received in _____ Balance on hand \$ _____
 (Month)

Date	List all items separately. Show source of money received.	Amount
Total Receipts		\$

Money paid out in _____
 (Month)

Date	Check #	List all items separately. Show money paid out.	Amount
Total Expenses			\$

Balance on bank statement \$ _____
 Plus deposits not listed \$ _____
 Subtotal \$ _____
 List outstanding checks

 Less outstanding checks \$ _____
 Balance forward* \$ _____

Balance on hand \$ _____
 Plus money received \$ _____
 Subtotal \$ _____
 Less money paid out \$ _____
 Subtotal \$ _____
 Less bank charges \$ _____
 Balance forward* \$ _____
 (Write this figure in balance on hand for next month.)

*NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.

Yearly Summary of Club Finances

To better plan your budget, use this worksheet to compare the projected budget from the last club year with the actual profits and expenses from this club year.

Receipts

Balance carried forward from previous year: \$ _____

Event	Budgeted Receipts	Actual Receipts
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
Total	\$ _____	\$ _____

Expenses

Expense	Budgeted Expenses	Actual Expenses
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____
8. _____	\$ _____	\$ _____
9. _____	\$ _____	\$ _____
10. _____	\$ _____	\$ _____
11. _____	\$ _____	\$ _____
12. _____	\$ _____	\$ _____
Total	\$ _____	\$ _____

Balance on last bank statement	\$ _____
Plus deposits not listed on statement	+ \$ _____
Subtotal	= \$ _____
List outstanding checks: _____ _____	
Less outstanding checks	- \$ _____
Balance*	= \$ _____

Beginning balance from last month's report	\$ _____
Total receipts	+ \$ _____
Subtotal	= \$ _____
Less total expenses	- \$ _____
Subtotal	= \$ _____
Less bank charges	- \$ _____
Balance*	= \$ _____

*These balances should be in agreement and is the balance to use as the new club year's first monthly treasurer's report beginning balance.

What Leadership Means to the Treasurer

To be a good leader in any group, especially one that is as diverse as a modern 4-H club, consider these tips*:

Club members want:

1. To feel like they belong.
 - To help with planning.
 - To help make the rules.
 - To know what is expected.
 - To have responsibilities.
 - To see goals being accomplished.
 - To trust the leaders, officers, and other members of the group.
2. To gain your club's trust:
 - Accept others for who they are.
 - Only speak for yourself.
 - Avoid put-downs at all times.
 - Be responsible with all your tasks.
 - Expect unfinished business and deal with it without negativity.
 - Don't judge anyone for what he or she may or may not do.
3. Avoid these behaviors that block club development:
 - Not listening.
 - Disorganization.
 - No goals or objectives.
 - Impatience.
 - Using words that some group members may not understand.
 - No agenda or meeting plan.
 - Being pushy.
 - Offensive humor.

As the treasurer, you will be required to figure and keep a budget, manage the club's finances and keep all the club's financial records secure from potential identity theft or fraud. The younger members of your club will look up to you, and the leaders and parents will expect you to set a good example. Your extension agent will soon be seeking out volunteers for county/district committees and council officers. Take this responsibility seriously and use your head, heart, hands, and health to lead this generation of 4-H'ers to make the best better.

To lead means a variety of things to different people. When you state the 4-H Pledge at the beginning of each meeting, you pledge to help your club by doing your personal best. When your club chose you to be the treasurer, you accepted an important role in helping your fellow club members fulfill their pledge.

