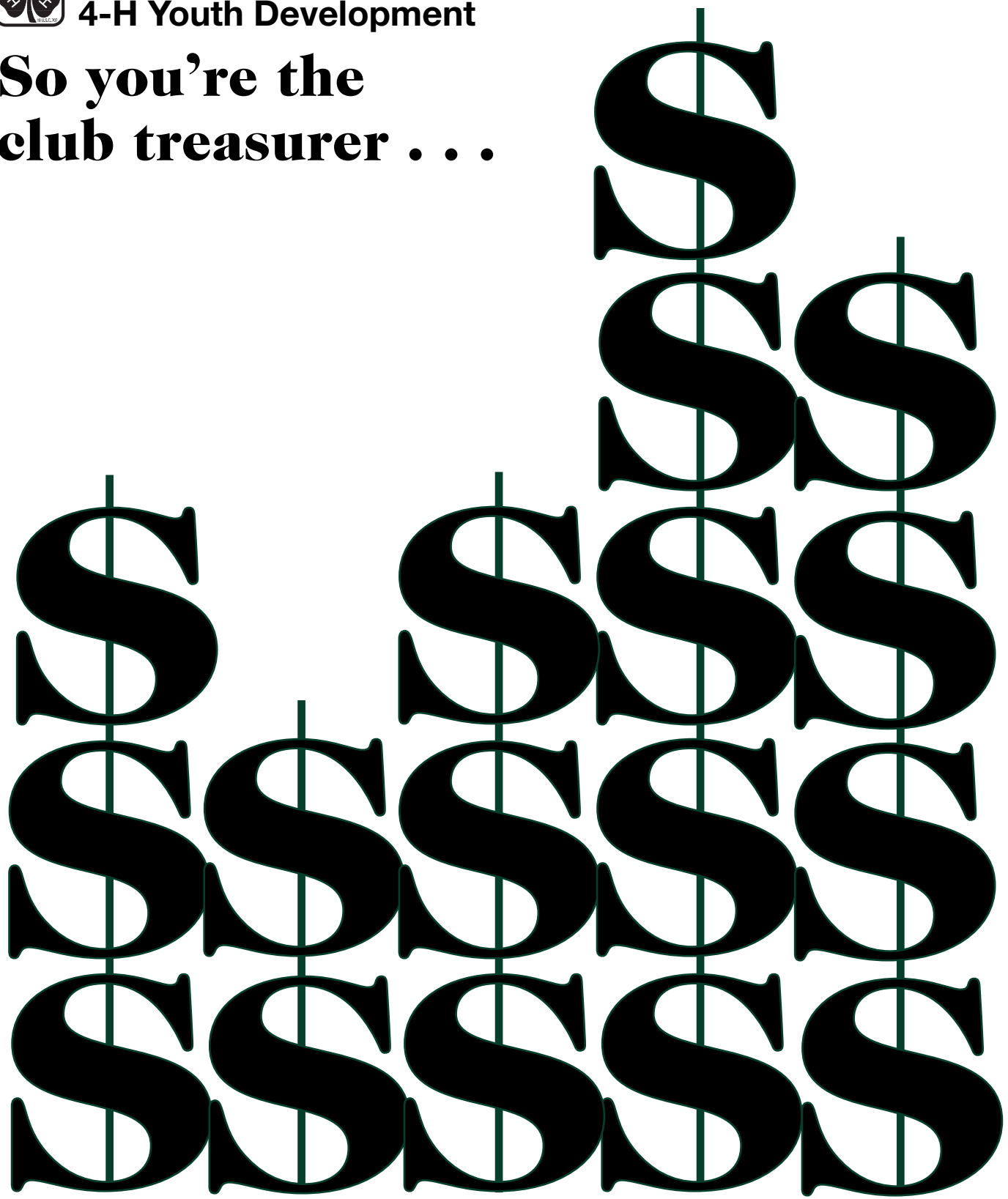




4-H Youth Development

**So you're the
club treasurer . . .**



IOWA STATE UNIVERSITY
University Extension

You, and all 4-H officers, are representatives. You represent not only the local group, but the whole 4-H program. Your skills and abilities, standards and ideals, grooming, speech, and even smiles represent all Iowa 4-H'ers. Representing others is one of your most important responsibilities because it exists at all times—not just while you are at 4-H meetings. Those who are not acquainted with 4-H judge it by its officers.

