

# 4-H Treasurer's Manual

UNIVERSITY OF CALIFORNIA



CITIZENSHIP

LEADERSHIP

LIFE SKILLS

**4-H**  
**Youth**  
DEVELOPMENT  
**PROGRAM**

4H1035  
Revised  
August 2008



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## **Mission:**

*The University  
of California  
4-H Youth  
Development  
Program  
engages youth  
in reaching  
their fullest  
potential while  
advancing the  
field of youth  
development.*



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*The University of California*  
*4-H Youth Development Program (YDP)*

# 4-H Treasurer's Manual

## To the 4-H Treasurer:

You have been given an important job — handling your 4-H club's money. You'll be expected to:

- Work with your 4-H club to make a prediction of how much money your club will earn this year.
- Receive all money for the 4-H club.
- Keep a record of all money received in the treasurer's book.
- Deposit the money to the 4-H club bank account as soon as possible.
- Pay for things the 4-H club has approved.
- Report at the monthly 4-H club meeting about the money. Tell how your 4-H club earned money and how it was spent.
- Provide reporting to your 4-H club, council, and the county 4-H Youth Development Program (YDP) staff on the annual peer review and other accounting on your club.
- Attend county training sessions.
- Complete all tasks outlined in the *4-H Member Treasurer's Checklist* pages 27 and 28.

The purpose of this manual is to show you how to do your job. Whether you are the

first treasurer for your club or taking over from someone else, these instructions will help you be successful in your new job.

To do your job, you will need to know how to:

- Write a budget.
- Receive money.
- Write a check.
- Balance a bank statement.
- Give reports.
- Prepare for the annual peer review.

You will learn a method of recording and paying for things, so anyone in your 4-H club will be able to understand what you are doing and be confident with your work.

Section 1 will prepare you for the year. Here you will put together a recording system and set-up your bank account.

In Section 2, you will prepare a budget.

Section 3 shows you how to receive money, and Section 4 shows you how to spend it.

Section 5 teaches you the reporting you will need to do, monthly and annually.

Section 6 will show you how to close your records for the year and prepare for a peer review.

The skills you will learn as a treasurer will help you throughout your life, both at home and work. If you enjoy your experience, you may begin to consider a career in business, accounting, finance, or investing.

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# SECTION 1: FRAMEWORK

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## Section 1: Framework

### What you will do in this section:

- Get your 4-H club's Employer Identification Number (EIN) from your 4-H YDP staff.
- Set-up a 4-H club banking account.
- Learn how to keep your 4-H club and project ledgers (financial recordkeeping).

When you begin, you may be the first treasurer of your club or one of many before you. If you are the first, your club will need to get a bank account. To open a bank account, you need to get an Employer Identification Number (EIN) from 4-H YDP staff.

If you are taking over from a previous treasurer, you will need to (1) change the signature cards at the bank, (2) review the last year's club treasurer's records, and (3) meet with the former treasurer to collect records and review procedures.

If there is not a treasurer in your 4-H club, meet a treasurer from another 4-H club in your county, and find out how their bookkeeping records were kept.

### Preparing Your Recording System

You can use any sort of system that works best for you: paper, Excel, Word, Quicken®, etc. Be consistent and use the same system all year. No matter what system you use, consider using paper first so you can organize everything you will be using during the year.

The records should include the following:

- **Chart of accounts**  
The chart of accounts is a list of the different types of expenses and revenues. For instance, you might have an account for incentives and recognition (pins, certificates, etc.), another for program fees, another for fundraising income and expense, etc. If you always use the same account name each time, it will make your end-of-the-month work much easier.
- **Club ledger**  
The club ledger is where you record what money is paid to the 4-H club and any expenses you have paid. The ledger should include an entry for anything recorded in the checkbook each month, including payments, deposits, and fees. (See Example 1.1 "4-H Club Ledger" on page 5 and Form 8.1 "4-H Club Ledger" on page 29.)

The information should include:

- The date
  - Receipt number, when used
  - Who was paid or who paid the money
  - Purpose
  - Account
  - Amount
- **Project ledgers**  
Project ledgers are separate ledgers for large projects and fundraising events. The purpose is to help you keep track of larger, less routine projects or fundraising activities. For instance, a separate ledger will allow you to see if a fundraiser was successful or not. (See Example 1.2 "4-H Club Project Ledger" on page 6 and Form 8.2 "4-H Club Project Ledger" on page 30.)

## Example 1.1 4-H Club Ledger

4-H CLUB LEDGER						
Club Name: <u>4-H Clover Club</u>	Opening Account Balance					\$ <u>875.00</u>
Location: <u>Davis, CA</u>	Plus Cash on Hand					+ <u>          </u>
Month: <u>March</u> Year: <u>2008</u>	Total Opening Balance					= <u>875.00</u>
<b>INCOME</b>						
DATE	RECEIPT	FROM	PURPOSE	SUB-ACCOUNT TO:	AMOUNT	
3/05	1799	Jill Smith	Fees		6	00
3/05	1800	Jane White	Fees		6	00
3/25	1801	Ron Vick	Car wash		23	50
3/25	1802	Paul Jones	Car wash		46	50
3/27	Letter	Valley Feed	Gift	To: Horse	100	00
3/27	1803	Grace Lee	Petting Zoo	To: Farm	625	00
<b>TOTAL INCOME FOR MONTH:</b>					807	00
<b>EXPENSES</b>						
DATE	CHECK	TO	PURPOSE	SUB-ACCOUNT TO:	AMOUNT	
3/20	103	Travel Co.	Exchange Program		16	00
3/20	104	Valley Feed	Equipment Trunk	From: Horse	68	50
3/26	105	Travel Co.	Exchange Program		16	00
3/31	106	UC Regents	Insurance		100	00
3/31	<u>      </u>		Bank Fees		3	00
3/31	107	Lumber Co.	Barn Roof	From: Farm	1000	00
<b>TOTAL EXPENSES FOR MONTH:</b>					1203	50
<b>NOTE</b>						
Keep the following with this report:						
<ul style="list-style-type: none"> <li>■ Bank statements</li> <li>■ Receipts for income</li> <li>■ Canceled checks</li> <li>■ Expenses for each month</li> </ul>						
				Income		+ <u>807.00</u>
				Expenses		- <u>1203.50</u>
				Closing Balance		= <u>478.50</u>
				Cash on Hand		+ <u>          </u>
				<b>Total Closing Balance</b>		<b>= <u>478.50</u></b>

# FRAMEWORK

## Example 1.2 4-H Club Project Ledger

### 4-H CLUB PROJECT LEDGER (SUB-ACCOUNTS)

Club Name: 4-H Clover Club

Location: Davis, CA

Month: March Year: 2008

Project Name (Sub-Account): Horse Project

Beginning Balance: \$ 75.00

DATE	RECEIPT	INCOME FROM	AMOUNT		BALANCE	
3/27	Letter	Valley Feed - Gift	100	00	175	00

DATE	CHECK	EXPENSE DESCRIPTION	AMOUNT		BALANCE	
3/20	104	Equipment Trunk	68	50	106	50