**Walker, K., Phillips, M., McAdoo, S., et al. (1999). LEADS Curriculum Notebook. Kansas State University Agricultural Experiment Station and Cooperative Extension Service.*



The 4-H Pledge

*I Pledge my Head
to clearer thinking,*

*my Heart
to greater loyalty,*

*my Hands
to larger service,*

*and my Health
to better living,*

*For my club,
my community,
my country,
and my world.*

Financial Review Committee Responsibilities for 4-H Club/Group and Other Extension Affiliated Accounts

Kansas Extension law, as well as federal and state expectations for use of all funds generated in support of Extension programs, require the Director of Extension and Extension Board/District Governing Body to be accountable for all funds generated for Extension programs within their jurisdiction. In other words, the Director of Extension and the Extension Board/Governing Body are accountable for funds raised and/or collected by such groups as 4-H Clubs, 4-H Groups, 4-H Councils, Master Gardeners, etc. In order for the local extension unit to ensure compliance with financial requirements for 4-H Clubs/Groups and other Extension affiliated groups, a yearly financial review of those accounts is to be conducted by a Financial Review Committee. Approval of the reports should be documented by the local unit Board/Governing Body recording in their minutes a motion to approve the reports, including in the minutes the name of each 4-H club/group and other Extension affiliated groups. This review and board approval is required of all 4-H clubs/groups and other Extension affiliated groups.

Of most importance are the following principles:

- Each 4-H Club/Group or other Extension affiliated group bank account should have two signatures for checks.
- An annual financial report (KSU 4-3) must be filed with the Extension Council/District Board. A suggested deadline is November 1
- The local extension board should note in their minutes the receipt and approval of reviews, including the name of the club/group.
- All 4-H clubs/groups and other Extension affiliated groups with financial accounts must have their own employer identification number (EIN) from the Internal Revenue Service. **The Extension Council/District or 4-H Council numbers are specific and not permitted to be used by any other group.** Personal social security numbers may not be used for these groups.
- Use the 4-H Club Treasurer Job Description (KSU 4-4) in 4-H officer training.

The financial review process helps model lessons of accountability, the importance of keeping good records, and assures we are in compliance with state and federal expectations, as well as IRS requirements, for use of funds generated to support Extension programs.

Each year a financial review committee for other Extension affiliated groups, consists of at least three adults; *for 4-H Club financial reviews of treasurer books*, it is recommended two adults and two 4-H members to demonstrate youth-adult partnerships. **Committee members may not be signatories on the group or club's financial account(s) or have familial or financial relationships to the treasurer.** In the event you do not have enough members to make up a review committee or you are unable to do so because of familial or financial relationships to the treasurer, you could consider asking a neighboring club or non-member individuals to help complete the review.

The financial review committee should be concerned with the following objectives:

- Verification that established policies, procedures and internal controls are being followed in the daily operation of the program.
- Verification that accounting records and financial statements are accurate and complete.
- Verification that "Principles of Managing Funds for Extension Affiliated Groups" are being followed.

The financial review committee should make comments and recommendations regarding the financial records and procedures for the 4-H club/group and other Extension affiliated group. All areas of non-compliance (no matter how small) should be summarized by the financial review committee and brought to the attention of aforementioned groups and included in the financial report. The financial report is a permanent part of the financial records of the aforementioned groups and a copy should be kept with their records.

Resources:

Principles of Managing Funds for Extension Affiliated Groups

Tax Issues for Local Extension Offices

4-H Club/Group/Extension Affiliated Group Financial Review Checklist (KSU 4-2)

4-H Club/Extension Affiliated Group Annual Financial Report (KSU 4-3)

4-H Club Treasurer Job Description (KSU 4-4)

KSU 4-1 (December 2023)

4-H Club/Extension Group Financial Review Checklist

(page 1 of 2)

To better help 4-H Clubs and other Extension affiliated groups prepare for their annual financial review, a checklist has been developed to help guide you through this process. Your review process will be successful, if you address each of the following steps:

- _____ 1. **Financial Review Committee has set their meeting date well in advance of the November 1 due date to properly complete the Annual Financial Report.**

- _____ 2. The Financial Review Committee membership consists of:
 - for other Extension affiliated groups, at least three adults
 - for 4-H Club financial reviews of treasurer books, it is recommended two adults and two 4-H members to demonstrate youth-adult partnerships

Committee members may not be signatories on the group or clubs financial accounts, or have familial or financial relationships to the treasurer. If you do not have enough members to make up a review committee or you are unable to do so because of familial or financial relationships to the treasurer, you could consider asking a neighboring club or non-member individuals to help complete the review.