For additional guidelines, review the last section of this pamphlet with your leader and your parent or guardian.

Checklist for treasurers

- ☐ I will inform the bank in which my group's funds are deposited that I am the new treasurer, and will sign the appropriate forms so I can write checks.
- ☐ I will handle all money matters of the group.
- ☐ I will keep an accurate record in the treasurer's book of how all money is used.
- ☐ I will deposit all funds in the bank as soon as possible.
- ☐ I will pay all bills promptly as directed by the group and approved by the president.
- ☐ I will prepare a summary of income and expenses to present at each meeting. I also will report the current balance.
- ☐ I will complete the financial summary report in the treasurer's book at the end of the year.


Guidelines for treasurers

Checks

When writing checks . . .

1. Use ink.
2. Never erase—if you make a mistake, start a new check.
3. Be sure to put the date on the check when you write it.
4. Write the name of the person or business to whom the check is written as close to the “pay to the order of” as possible.
5. Write the amount as close to the dollar sign as possible. Do not leave a space between dollars and cents.
Correct
 $10\frac{34}{100}$
Incorrect
 $10 \text{ } ^{34}/_{100}$
6. Begin at the extreme left to write the amount out in words. Be sure the written amount agrees with the numeric amount. If a check is for less than one dollar, write the word “Only” followed by the amount.
7. Write on the “Purpose” line what the check is for.
8. Sign the check with your authorized signature, the same way you signed the signature card at the bank. If your club/group requires a second signature on the check, have that person sign below your signature.

This check example was written to Fairway Grocery for \$10.34 for food for family fun night.

 Clover Clan 4-H Group		May 24 20 05 1152	
		33-22/730	
PAY TO THE ORDER OF	Fairway Grocery		\$10³⁴/₁₀₀
	Ten and ³⁴/₁₀₀		DOLLARS
Home Town Trust & Savings Bank			
PURPOSE	food		Sam Bates
⑆ 073000228⑆ 733440		804⑈ 1152	

Checking account record

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE		
1152	5/24	Fairway - food for family night	\$ 10 34				\$	27 76	
	5/27	Contributions				4 56		17 42	
								21 98	

- Write the number of the check and the date it was written in the appropriate column.
- In the "description of transaction" column, write to whom the check was written and what it was for.
- Write the check amount in the "payment/debit" column, then subtract the amount from the remaining balance above, and enter the new balance straight across, on the same line as the amount of the check.
- The \checkmark_T column may be used at the end of each month when the bank statement is sent to a club/group leader by the bank. This space may be used to \checkmark off the checks that have been cashed to date from the account.
- "Fee (if any)" is a column to list any costs for cashing checks. The fee amount would then need to be subtracted from the balance if it was not part of the total amount of the check.
- When a deposit is made into the checking account, the amount is recorded in the "deposit/credit" column. The amount needs to be added to the above balance and recorded straight across, on the same line as the amount of the deposit.

The checking account record example shows on May 24 check number 1152 was written to Fairway for \$10.34. On May 27 a deposit of contributions was made in the checking account for \$4.56.

Endorsing checks

- To cash a check that your group has received, it must be endorsed, unless it is made out to "cash" or "bearer"; then no endorsement is necessary.
- The check must be endorsed by whomever the check is made payable to. An endorsement is a signature and may include special instructions.
- All endorsements are made on the back of the check above the printed line.
- Do not endorse checks before you plan to cash them because, if they were lost, anyone could cash an endorsed check. Endorse the check just at the time you want to cash it, not before.
- A special endorsement is written: Pay to the order of _____ and then signed. Now that person can cash the check.
- A restrictive endorsement means that you endorse the check for a specific purpose. It can be deposited only into your account. It's especially advisable to use this endorsement when depositing by mail.