Ending Balance: \$ 106.50

Project Name (Sub-Account): Farm Project

Beginning Balance: \$ 700.00

DATE	RECEIPT	INCOME FROM	AMOUNT		BALANCE	
3/27	1803	Petting Zoo	625	00	1325	00

DATE	CHECK	EXPENSE DESCRIPTION	AMOUNT		BALANCE	
3/31	107	Lumber Co. - Barn Roof	1000	00	325	00

Ending Balance: \$ 325.00

**Example 1.3 Sample Check**

4-H YDP Clover Club 3027 Green Road Davis, CA 95616	DATE <u>February 25, 2008</u> <span style="float: right;">101</span>
PAY TO THE ORDER OF <u>Valley Hardware</u>	\$ <span style="border: 1px solid black; padding: 2px;">8.87</span>
<u>Eight dollars and 87/100</u> DOLLARS	
County Federal Bank  MEMO <u>tools - beekeeping project</u>	<u>Valerie Guido</u> <u>Terrie Garrison</u>

■ **Checks**

Checks are issued by your bank. Keep these locked in a safe place until you need them. (See Example 1.3 "Sample Check" above.)

■ **Check register**

The check register is the book the bank gives you to keep track of the checks you write. (See Example 1.4 "Checking Account Register" below.)

**Example 1.4 Checking Account Register**

CHECKING ACCOUNT REGISTER									
RECORD ALL PAYMENTS OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT(-)		CODE	FEE(-)	DEPOSIT/CREDIT(+)		\$ BALANCE
									\$30 98
101	3/25	Valley Hardware	\$8	87					-8 87
									22 11
—	3/26	Deposit					\$10	15	+10 15
									32 26
—	3/31	Statement Fee				\$3.00			-3 00
									29 26

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# FRAMEWORK

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- **Bank stamp**  
Ask your bank for a bank stamp. It is useful when making a deposit. Find out what the stamp costs first, though. You will need to include its cost in the budget.
- **Date stamp**  
You will need a date stamp for paying bills.
- **Receipt book**  
A receipt book can be purchased at a stationary or office supply store.

Keep the records in a safe place where they cannot be damaged or lost. Keep all your records together.

## Setting Up Bank Accounts and Signature Cards

Each 4-H club or unit is allowed to have one checking account and one savings account-upon approval of the 4-H club's charter by the state 4-H YDP Director.

The County Director must approve any additional bank accounts.

### REMEMBER:

- Do not give checks to someone who is not an authorized check signatory.
- Do not sign blank checks.
- Do not sign checks written to yourself.

## An Employer Identification Number (EIN)

An Employer Identification Number (EIN) is necessary in order for your 4-H club to open a bank account and to acknowledge gifts from donors.

4-H clubs and units are exempt from federal taxes because we are subsidiaries to National 4-H Headquarters-USDA. National headquarters is the "parent" organization. The IRS and USDA have a special tax exemption for all chartered 4-H clubs and units. 4-H is an organization with a primary focus of education.

All fundraising activities and donations should be used to further the educational experiences of 4-H club members.

All 4-H clubs and units' EINs must be applied for by the 4-H YDP staff. If your 4-H club does not have an EIN, check with the 4-H YDP staff. All 4-H clubs and unit charters must be approved by the State 4-H YDP Director.



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## SECTION 2: GETTING STARTED

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A 4-H club checking account must have a minimum of two unrelated individuals to sign checks. Account signers should be a youth treasurer and an appointed adult 4-H volunteer.

If the bank does not allow 4-H members to sign checks, there must be two unrelated appointed adult 4-H volunteers who sign.

No 4-H YDP staff are allowed to sign 4-H club, unit, or council accounts.

**4-H YDP policy requires that two unrelated individuals sign all checks. Account signers should be a youth treasurer and an appointed 4-H adult volunteer.**

Whether your 4-H club is opening its first account, or you are taking over for last year's treasurer, you will need to get a new bank signature card.

Whenever you change, add, or delete people who sign the 4-H club's bank account, you will be asked to provide additional documents. Most banks require a letter from the club President and an appointed adult 4-H volunteer on club letterhead, along with a copy of the meeting minutes stating who is authorized to sign.

1. Report who signs your 4-H club bank account to the 4-H YDP staff.
2. The address on your banking account must be the 4-H UCCE county office.
3. Bank statements must be originals sent directly from the bank to your 4-H UCCE county office.
4. No ATM or debit cards can be used to conduct 4-H club business.

### Section 2: Getting Started for the Year

What you will do in this section:

- Prepare a budget for the year

#### Preparing A Budget

Each year your 4-H club will need to present a plan of what it wants to do and how it wants to do it. This may include plans for a booth at the county fair, a car wash, sending youth to camp, or any of your other club activities. The plan will show how much each activity will cost and how the club will raise the money to pay for it.

Your job will be to write a plan that lists estimates of both the costs of the activities and the money to be raised. The plan is called a BUDGET.

A budget is the foundation of what the club will do this year. It must include:

1. The budget results from last year which include:
  - How much money the 4-H club fundraises or earns. This is called the "revenue".
  - How much money that is spent or debt that is incurred. This is called an "expense".
  - How much money your club or unit had left over from the previous year is a good place to start.
2. The plan for this year:
  - The name of this year's fundraising activities.

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# GETTING STARTED

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- Estimate how much money each activity is expected to raise.
- Estimate how much money the club is expected to spend. For example, what would you spend on buying equipment, food, supplies, etc?

## Writing a Budget

Create a worksheet on paper or on the computer. (See *Example 2.1 "4-H Club Budget"* on page 11 and *Form 8.3* on page 31.)

The worksheet should have a space for:

- A. Beginning balance.
- B. Estimated fees to be paid to the 4-H club (for example, program fees, camp, projects, etc.).
- C. Estimated money from fundraisers.
- D. Estimated other income (for example, contributions and interest from savings).
- E. Subtotal of money earned.
- F. Estimated operating expenses (refreshments, plates, cups, etc.).
- G. Estimated additional expenses for the year.
- H. Subtotal of expenses.
- I. Subtract the expenses from the income then show what you plan to have left over.

After creating your worksheet:

1. Record your beginning balance of cash. This will include what you have in your checking and savings accounts.

2. Add the amount of money you plan to receive this year and show where the money will come from. That would include your fundraisers, project fees, any contributions you know will be coming in, and interest income. Suggestions for planning can be found in the Section 3, "**Income and Fundraising**" (page 12).
3. If you don't know what to estimate, look at what your 4-H club recorded at the end of last year. That is a good place to start.
4. List the different things you will spend money on and what each will cost. These will include fees for camp, supplies, food, etc.
5. Subtract the expenses from the income. The difference will show if you have planned to spend too much or if there will be money left over at year-end. The 4-H program is an educational program and does not recommend a 4-H club maintain more money than it needs to manage from year to year. As a guide, your 4-H club should not keep more money than the amount they spent on expenses last year.
6. Your 4-H club's volunteers and members must vote to approve the budget at the beginning of the club year.
7. Include a column (actual) to show what you planned and what the actual amount is when you know for sure. For instance, you budgeted to earn \$100 for a car wash fundraiser. Actual income was \$79. You would be able to report that you are "under" budget. If you earned more than what you budgeted, you would say you are "over" budget.