- _____ 3. The following Financial Review Information has been compiled for the review:
 - _____ Bank Account Number(s) for all financial accounts in the club or group's name and the names of all persons on the account(s).
 - _____ Club or Group FEIN (Federal Employer Identification Number) from the IRS (your local Extension Office will have this information if you cannot find it).
 - _____ Club or Group Budget and any addendum showing anticipated income and expenses for the year being reviewed.
 - _____ Bills for all Expenses and Receipts for all Income.
 - _____ All bank account statements and information beginning October 1, and ending September 30, showing all cancelled checks and deposits.
 - _____ Check register showing all checks issued, indicating any voided checks.
 - _____ Completed Treasurer's Book (your local Extension Office has extra copies if you need one) provided from the Treasurer.
 - _____ Copies of meeting minutes showing treasurer's reports or other club financial report.

- _____ 4. When performing the Financial Review the committee should consider the following procedures:
 - _____ Check each month's reconciled bank statement and canceled checks. Make sure that the check register postings are current and complete.
 - _____ Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
 - _____ Total all funds received. Verify the cash receipts were written and that funds received were listed on the check register or ledger report.
 - _____ Total all deposits made to the bank account(s). This total should equal the total of all funds received.
 - _____ Total all expenditures. Verify that a written bill(or store receipt) is on file for each expenditure. Verify that all expenditures were paid by check, not cash. Review all checks for at least two (2) signatures.
 - _____ Examine the Annual Financial Report and/or the yearly summary of club expenses (see page 24 of the "The 4-H Treasurer's Record Book" 4H474 revised July 2024).

continued on next page

Appendix B, cont.

- _____ The treasurer's total balance at the beginning of the year, plus all fund received, minus all expenditures, must equal the treasurer's total balance at the end of the year.
- _____ Examine club minutes for monthly financial reports and club approval of all expenditures.
- _____ Examine the club inventory sheet (if one is available) and make sure that a letter or receipt is on file for each item, documenting donor and value.
- _____ Note up to five major financial events or activities of the club/group. Make sure the Income and Expense is listed for each. Some events may only involve income, some expense, and some both.
- _____ Note any unusual expenses or income.
- _____ Note any conditions or concerns after reviewing the club's financial records.
- _____ Note any recommendations upon finishing the review, passing these on to the club Treasurer for adjustment as needed.

_____ **5. The 4-H Club/Group or other Extension Affiliated Group Annual Financial Review Report form is completed and returned** to your local Extension Office by **November 1**.

Keep a copy of your completed Report with your club's financial records.

4-H Clubs/Groups not listed in the 4-H departmental database and not undergoing an annual financial review by the local extension board — or any other account not in compliance with this principle:

- will not be considered a formally authorized club/group/affiliate
- will not be considered a charitable organization according to the IRS
- cannot accept donations as tax-deductible
- will be subject to reconsideration of the privilege of using the 4-H name and emblem as decided by the State 4-H Program Leader
- will be responsible for registering and reporting as specified by the IRS as a "for-profit" business, subject to all associated tax filing and reporting responsibilities

_____ **6. The local extension unit board should approve the review form and note in the minutes the name of the club/group of each approved financial review report.**

If you have questions or concerns regarding the annual financial review process feel free to contact:

Name: _____

Contact Information: _____

This document was adapted from a form developed by the Meadowlark Extension District.