Pay to the order of
Betty Green

Sam Bates

For deposit only
Sam Bates

Deposit slips

DEPOSIT TICKET

Clover Clan 4-H Group

DATE May 27 20 05

This deposit is accepted subject to verification and to our rules and regulations

Home Town
Trust & Savings Bank

⑆073000228⑆ 73344 804⑈ 0900

	DOLLARS	CENTS
CURRENCY	2	00
COIN	1	31
CHECKS	1	25
TOTAL FROM OTHER SIDE		
TOTAL	4	56
LESS CASH RECEIVED		
TOTAL	4	56

33-22/730

IF MORE THAN 2 ITEMS LIST ON REVERSE SIDE

TOTAL ITEMS

1 AMERICAN CREDIT

1. Date the deposit slip.
2. When depositing cash only, fill in the amount of currency (bills), the amount in coins, and the total.
3. When depositing only checks, draw a line through the currency and coins rows, list each check and the amount in the check rows, and put the total of all checks in the "total" space.
4. When depositing both cash and checks, list both on a deposit slip, or use a separate deposit slip for each.
5. When you wish to deposit only part of your checks or cash, put the total amount in the total column, put the amount you wish to keep in the "less cash received" column, and put the total "net deposit" in the proper space.
6. All deposits need to be recorded in the checking account record.

The deposit slip example shows that a May 27 deposit was made. There was a check for \$1.25, two one-dollar bills, and \$1.31 in coins. The total deposit was \$4.56.

Treasurers, use the check below for practice

Writing checks is one of the important jobs you will do as treasurer. The club has agreed to pay a bill to the

Sunshine Grocery Store for \$6.50. Please fill out the check and checking account record.

Clover Clan 4-H Group

_____ 20 _____ 1152

33-22/730

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

Home Town
Trust & Savings Bank

PURPOSE _____

⑆073000228⑆ 733440 804⑈ 1152

The club collected \$52.60 last Saturday at their car wash. You will need to deposit the money in the bank. There is a twenty-dollar bill, a ten-dollar bill, two five-dollar bills, two checks for \$5.00 each, eight quarters,

four dimes, and four nickels. What will you need to do to deposit this money? Fill out the deposit ticket correctly. Also fill out the checking account record to show that you made the deposit and wrote the check.

DEPOSIT TICKET

Clover Clan 4-H Group

DATE _____ 20 ____

Home Town Trust & Savings Bank

⑆073000228⑆ 73344 804⑈ 0900

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS		
TOTAL FROM OTHER SIDE		
TOTAL		
LESS CASH RECEIVED		
TOTAL		

33-22/730

IF MORE THAN 2 ITEMS LIST ON REVERSE SIDE.

TOTAL ITEMS

This deposit is accepted subject to verification and to our rules and regulations

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT/CREDIT (+)	BALANCE		
			\$		\$	\$	\$ 21 98		

Practice completing your treasurer's book

Use the sample sheet from the treasurer's book (see pages 6 and 7) to do the following problem.

- Balance--\$45.58 (\$30.30 in checking and \$15.28 in cash).
- 4/2--Paid the Red Owl Super Value for cookies and milk--\$6.32 by check.
- 10/15--Received a check from fair for booth \$6.00.
- 12/16--Received cash donations of \$36.00.
- 12/8--Paid the Extension Office for publications--\$7.00 by check.
- 12/10--Items on bank statement:
Charge for 200 checks--\$2.36
Service charge--\$0.37

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 in Column 9. (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

Date	Item	Checking			Petty Cash			Balance All Funds
		Check#/Deposit #	Amount	Balance	Deposit/Withdraw	Amount	Balance	
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9
	Beginning Balance	XXXX	XXXX	\$20.00	XXXX	XXXX	\$5.00	\$25.00
1/5/05	Contributions from 10 members				Deposit	\$2.50	\$7.50	\$27.50
1/7/05	Refreshments for mtg. from Foodland	101 Ck	\$5.00	\$15.00				\$22.50
1/23/05	4-H'ers for 4-H Program Donation	102 Ck	\$5.00	\$10.00				\$17.50
1/24/05	Transfer from Petty Cash to Checking				Withdrawal	\$5.00	\$2.50	\$12.50
1/24/05	Transfer to Checking	Dep. 1	\$5.00	\$15.00				\$17.50

Note: Column 5: The last balance recorded should agree with the balance in your checkbook 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.