Keeping track of what you planned and what actually happened will help you improve your planning in the future.

# GETTING STARTED

## Example 2.1 4-H Club Budget

### 4-H CLUB BUDGET

Club Name: 4-H Clover Club

July 1, 2007 to June 30, 2008

Total Opening Balance \$ 2100.00

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED		ACTUAL	
Enrollment Fees	250	00		
Family Contributions	200	00		
Car Wash (Fundraiser: Awards, Camperships)	250	00		
<b>PROJECTS (SUB-ACCOUNTS)</b>				
Horse Project - Fundraising Show	200	00		
Farm (Gifts: New Barn Roof)	1575	00		
Farm (Petting Zoo)	350	00		

Total Income \$ 2,825.00 \$ \_\_\_\_\_

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED		ACTUAL	
Fees: County Council Fees and Insurance	250	00		
Awards Dinner	500	00		
Club Meetings (Supplies and refreshments)	100	00		
Administration (Stamps, copying, paper)	75	00		
<b>PROJECTS (SUB-ACCOUNTS)</b>				
Horse Project	400	00		
Farm (New Roof and Fencing)	3,500	00		

Total Expenses \$ 4825.00 \$ \_\_\_\_\_

Closing Balance \$ 100.00 \$ \_\_\_\_\_

We certify that this budget was approved by the club/unit meeting on (date) June 25, 2008

Club President's Signature: John Diaz

Treasurer's Signature: \_\_\_\_\_

Club Leader's Signature: Megan Jones

Terrie Garrison

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## SECTION 3: INCOME & FUNDRAISING

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### Section 3: Income and Fundraising

**What you will do in this section:**

- Learn how to receive cash and other payments.
- Learn how to deposit and record money.
- Learn what you can and cannot accept.

As 4-H club treasurer, you will receive all payments made to your 4-H club. Payments could be for camp or project earnings, t-shirts, or from any number of other sources.

Also, during a fundraising event, you may be asked to be the cashier, receiving payments for whatever your club may be selling. You may even receive money from another member who ran a club-sponsored fundraiser that you did not attend. Whatever the reason, though, you must always be certain that you follow these rules:

- If you are receiving cash, have a cash box you can lock.
- Keep cash where it cannot be easily stolen.
- Whenever possible, write a receipt for the person paying you.
- Leave cash with someone you can trust to watch it.
- Deposit the money in the club bank account within seven days.

### Receiving Money

- A. Keep a cash box to lock your money and receipts in. If payment is received as a check, make sure the check is complete. The check should be made payable to your 4-H club. It must include the amount, date, and signature of the person paying. Write the check signer a receipt. Use your bank stamp for the back of the check. This will make sure the money can only be deposited in your 4-H club account.
- B. If you are receiving cash, keep the cash in a secure location. It is very easy to misplace money or have it stolen. Remember, this is not your money. It belongs to your 4-H club, and you are responsible for keeping it safe. Count out the money received to the person paying you. If change is needed, count that out to the person too. If possible, write the donor (giver) a receipt.
- C. Whenever possible, write a receipt for money paid to you. A numbered cash receipt book is always best. Keep a copy of the receipt for your own records. All receipts must be accounted for. If you make a mistake on a receipt, mark it "VOID" and keep the original and copy for your records. (*See Example 3.2 "Cash Receipt" on page 14.*)
- D. Sometimes a receipt is not always possible (for example, a fundraiser). When that happens, record the total amount received for the day on one record. Have another 4-H member recount your money with you watching. When you have both verified the amount, have an appointed 4-H volunteer sign your receipt.

### Depositing and Recording Money

Deposit money in the bank within seven days. The best practice is to deposit daily or the next day the bank is open. You will need to complete a deposit record each time you take money to the bank.

# INCOME & FUNDRAISING

## Filling Out a Deposit Record:

1. Date the deposit record. (See Example 3.1 "Deposit Record" below.)
2. Fill in the amount of currency (bills) and coins deposited.
3. List each check number and its amount separately, and enter the totals as indicated on the deposit record. If you have a lot of checks, you will need to list them on the back of the deposit record.
4. Add up the checks and make sure that they add up to what you wrote on the deposit record.
5. Stamp the back of each check with your bank stamp. When you do this, you are "endorsing" the check. If you do not have a stamp, have another one of the designated signers to sign the check. When your club signs the back of the check, write "For Deposit Only." Below that, write the 4-H club's bank account number.
6. Complete a duplicate deposit record, and keep it with the receipt the bank will issue to you. The duplicate should be kept with your

records for the month. You will want to make sure that the deposit amount shows up on your next bank statement.

## Recording the Deposit

You have now received money, written a receipt, and deposited it in the bank. It is time to record what you have done.

1. Record the amount in your check register. Include the date, description of deposit, and the amount. You will need to add the deposit to your current bank balance.
2. Record the deposit in your ledger. Whether you are using paper or an electronic system, you will always need to record the same information that you put in the check register. If the money was received for one of your large project accounts, make sure you record it in both the project account and your ledger.
3. Programs like *Quicken*® work as an electronic check register. They are very good at helping you keep track of your 4-H club's financial transactions. However, you will still need to use the paper check register. This way you will always have another copy of your bank transactions.

### Example 3.1 Deposit Record

<p><b>4-H Clover Club</b>  <b>3027 Green Road</b>  <b>Davis, CA 95616</b></p> <p>DATE <u>          May 25, 2008          </u></p> <hr/> <p style="text-align: center;">SIGN HERE FOR CASH RECEIVED (IF REQUIRED)</p> <p>County Federal Bank</p>	CASH	CURRENCY	2	00
		COIN	1	31
	CHECKS	1103	10	00
		787	10	00
		948	1	25
		Total from reverse side	—	—
		<b>TOTAL</b>	<b>24</b>	<b>56</b>
		Less cash received	—	—
		<b>NET DEPOSIT</b>	<b>24</b>	<b>56</b>

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# INCOME & FUNDRAISING

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## Fundraising Guidelines

All fundraising activities must be approved by the County Director. Include the 4-H club's fundraising activities in the budget at the beginning of the year. For mid-year fundraisers that are not in the budget, use Form 8.7 on page 35.

Keep fundraising to a minimum. Raise money only for **specific educational** purposes. 4-H is a youth development program, focused on education. Don't let fundraising become so important that it gets in the way of learning and doing.

### Some ideas for raising funds:

- Running a refreshment stand at fairs or other events.
- Amateur entertainment festivals, such as community square dances, plays, skits, pageants, musicals, skating parties, and other forms of recreation enjoyed in the community.
- Raking leaves, mowing lawns, or other services.
- Walkathons or bikeathons.
- Recycling drives for aluminum or newspapers.

### Some limitations to fundraising:

- Never use the 4-H name or emblem in connection with sales of a commercial product.
- Do not perform door-to-door canvassing for donations. Give people something for their money, or sell them on the merits of the 4-H Youth Development Program as an educational program.
- Funds raised by a 4-H club or group must include careful record keeping and be used

only to support the 4-H Youth Development Program directly.