KSU 4-2 (December 2023)

Annual Financial Report 4-H Club/Group or Other Extension Affiliated Group

to be completed by the Financial Review Committee

Name of club or affiliated group _____ Unit Name _____

Financial Review Date _____

Each year a financial review committee for other Extension affiliated groups, consists of at least three adults; for 4-H Club financial reviews of treasurer books, it is recommended two adults and two 4-H members to demonstrate youth-adult partnerships. **Committee members may not be signatories on the group or club's financial account(s) or have familial or financial relationships to the treasurer.** In the event you do not have enough members to make up a review committee or you are unable to do so because of familial or financial relationships to the treasurer, you could consider asking a neighboring club or non-member individuals to help complete the review.

Type of Account: Checking, Savings, CD	Account Number	Bank Name and location	Beginning Balance October 1	Ending Balance September 30
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please list the organization's employer identification number or **IRS Tax ID#** or **FEIN** _____

The bank records are in the possession of: _____

All persons authorized to sign on the club or affiliated group financial account(s) _____

_____ Check here to indication **NO EXTENSION EMPLOYEES** are authorized to sign for this/these account(s).

List at least the five major financial events or activities of your club or group from the past year. Please include the income and expense from each of these events. **NOTE:** There may only be **INCOME** or **EXPENSE**, simply list a zero as it applies.

EVENT or ACTIVITY	INCOME	EXPENSE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

List any expenses or income that looks unusual:

1. _____

2. _____

continued on next page

Appendix C, cont.

This certifies that the financial review committee has reviewed the record keeping and financial balances and finds that they (Please check one as it applies):

- _____ Are in Order (Complete back side of form and return to your local Extension Office)
- _____ Will Be in Order upon implementation of the recommendations listed below. (List below, complete back side of the form and return the form to your local Extension Office for further instructions or comments by the date due.)
- _____ Require further review and action (Further review and actions should be done within 30 days of the original financial review if possible. Recommendations should be included on this form — use additional paper if needed. A written follow up must be submitted to your local Extension Office of any actions taken. Submit this form by the date due without signatures.)

The Club or Other Affiliated Financial Review Committee found the following conditions or concerns in the financial records (attach additional paper if necessary):

The Club or Other Affiliated Financial Review Committee makes the following recommendations (attach additional paper if necessary):

We have examined the treasury records of the club or affiliated group and believe all expenses and incomes to be accurate.

	Name* (please print)	Signature	Date
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**By signing I verify that I am not a family member of the treasurer of this account(s), am not personally a signatory on the account(s), and have adhered to all the guidelines established for a Financial Review Committee member.*

PLEASE KEEP A COPY OF THIS REPORT FOR YOUR CLUB'S FINANCIAL RECORDS

EXTENSION OFFICE USE BELOW

Date First Received In Office _____ Reviewed/Received By _____

_____ 1. All submitted information appears to be in order. No follow up information or actions are needed.

_____ 2. Corrections or additional information is needed as indicated: _____

Date approval was in Extension Council minutes _____

This document was adapted from a form by the Meadowlark Extension District.

KSU 4-3 (December 2023)

Revised by Beth Hinshaw, 4-H Youth Development Specialist, and Amy Sollock, former 4-H Youth Development Specialist

This publication originally adapted by:

Katherine Kramer
4-H Youth Development Intern

James P. Adams
Associate Professor,
4-H Youth Development

Reviewed by:

Diane Mack
Extension Specialist,
4-H Youth Development

Beth Hinshaw
Extension Specialist,
4-H Youth Development

Rod Buchele
Extension Specialist,
4-H Youth Development

from a set of officer training materials produced by the Cooperative Extension Service, Iowa State University, Ames, Iowa.

Brand names appearing in this publication are for product identification purposes only. No endorsement is intended, nor is criticism implied of similar products not mentioned.

Publications from Kansas State University are available at bookstore.ksre.ksu.edu.

Date shown is that of publication or last revision. Contents of this publication may be freely reproduced for educational purposes.

All other rights reserved. In each case, credit Beth Hinshaw, *The 4-H Treasurer's Record Book*, Kansas State University, July 2024.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

4H474 Rev.

July 2024

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of K-State Research and Extension, Kansas State University, County Extension Councils, Extension Districts.