Practice page

Receipts and expenses for year

[illegible]

Financial Guidelines for Iowa 4-H Clubs and Groups

General Guidelines for 4-H Treasurers

1. All 4-H clubs should establish a checking account at a public financial institution. 4-H clubs also need to obtain an Employer Identification Number (EIN) from the Internal Revenue Service. This number will need to be reported to your bank. While 4-H clubs are exempt from payment of income tax, the IRS may require 4-H clubs to file annual information returns. Contact your county extension office for current procedures on obtaining an EIN or filing of information returns. With limited exceptions, 4-H clubs are not exempt from payment of Iowa sales tax on purchases.
2. The club treasurer must use the Treasurer's 4-H Record Book (4H-21) or similar record to show cash received; where the money came from; and payments made, complete with check number, date, and purpose. For the treasurer's protection, copies of these checks are to be recorded and maintained.
3. Any payment should be in response to a formal written bill or invoice. The itemized invoice, clearly stating what was billed, with the check number and date of the check on it, will become a permanent part of the treasurer's records. This practice is important to protect the treasurer's reputation in a dispute. Expenditures as payments should be made only after approval by the club at a meeting. The approval should be recorded in the secretary's minutes.
4. Clubs should prepare a budget for the year. A budget is a written plan for raising and spending money for a set period of time, usually one year. When the budget is approved by the members of the club, it's not necessary to seek approval for payment of items included in the budget. If a club doesn't have a budget or items arise that are not part of the budget, each item needs to be presented to the members for approval before payment. All payments should be made by check to ensure accountability.

This accomplishes two things. First, all expenditures of club funds are made with the full approval of the club. Second, this is a way for all the club members to learn how money flows in and out of their organization.
5. All money received should be acknowledged with a written receipt, preferably pre-numbered. The receipt should include the source of funds (car wash, food stand sales, etc.), the date, and if possible, the name of the person making the payments. These receipts are the backup documentation for any deposits made. The receipts should become a permanent part of the club records.
6. Each club should require at least two adult volunteer names and the youth treasurer name to be on the account at the bank (with neither adult leader being the parent/guardian of the treasurer). It is recommended that two signatures be required on each check issued.
7. All fund-raising activities should have prior review from the county extension education director.

All money raised using the 4-H name must be used only for 4-H activities. Because these funds belong to a club that is publicly accountable, the funds must not be used in any way to enrich individuals. This means that money may not be given out to individual club members or others, but must be used to pay for educational programs, activities, workshops, or 4-H club supplies. It is permissible to pay part of registration fees for club members to attend 4-H activities, such as 4-H camps and conferences, when those expenditures have been approved by the club.

8. Noncash donations to clubs (consumable donations of supplies or miscellaneous items) should be acknowledged in writing to the donor, specifying what was received (two cases pop, six potted one-gallon shrubs, etc.). A copy of the written acknowledgment must be kept in the club treasurer's records.

Nonconsumable donations, such as equipment or animals, should be accepted only if the club is prepared to accept the responsibilities of ownership, including care, maintenance, and insurance. Written acknowledgment should be sent to the donor and a copy must be kept in the club treasurer's records.

Donors cannot specify the individual recipient of cash or noncash donations. Clubs should not feel compelled to accept noncash gifts. Contact the county extension education director whenever the club has questions about the appropriate action related to accepting and managing any donation.

9. The treasurer should prepare a monthly financial report for the club, listing expenses paid, bills to be paid, income received, and balance in the club account(s). The treasurer should prepare an end of the year annual financial report for the club audit committee. Each 4-H club shall prepare and keep on file a record of its financial transactions, and file all necessary county, state, and federal forms.
10. Any 4-H club that disbands must turn over any remaining funds in club accounts to the ISU Extension county office. All property belonging to the club shall be disbursed in the same manner. Club members may request that the money be used for a specific 4-H program within the club, county, or state. This request will be acted upon by the county extension director at the time the club is dissolved.

If a club divides itself, creating more than one recognized and properly chartered club, the funds from the original club shall be evenly disbursed, based on membership in each club.

Revised by Mitchell Hoyer, Iowa State University Extension 4-H youth development program coordinator from materials originally prepared by Don Goering, former ISU Extension 4-H youth development specialist.

... and justice for all

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Many materials can be made available in alternative formats for ADA clients. To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964. Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Jack M. Payne, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.