- Games of chance such as raffles and bingo-type games are **not** allowed.
- Always use accepted fundraising procedures for specific projects and tell the public how the money will be used.
- 4-H clubs cannot apply for or receive grants.

## Accepting Gifts

Gifts donated to your 4-H club must be acknowledged by your club. Money and property are considered gifts if they are given to the club as charitable donations. That means the 4-H club can use them in any way that promotes educational activities. The person giving the gift is not allowed to tell the 4-H club how to use it. Gifts of \$1,000 in value or higher are to be reviewed and approved by the County Director.

Record gifts of money in your ledger and report them in your annual report.

Some gifts are not allowed, such as animals or guns. If you have questions about a gift, review the 4-H Youth Development Program Handbook and talk to your 4-H YDP staff.

## Example 3.2 Cash Receipt

<b>CASH RECEIPT</b> GIVE WHITE COPY TO CUSTOMER KEEP PINK COPY	1801 DATE: <u>3/25/08</u> AMOUNT \$ <u>23.50</u>
RECEIVED FROM: <u>RON VICK</u>	
PURPOSE: <u>CAR WASH</u>	
RECEIPT ISSUED BY: <u>TERRIE GARRISON</u>	

### Acknowledging Donations

One large part of receiving gifts is acknowledging these donations.

The tax law changes enacted under the Pension Protection Act of 2006 have an impact on tax deductions for charitable contributions. Under this provision, a donor cannot claim a tax deduction for any contribution of cash, a check, or other monetary gifts made on or after January 1, 2007 unless the donor maintains a record of the contribution in the form of either a bank record (like a canceled check) or a written communication from the charity (such as a receipt or letter) showing the name of the charity, the date of the contribution, and the amount of the contribution. The written acknowledgement does not require a social security number or a tax identification number.

For more information see IRS Publication 1771, "Charitable Contribution Substantiation and Disclosure Requirements". This publication explains the federal tax law for organizations such as charities and churches that receive tax-deductible contributions. See <http://www.irs.gov/>.

### California Sales Tax

Sales items that are not made or produced by group participants, such as t-shirts, wrapping paper, mugs, stuffed animals, etc. are taxable. Some items such as Christmas trees and fireworks require a seller's permit (<http://www.boe.ca.gov/info/reg.htm#sales>).

For clarification, please work with your 4-H YDP staff.

The sale of food products, nonalcoholic beverages, and tangible personal property made or produced by members of the organization are exempt from state sales tax when sales are made on an irregular or intermittent basis, and the organization's profits from those sales are used to further the purpose of the organization. For more information on sales tax and nonprofits see: *Tax Tips for Nonprofit Organizations* at: <http://www.boe.ca.gov/pdf/pub18.pdf>.

Examples of written acknowledgments are as follows:

- .. Thank you for your cash contribution of \$200-\$250 for the \_\_\_\_\_ County Globe Goers 4-H Club received on January 25, 2008. No goods or services were provided in exchange for your contribution.
- .. Thank you for your contribution of \$350-\$500 to the \_\_\_\_\_ County 4-H Leaders' Council received on June 30, 2008. In exchange for your contribution, you received a cookbook with an estimated fair market value of \$30.00.
- .. Thank you for your contribution of \$550-\$1,000 to the \_\_\_\_\_ 4-H State Leaders Council in the name of its Washington Focus Fund received on April 16, 2008. No goods or services were provided in exchange for your contribution.
- .. Thank you for your contribution of two used sewing machines that the Palm Court 4-H Afterschool Club received on December 14, 2008. No goods or services were provided in exchange for your contribution.

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## SECTION 4: SPENDING MONEY

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### Section 4: Spending Money

What you will do in this section:

- Learn to write a check and complete a checking account register.
- Learn how to show what you paid for.
- Learn to complete your accounting records.

The next thing you need to do is pay for expenses for your 4-H club. **Your 4-H club members must authorize all expenditures.** If the expense was included in the budget, you are authorized to pay what was planned or less. The 4-H club members must approve project and fundraising expenses before you pay. If the expense is not in the budget, you will have to receive approval from the 4-H club at your next meeting.

A simple rule to remember whenever you are paying for anything is to know the "5 W's:"

- Who did I pay?
- What is the amount?
- When did I pay it?
- Why did I pay for it?
- Where did the money come from? (Which account?)

### How To Write a Check and Complete a Checking Account Register

1. You must write a check and record the check in the check register any time you spend 4-H club money. (See Example 1.4 "Checking Account Register" on page 7.) Anything you pay for should be included in your 4-H club budget. If it is not, you will need prior approval from your club membership.
2. To pay, you will need a receipt (bill or statement) from the person you are paying.
3. Do not write a check if you don't have money in your checking account to cover it.
4. Never have someone related to you sign a check you have signed. Someone other than a relative must be the second signer.
5. Prove what you paid for. On the receipt or bill you are paying indicate:
  - The check number.
  - The reason you paid the bill.
  - Who you paid.
  - How much you paid.
  - The date you paid. This is where you could use your date stamp.
  - Write or stamp "PAID" on the bill.

**Do not sign a check until you have the bill in front of you.** Keep the bills you pay separated by month. You will need them when you reconcile your accounts at the end of the month.



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## SECTION 5: REPORTING TO YOUR CLUB

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### Property

Sometimes your 4-H club will buy something it plans to use more than once. For instance, you might be asked to pay for equipment or tools for a project. You are responsible for keeping a record of these things. These things are called "Property," and your list of them is called an "Inventory List." Anything that costs \$100 or more should be included on the list.

**An inventory list should include:**

- The name of the item.
- Date purchased.
- Amount paid.
- Where it is kept (such as the name and address of the member storing it).

When you sell the property, record the amount you sold it for and when you sold it. Any cash received should be deposited and recorded in your check register.

### Completing the Ledger

Whenever you pay for something or receive money, you will need to record it in the ledger. It gives you a place to keep a record of what you have spent and what you have received.

To complete the ledger, you should:

- Record everything you have entered in the check register.
- Total the expenses and income.
- Complete separate Project Ledgers.
- Write the totals from the Project Ledgers on the 4-H Club Ledger.
- Compare the 4-H Club Ledger with the check register and the receipts and bills to make sure you have all your records. This is called "Reconciliation."

## Section 5: Reporting to Your 4-H Club

**What you will do in this section:**

- Reconcile your bank account.
- Prepare a monthly report.
- Prepare an inventory report.
- Prepare the annual report.

### What to Do Monthly

You will need to do a little more work before you go to your next 4-H club meeting.

### Reconcile Your Bank Account

The 4-H YDP staff will send you a statement every month. It will be the bank's record of what you spent and what you deposited. You need to go back through your records for the month and make sure that your records agree with what the bank says. When you do this, you are "reconciling" your bank account.

1. The statement will show all the checks and deposits that have "cleared" for the month. A check is cleared once the bank has received, recorded, and charged your account for it. If you write checks all month, it is possible you will not see all your issued checks on this statement. As part of the reconciliation, you will need to make a record of these "outstanding" checks, that is, checks that have not yet cleared.

Compare each item in the bank statement to your check register. Make sure that the amount of your check matches what the bank charged. Make a check mark in the register in the space marked to show that you have verified that the two amounts match.

# REPORTING TO YOUR CLUB

2. Compare each deposit, and make sure your register and the bank statement match.
3. If the bank charged you for any fees, write the fee into your register and subtract the fee from your balance.
4. Look at your check register. You should now have all the checks and deposits you checked off and, perhaps, some you did not because they have not cleared the bank.
5. Add up the checks that have not cleared.
6. Add up the deposits that have not cleared.
7. At the beginning of your bank statement you should find an amount that shows your remaining balance in the bank. Write that down.
8. Add your deposits that have not cleared to the balance.
9. If your bank gives dividends or interest, add this amount to your balance in the check register.

10. Subtract the remaining checks that have not cleared from the total above.
11. The difference should match your bank register balance.

If the balance is different, you need to first go back and check your math. If you still have a difference that you cannot figure out, call your bank and ask them for help. Also talk to your 4-H adult volunteer for assistance. When you have completed the reconciliation, have another 4-H adult volunteer check your work for accuracy. (See Example 5.1 "Checkbook Balancing" below and Form 8.4 "Checkbook Balancing" on page 32.)

12. Many 4-H clubs do a mid-year check-up. This is a review of the finances at a half-way point in the year. If you choose to do this, you can answer many questions and find any missing documents before the end of the year.

## Example 5.1 Checkbook Balancing

CHECKBOOK BALANCING FORM				
OUTSTANDING DEPOSITS		OUTSTANDING CHECKS		STEPS:
DATE	AMOUNT	CHECK #	AMOUNT	
				1) Ending balance from your bank statement \$ _____
				2) Add total outstanding deposits + _____
				3) Subtract total outstanding checks - _____
				4) Subtract bank fees - _____
				5) Add interest earned + _____

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# (Optional) Form 5.1 Mid-Year Club Peer Review Report

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Use this as a mid-year check-up!

## 4-H CLUB PEER REVIEW COMMITTEE REPORT

<b>Mid Year Due Date:</b>
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Club/Unit: \_\_\_\_\_

Peer Review Date: \_\_\_\_\_

Checking Account #: \_\_\_\_\_

IRS Tax ID #: \_\_\_\_\_

Savings Account #: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Persons authorized to sign on checking account:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Our bank records are in the possession of: \_\_\_\_\_

## 4-H CLUB PEER REVIEW COMMITTEE

The peer review committee should be comprised of two or more people with at least one over 18 years of age. Committee members should not include the treasurer, relatives of the treasurer, or anyone who has authority to sign checks.

### PROCEDURES FOR 4-H CLUB PEER REVIEW COMMITTEE

1. **Check each month's reconciled bank statement and canceled checks.** If the treasurer found differences during the month, ask what was done to make corrections. Verify that two authorized members or volunteers signed all checks. Verify that the person who signed the reimbursements is not related to the treasurer.
2. **Check the ledger entries and make sure that the entries are complete and up-to-date.** Compare the ledger postings to checks, bills, receipts and deposits. If discrepancies are found, ask the treasurer to explain.
3. **Examine all voided checks.** If a voided check is not on file, verify that the check has not cleared the bank by examining the bank statement to make sure the voided check number is not listed.
4. **Total all money (cash and checks) received.** Receipts must be written for all funds collected. Verify that receipts are in numerical sequence and that all funds are listed on the ledger.
5. **Total all deposits made to the bank account.** The total should equal the total of all funds received as recorded in the ledger and receipt book.
6. **Total all money spent.** Verify that a written bill or receipt is on file for each expense. Verify that all expenses were paid by check and not in cash.
7. **Check the balance to-date.** Verify that the treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, equals the treasurer's total balance to date.

Bank balance at the beginning of the year:	_____
(+ ) All funds received	_____
(-) All expenses	_____
(=) Current Balance	_____

9. **IRS Income Report.** Check to see if last year's form was filed.

10. **Examine the club's inventory sheet,** be sure items purchased during the year are added to the sheet.

## 5.2 Mid-Year Club Peer Review Checklist

### 4-H CLUB PEER REVIEW COMMITTEE CHECKLIST

- |   |   |
|---|---|
| <input type="checkbox"/> 4-H Club budget (proposed, approved, actual final, and any addendums)    | <input type="checkbox"/> Check request forms with attached receipts                     |
| <input type="checkbox"/> Monthly 4-H club ledger reports (completed)                              | <input type="checkbox"/> Reconciled bank statements                                     |
| <input type="checkbox"/> Canceled and voided checks & deposit slips                               | <input type="checkbox"/> Receipts for all income  |
| <input type="checkbox"/> On-line annual financial report months entered in 4-H Information System | <input type="checkbox"/> Fundraising proposals mid-year forms turned to County Director |

The Peer Review Committee found the following:	Recommendations:

This certifies that the peer review committee has reviewed the financial records and finds them:

- In order
- In order upon implementation of the recommendations
- Requiring further review and action

Signatures of peer review committee:

_____	_____
_____	_____

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## SECTION 6: FINISHING FOR THE YEAR

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### Preparing a Monthly Report

Each month, you will need to tell your club what it spent and how much money it has. (See Form 6.1 "4-H Monthly Report" on page 22.) Show what was budgeted for the month, as well as what was actually spent.

### Reporting Tips

1. Ask your 4-H club officers and leaders what they would like to know. For instance, if you have several payments for program fees, do they want a report listing every payment or just the total?
2. Look at the reports made by the last treasurer. Are there areas you could change or improve?
3. If you only report totals remember to always be prepared to show all the paperwork you have to support the totals you reported.

year. The reports you will make here will tell them what they own, how much money they made, and how good a job of budgeting they did. After that, you can show your peer review committee how good a job you did, too.

### Prepare an Inventory Report

1. Create a list of all the goods your 4-H club purchased to keep for the club. For example, a calculator, a scale, anything that will be used by all club members for this year. The list should show:
  - What it is.
  - What it cost.
  - Where it is kept.
2. You should have last year's report, too. Do you still have everything that is on the list? If not, write down what you did with it. If you sold it, write down what you were paid for it.
3. Now, take a look at the list of things you bought this year. Did any cost more than \$100? If so, list them on your inventory report. (See Form 6.2 "Annual Inventory Report" on page 25.)
4. Give a copy of the report to your 4-H YDP staff by the end of the program year. Keep the original for your own records.

### Prepare an Annual Report

The annual report sums up what the club did for the year. (See Form 6.3 "Annual Financial Report" on page 26.) Before you write it up, though, check over your work.

1. First, take all your bills for the year and add them up. These are your total expenses.
2. Add up all your deposits. Remember, you should have deposited any money you accepted for the 4-H club. That will be your total revenue.

## Section 6: Finishing for the Year

### What you will do in this section:

- Learn to prepare an inventory report.
- Learn to prepare your annual report.
- Learn to file with the IRS.
- Learn what to do for the Peer Review.
- Prepare to turn your records over to the next treasurer.

You are almost done for the year, but first you need to tell your 4-H club members how they did this

# FINISHING FOR THE YEAR

## Form 6.1 4-H Club Monthly Report

### 4-H CLUB MONTHLY REPORT

Club Name: \_\_\_\_\_

Location: \_\_\_\_\_

Month: \_\_\_\_\_

Total Opening Balance \$ \_\_\_\_\_

INCOME (SOURCE, USE, PURPOSE)	AMOUNT	
PROJECTS (SUB-ACCOUNTS)		

Total Income \$ \_\_\_\_\_

EXPENSES (DESCRIBE)	AMOUNT	
PROJECTS (SUB-ACCOUNTS)		

Total Expenses \$ \_\_\_\_\_

Closing Balance \$ \_\_\_\_\_

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## FINISHING FOR THE YEAR

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3. Add the beginning balance from the beginning of the year to your deposits.
4. Now subtract your bills.
5. The remaining total should equal what you show for your last month report.
6. Give a copy of your report to the club leader. Keep the original with your records. (Visit: <http://ca4h.org/finances/> to submit your club's Annual Financial Report on-line.)

### Submit Paperwork to the 4-H UCCE County Office

4-H clubs and units need to submit the following materials to their UCCE 4-H county office by September 15 (or county due date):

1. Annual Inventory Report (Form 6.2).
2. Annual Financial Report (Form 6.3).
3. Any other materials your county requires.

### Prepare a Tax Return

At the end of each year, a 990 or 990-N IRS reporting form is due by all clubs.

4-H clubs with \$25,000 or less in total receipts will file an electronic postcard at: <http://epostcard.form990.org>.

4-H clubs or units with more than \$25,000 in total receipts will file a 990 form. This form is found at: <http://www.irs.gov>.

You and a 4-H adult volunteer should prepare the tax returns together. If you have any questions, contact the 4-H YDP staff.

### Form a Peer Review Team

At the end of the year, you will need to have a peer review team look at your work to see what you did well and how you can improve. Your 4-H club will want to ask some people who are not related to you to perform a Peer Review. Your peers are your fellow club members and 4-H adult volunteers.

The review team should be comprised of two 4-H adult volunteers and two 4-H members. Committee members should not include the treasurer, relatives of the treasurer, or anyone who has authority to sign checks. If the 4-H club is too small to meet this requirement, talk to your 4-H YDP staff or ask for assistance from another 4-H club in the county.

### What the Peer Review Team will do:

1. Check each month's reconciled bank statement and canceled checks. If the treasurer found differences during the month, ask what was done to make corrections. Make sure that two authorized 4-H members or adult 4-H volunteers signed all checks. (Make sure that the person who signed the reimbursements is not related to the treasurer.)
2. Check the ledger entries and make sure that the entries are complete and up-to-date. Compare some of the ledger postings to checks, bills, and deposits. If any discrepancies are found, ask the treasurer to explain.
3. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank by examining the bank statement to make sure the voided check number is not listed.
4. Total all money (cash and checks) received. If receipts were written, make sure that they are in numerical sequence and that all funds are listed on the ledger.

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## FINISHING FOR THE YEAR

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California 4-H YDP clubs can now submit their annual financial reports on-line at:

<http://ca4h.org/finances/>

5. Total all deposits made to the bank account. The total should equal the total of all funds received as recorded in the ledger and monthly treasurer's reports, unless the treasurer's ledger report shows that some funds were retained as petty cash.
6. Total all money spent. Make sure that a written bill or receipt is on file for each expense. Make sure that all expenses were paid by check and not in cash.
7. Look at the Annual Financial Report. Make sure that the expense and deposit amounts listed agree with the amounts in the treasurer's ledger reports, the totals in the check register, and the bank statements.
8. Make sure that the treasurer's total balance at the beginning of the year (bank balance plus petty cash), plus all funds received, minus all expenditures, equals the treasurer's total balance at the end of the year (bank balance plus petty cash).
9. File 990 form with IRS if your 4-H club has the \$25,000 or more in total receipts. If you have less than \$25,000 in total receipts, file 990-N electronic postcard.
10. Check to see that the club has no more than two accounts, unless more have been approved by the County Director.
11. Make sure the 4-H club has an IRS Employer Identification Number (EIN), also known as a Federal Tax Identification Number.
12. Examine the annual inventory sheet and be sure that a letter or receipt is on file for each gift received which documents the donor, date received, and the approximate range of money or the value of the gift. The 4-H club must inventory all items that will be used in the following year, including such things as flags, shearing equipment, etc.
13. Make sure all paperwork has been submitted to 4-H YDP staff (see Forms 6.2 and 6.3).

### Prepare to Turn Your Records Over to the Next Treasurer

Your work is almost done. Now you need to get ready for next year. You might be continuing on as treasurer, or you might be handing your work over to a new person. You should have all your paperwork, your reports, checkbook and register, and anything else you used to do your job during the year. You should also have the records from the year before you.

If you used an electronic system, make a copy of the files on a CD. You might also consider emailing the files as an attachment to the new treasurer.

Show the new treasurer what you did, what you learned, and what you wish you could have done differently. Talk to the treasurer about the peer review report you received on your work. 4-H is a leadership program as well as an educational one. This is your chance to lead the new treasurer into the next year. Give any paperwork not needed by the new treasurer to your 4-H adult volunteer.



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***FINISHING FOR THE YEAR***

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**Form 6.2 Annual Inventory Report**

**ANNUAL INVENTORY REPORT**

Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

<b>Date Acquired</b>	<b>Item and Description (Include Serial Number)</b>	<b>Dollar Value</b>	<b>Storage Location</b>	<b>Disposal (Date Disposed)</b>

Total Inventory Value \$ \_\_\_\_\_

# FINISHING FOR THE YEAR

## Form 6.3 Annual Financial Report

### ANNUAL FINANCIAL REPORT

July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

County: \_\_\_\_\_ Treasurer Name: \_\_\_\_\_

Club Name: \_\_\_\_\_ Treasurer Phone: \_\_\_\_\_

EIN: \_\_\_\_\_ Treasurer Email: \_\_\_\_\_

**Bank Account**

Checking  Savings  Other

Bank Name: \_\_\_\_\_

Last 4 Digits of Account Number : \_\_\_\_\_

**Bank Account**

Checking  Savings  Other

Bank Name: \_\_\_\_\_

Last 4 Digits of Account Number: \_\_\_\_\_

Balance at the end of the previous year: \$  

MONTH	TOTAL INCOME	TOTAL EXPENSES	= BALANCE
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
<b>TOTAL FOR THE YEAR</b>	\$	\$	\$
<i>Please attach any comments to an additional page.</i>		<b>Inventory Total Value</b>	\$

## SECTION 7: 4-H MEMBER TREASURER'S CHECKLIST

FRAMEWORK	Completed	Date
Prepare a chart of accounts.		
Fill out your 4-H Club Ledger.		
Get an EIN from 4-H YDP staff.		
Get two people to sign checks who are unrelated individuals.		
Open a bank account, if there is no current account.		
Get a bank stamp.		
Get a receipt book.		
Who are your check signers?		
Report who signs your checks to the 4-H YDP staff.		
Get a cash box.		

GETTING STARTED FOR THE YEAR	Completed	Date
Prepare a budget.		
Get club's approval of the budget.		

INCOME AND FUNDRAISING												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Be sure all checks are made payable to your 4-H club.												
Be sure all deposit slips are in your records.												
Complete check register.												
Complete 4-H Club Ledger.												

# TREASURER'S CHECKLIST

## SPENDING MONEY

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Be sure all checks have two signatures from unrelated individuals.												
Be sure all receipts are included.												
Get written authorization for everything you paid for.												
Be sure all bills are organized by date of payment.												
Be sure ledger is completed for each purchase.												

## REPORTING TO YOUR CLUB

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Reconcile and date bank account.												
Complete monthly reports.												

## FINISHING FOR THE YEAR

	Completed	Date
Complete the inventory report, which includes everything worth over \$100 and where it is being kept.		
Complete the financial report, which includes total expenses, income, and remaining cash.		
File tax return.		
Prepare records for the peer review.		
Meet with next year's treasurer.		

# Form 8.1 - 4-H Club Ledger

## 4-H CLUB LEDGER

Club Name: \_\_\_\_\_ Opening Account Balance \$ \_\_\_\_\_  
 Location: \_\_\_\_\_ Plus Cash on Hand + \_\_\_\_\_  
 Month: \_\_\_\_\_ Year: \_\_\_\_\_ Total Opening Balance = \_\_\_\_\_

### INCOME

DATE	RECEIPT	FROM	PURPOSE	SUB-ACCOUNT TO:	AMOUNT
TOTAL INCOME FOR MONTH:					

### EXPENSES

DATE	CHECK	TO	PURPOSE	SUB-ACCOUNT TO:	AMOUNT
TOTAL EXPENSES FOR MONTH:					

### NOTE

Keep the following with this report:

- Bank statements
- Receipts for income
- Canceled checks
- Bills for expenses

Income + \_\_\_\_\_  
 Expenses - \_\_\_\_\_  
 Closing Balance = \_\_\_\_\_  
 Cash on Hand + \_\_\_\_\_  
**Total Closing Balance = \_\_\_\_\_**

# Form 8.2 - 4-H Project Ledger

## 4-H PROJECT LEDGER (SUB-ACCOUNTS)

Club Name: \_\_\_\_\_

Location: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Project Name (Sub-Account): \_\_\_\_\_

Beginning Balance:

DATE	RECEIPT	INCOME FROM	AMOUNT	BALANCE

DATE	CHECK	EXPENSE DESCRIPTION	AMOUNT	BALANCE

Ending Balance:

Project Name (Sub-Account): \_\_\_\_\_

Beginning Balance:

DATE	RECEIPT	INCOME FROM	AMOUNT	BALANCE

DATE	CHECK	EXPENSE DESCRIPTION	AMOUNT	BALANCE

Ending Balance:

## Form 8.3 - 4-H Club Budget

### 4-H CLUB BUDGET

Club Name: \_\_\_\_\_

July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

Total Opening Balance \$ \_\_\_\_\_

ESTIMATED INCOME (SOURCE, USE, PURPOSE)	BUDGETED		ACTUAL	
<b>PROJECTS (SUB-ACCOUNTS)</b>				

Total Income \$ \_\_\_\_\_ \$ \_\_\_\_\_

ESTIMATED EXPENSES (DESCRIBE)	BUDGETED		ACTUAL	
<b>PROJECTS (SUB-ACCOUNTS)</b>				

Total Expenses \$ \_\_\_\_\_ \$ \_\_\_\_\_

Closing Balance \$ \_\_\_\_\_ \$ \_\_\_\_\_

We certify that this budget was approved by the club members on (date): \_\_\_\_\_

4-H Club President's Signature: \_\_\_\_\_ Treasurer's Signature: \_\_\_\_\_

4-H Club Leader's Signature: \_\_\_\_\_

# Form 8.4 - Checkbook Balancing

CHECKBOOK BALANCING FORM				
OUTSTANDING DEPOSITS (Not included in your statement)		OUTSTANDING CHECKS (Not included in your statement)		STEPS:
DATE	AMOUNT	CHECK #	AMOUNT	
				1. Ending balance from your bank statement
				\$ _____
				2. Add total outstanding deposits
				+ _____
				3. Subtract total outstanding checks
				- _____
				4. Subtract bank fees
				- _____
				5. Add interest earned
				+ _____
				6. New balance (Should equal checkbook balance)
				\$ _____



# Form 8.5 Year-End Club Peer Review Report

## 4-H CLUB PEER REVIEW COMMITTEE REPORT

Club/Unit: \_\_\_\_\_

Peer Review Date: \_\_\_\_\_

Checking Account #: \_\_\_\_\_

IRS Tax ID # (form SS-4): \_\_\_\_\_

Savings Account #: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Persons authorized to sign on checking account:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Our bank records are in the possession of: \_\_\_\_\_

<b>Year-End Due Date:</b>
-------------------------------

## 4-H CLUB PEER REVIEW COMMITTEE

The peer review committee should be comprised of two or more people with at least one over 18 years of age. Committee members should not include the treasurer, relatives of the treasurer, or anyone who has authority to sign checks.

## PROCEDURES FOR 4-H CLUB PEER REVIEW COMMITTEE

1. **Check each month's reconciled bank statement and canceled checks.** If the treasurer found differences during the month, ask what was done to make corrections. Verify that two authorized members or volunteers signed all checks. Verify that the person who signed the reimbursements is not related to the treasurer.
2. **Check the ledger entries and make sure that the entries are complete and up-to-date.** Compare the ledger postings to checks, bills, receipts and deposits. If discrepancies are found, ask the treasurer to explain.
3. **Examine all voided checks.** If a voided check is not on file, verify that the check has not cleared the bank by examining the bank statement to make sure the voided check number is not listed.
4. **Total all money (cash and checks) received.** Receipts must be written for all funds collected. Verify that receipts are in numerical sequence and that all funds are listed on the ledger.
5. **Total all deposits made to the bank account.** The total should equal the total of all funds received as recorded in the ledger and receipt book.
6. **Total all money spent.** Verify that a written bill or receipt is on file for each expense. Verify that all expenses were paid by check and not in cash.
7. **Look at the Annual Financial Report.** Verify that the expense and deposit amounts listed agree with the amounts in the treasurer's ledger reports, the totals in the check register, receipt book, and the bank statements.
8. **Check the end of year balance.** Verify that the treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, equals the treasurer's end of year balance.

Bank balance at the beginning of the year:	_____
(+) All funds received	_____
(-) All expenses	_____
(=) Current Balance	_____

9. **IRS Income Report.** File a tax report Form 990 or 990-N with the IRS.
10. **Examine the unit's inventory sheet** and be sure that a letter or receipt is on file for each gift received, documenting the donor, date received, and value. Be sure that items purchased during the year for over \$100 were added to the inventory.

# Form 8.6 Year-End Club Peer Review Checklist

## 4-H CLUB PEER REVIEW COMMITTEE CHECKLIST

- |  |  |
|--|--|
| <input type="checkbox"/> 4-H Club budget (proposed, approved, actual, and addendums) | <input type="checkbox"/> Check Request Forms (attach receipts)     |
| <input type="checkbox"/> Monthly club ledger reports (completed)                     | <input type="checkbox"/> Inventory report                          |
| <input type="checkbox"/> Reconciled bank statements                                  | <input type="checkbox"/> Annual financial report (through June 30) |
| <input type="checkbox"/> Canceled and voided checks & deposit slips                  | <input type="checkbox"/> Club mid-year and year-end audit report   |
| <input type="checkbox"/> Receipts for all income                                     | <input type="checkbox"/> On-line annual financial report           |
| <input type="checkbox"/> Fundraising proposals                                       |  |

The peer review committee found the following:

Recommendations:


This certifies that the peer review committee has reviewed the financial records and finds them:

- In order
- In order upon implementation of the recommendations
- Requiring further review and action

Signatures of peer review committee:

_____	_____
_____	_____

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## Form 8.7- Mid-Year Fundraising Approval Template

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**To 4-H Treasurer:**

All 4-H fundraising activities using the 4-H name and emblem need prior approval from the County Director. Typically, fundraisers are approved in the club budget at the beginning of the year. Fundraisers that have not been approved in the

4-H club budget also need approval from County Director. This form is provided as a template; your county may have its own form.

Return this form to your 4-H UCCE county office **prior to** the fundraising activity.

4-H Club Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**Fundraising Activity**

Date for Activity: \_\_\_\_\_ Estimated Income \$ \_\_\_\_\_

Outline the activity, including products to be sold, or services to be rendered.  
*(Attach pages as needed)*

Anticipated Use of Funds. *(Attach pages as needed)*

Describe how the 4-H Name and Emblem will be used. *(Attach pages as needed)*

We confirm the accuracy of the information provided above.

Signature of the 4-H Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the 4-H Adult Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of County Director: \_\_\_\_\_ Date: \_\_\_\_\_

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## **Form 8.8 4-H Adult Volunteer Treasurer's Checklist**

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### ***Planning and Fundraising***

- Provide 4-H YDP staff with an annual budget, including proposed fundraising activities.
- Comply with requirements stated for gifts and other contributions.

### ***Financial Processing Procedures***

- Manage cash receipts responsibly.
- Maintain adequate books and records to manage and report 4-H club or unit finances.
- Report theft or other financial abuse to the County Director upon discovery.
- Make disbursements in accordance with established policy and the approved budget from an established 4-H club, county council, or unit checking account.
- Reconcile bank account and report monthly to the 4-H club, county council, or unit.

### ***Reporting and Completion***

- Prepare annual financial statements to be reviewed by a peer committee or independent auditor.
- Prepare an inventory report for all assets worth or purchased for \$100 or more.
- File an IRS 990 or 990-N. Prepare other reports as needed.
- Perform independent peer reviews of all 4-H clubs and units annually. Forward copies of the results to the County Director by September 15 (or county due date) of each year, along with other materials required by the 4-H YDP staff.

### ***Important Date***

- September 15-All items listed above must be completed, and all reports must be filed with the 4-H YDP staff by the county due date or September 15th. Please honor the earliest date .

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Failure to comply with responsibilities may result in the following:

Internal financial review

Removal of 4-H Treasurer

Bank account restrictions and/or closure

The action taken will be determined by the County Director.

**Authorize**

To give permission. You must have your club's permission to spend money and it must be in writing. For instance, your approved budget gives you permission. Also minutes from a club meeting could give you permission, or authorization, to purchase something. If you can't get authorization in writing, be sure to make a note of who gave you verbal permission and include that note in your records. Have the authorizing person sign the note as soon as possible.

**Balance**

You can use this word in two ways. Your bank balance is the amount of money the bank says you have at the time your statement is printed. Your book balance is the amount of money you have recorded in your book keeping system. In addition, when you balance your bank statement, you are comparing your records and book balance to the bank's records or "balancing" the two to see if you and the bank show the same figures.

**Bank Statement**

This is a report you will receive from your bank each month. It will show the checks that you have written and that have cleared (see "cleared" below), as well as the money you deposited since the last statement and as of a specified closing date. For instance, you may receive a statement on the 5<sup>th</sup> of each month. The bank statement closing date will be for a few days earlier, perhaps the 1<sup>st</sup>. The 1<sup>st</sup> is called the "statement or closing date." If you have written any checks or made deposits since the statement date, your balance will be different from what the bank says. When the bank balance is higher than your book balance, it means that some checks you have written have probably not reached the bank yet. If the bank balance is lower than

your check register, a recent deposit you made may have been credited after the statement date.

**Budget**

An itemized list of the most likely expenses and revenues for the year.

**Chart**

For example, the chart of accounts. This will be a list of all the types of things you will spend money on or receive money from. The best chart of accounts is a simple one. List your projects and events and add categories for which you expect to spend the club's money.

**Check**

Your written authorization for the bank to pay someone money.

**Checkbook**

Where you keep your blank checks and register. Be sure to keep all your checks locked up safely.

**Cleared**

When you write a check, it must go back to your bank to be cleared. To be cleared means that the bank has taken money from your account to pay the amount authorized by your check. If you have a check that you wrote but it has not cleared, it means that either the bank received it after your statement date, or the person to whom you wrote the check has not deposited it yet. If a check has not cleared for several months, you should call the person you paid and ask if the check has been deposited. If you need assistance, you should talk to your 4-H adult volunteer.

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# GLOSSARY

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**Deposit**

When you give money to the bank to add to your account. Each deposit should have a deposit slip completed and a copy of it or a receipt from the bank kept in your records.

**Endorse**

To stamp with club information on the back of a check made out to your club. This tells the bank that you authorize the payment or deposit of the check.

**Estimate**

To make a judgment of the likely cost of something or what you think your club will receive. Use what was done last year as your starting point. Additionally, call stores for prices and write down what you find out. If you have never had a fundraiser in your club, ask your 4-H YDP staff for help.

**Expense**

Something that requires spending money.

**Inventory**

The things that your club owns and also the list of those things.

**Ledger**

A book listing your accounts and the recording of the money you deposited and spent.

**Outstanding**

When a check has not cleared, it is called outstanding. That means the bank has not received the check from the person to whom you wrote the check.

**Peer**

Someone who is your equal. For instance, the other members of your club are your peers.

**Receipt**

Written proof that something was paid for or money was given.

**Reconciliation**

Comparing your records with the bank records.

**Revenue**

Money your club receives from a fundraiser or from contributions from a donor.

**Note:**

Canceled is spelled correctly both as "canceled" and "cancelled". Dictionary.com notes that "cancelled" is an especially British spelling of the word. American Heritage and Merriam-Webster dictionaries list both spellings as correct. The Oxford English dictionary does not recognize the word "canceled".

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Stanislaus County 4-H Clubs

Riverside County 4-H Clubs

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For additional information regarding financial policies and procedures, please refer to the 4-H Policy Handbook.

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**July, 2008**

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