

# Geauga County

## 4-H Treasurer's Book



*Due October 1<sup>st</sup> in the Extension Office*

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

Name of Secretary \_\_\_\_\_

Club Leader \_\_\_\_\_

Year: 2018-2019



# Yearly Budget Work Sheet

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Expected Expenses	Amount
<b>Total Expected Expenses</b>	

Expected Income Sources	Amount
<b>Total Expected Income</b>	

# Budget and Financial Report

\* Complete sheet for each activity involving money. Be sure to provide your club secretary with the results from each activity.\*

Activity \_\_\_\_\_ Date of Activity \_\_\_\_\_

Income	Budgeted Income	Actual Income
<b>TOTAL</b>		

Expenses	Budgeted Expenses	Actual Expenses
<b>TOTAL</b>		



# Check Register

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Check Number	Date	Description	Payment (-)	Deposit (+)	Balance
<b>Yearly Balance</b>					\$



## Club Dues & Project Books

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Name of Member	Club Dues		Project Books	
	Date	Amount	Date	Amount
<b>Yearly Total</b>				







# Monthly Treasurer's Report

Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

<b>Income</b>	<b>Amount</b>
<b>Total Income</b>	

<b>Expenses</b>	<b>Amount</b>
<b>Total Expenses</b>	

Beginning balance		\$ _____
Monthly Income	+	\$ _____
Monthly Expense	-	\$ _____
<b>Balance at end of the month</b>		<b>\$ _____</b>

# Monthly Treasurer's Report

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Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

<b>Income</b>	<b>Amount</b>
<b>Total Income</b>	

<b>Expenses</b>	<b>Amount</b>
<b>Total Expenses</b>	

Beginning balance                         \$ \_\_\_\_\_

Monthly Income                         +     \$ \_\_\_\_\_

Monthly Expense                         -     \$ \_\_\_\_\_

**Balance at end of the month         \$ \_\_\_\_\_**

# Monthly Treasurer's Report

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Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

Income	Amount
<b>Total Income</b>	

Expenses	Amount
<b>Total Expenses</b>	

Beginning balance		\$ _____
Monthly Income	+	\$ _____
Monthly Expense	-	\$ _____
<b>Balance at end of the month</b>		<b>\$ _____</b>

# Monthly Treasurer's Report

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Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

Income	Amount
<b>Total Income</b>	

Expenses	Amount
<b>Total Expenses</b>	

Beginning balance                             \$ \_\_\_\_\_

Monthly Income                             +     \$ \_\_\_\_\_

Monthly Expense                             -     \$ \_\_\_\_\_

**Balance at end of the month             \$ \_\_\_\_\_**

# Monthly Treasurer's Report

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Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

<b>Income</b>	<b>Amount</b>
<b>Total Income</b>	

<b>Expenses</b>	<b>Amount</b>
<b>Total Expenses</b>	

Beginning balance                   \$ \_\_\_\_\_

Monthly Income                   +   \$ \_\_\_\_\_

Monthly Expense                   -   \$ \_\_\_\_\_

**Balance at end of the month**   \$ \_\_\_\_\_

# Monthly Treasurer's Report

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Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

<b>Income</b>	<b>Amount</b>
<b>Total Income</b>	

<b>Expenses</b>	<b>Amount</b>
<b>Total Expenses</b>	

Beginning balance                                \$ \_\_\_\_\_

Monthly Income                                +        \$ \_\_\_\_\_

Monthly Expense                               -        \$ \_\_\_\_\_

**Balance at end of the month**            \$ \_\_\_\_\_

# Monthly Treasurer's Report

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Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

Income	Amount
<b>Total Income</b>	

Expenses	Amount
<b>Total Expenses</b>	

Beginning balance \$ \_\_\_\_\_

Monthly Income + \$ \_\_\_\_\_

Monthly Expense - \$ \_\_\_\_\_

**Balance at end of the month** \$ \_\_\_\_\_



# Monthly Treasurer's Report

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Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

Income	Amount
<b>Total Income</b>	

Expenses	Amount
<b>Total Expenses</b>	

Beginning balance                      \$ \_\_\_\_\_

Monthly Income                      +    \$ \_\_\_\_\_

Monthly Expense                      -    \$ \_\_\_\_\_

**Balance at end of the month      \$ \_\_\_\_\_**

# Monthly Treasurer's Report

Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

<b>Income</b>	<b>Amount</b>
<b>Total Income</b>	

<b>Expenses</b>	<b>Amount</b>
<b>Total Expenses</b>	

Beginning balance		\$ _____
Monthly Income	+	\$ _____
Monthly Expense	-	\$ _____
<b>Balance at end of the month</b>		<b>\$ _____</b>



# Monthly Treasurer's Report

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Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

Income	Amount
<b>Total Income</b>	

Expenses	Amount
<b>Total Expenses</b>	

Beginning balance                                    \$ \_\_\_\_\_

Monthly Income                                    +    \$ \_\_\_\_\_

Monthly Expense                                    -    \$ \_\_\_\_\_

**Balance at end of the month                    \$ \_\_\_\_\_**

# Monthly Treasurer's Report

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Month \_\_\_\_\_

Beginning Balance \$ \_\_\_\_\_

Income	Amount
<b>Total Income</b>	

Expenses	Amount
<b>Total Expenses</b>	

Beginning balance		\$ _____
Monthly Income	+	\$ _____
Monthly Expense	-	\$ _____
<b>Balance at end of the month</b>		<b>\$ _____</b>

## Expenditure Request

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**Check Request**

Payable to \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For (item) \_\_\_\_\_

Activity or purpose of the expense \_\_\_\_\_

Requested by \_\_\_\_\_

---

**Check Request**

Payable to \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For (item) \_\_\_\_\_

Activity or purpose of the expense \_\_\_\_\_

Requested by \_\_\_\_\_

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**Check Request**

Payable to \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For (item) \_\_\_\_\_

Activity or purpose of the expense \_\_\_\_\_

Requested by \_\_\_\_\_

## Expenditure Request

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**Check Request**

Payable to \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For (item) \_\_\_\_\_

Activity or purpose of the expense \_\_\_\_\_

Requested by \_\_\_\_\_

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**Check Request**

Payable to \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For (item) \_\_\_\_\_

Activity or purpose of the expense \_\_\_\_\_

Requested by \_\_\_\_\_

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**Check Request**

Payable to \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For (item) \_\_\_\_\_

Activity or purpose of the expense \_\_\_\_\_

Requested by \_\_\_\_\_

## Income Record

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***Income Received***

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_

---

***Income Received***

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_

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***Income Received***

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_

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Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_

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***Income Received***

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_



# Internal AUDIT PROCEDURES FOR 4-H CLUBS

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1. Secure all financial records (canceled checks, bank statements, ledgers, receipts) for the audit period.
2. Randomly review checks for appropriate signatures.
3. Randomly match documentation to checks. Record check numbers reviewed. Indicate questions.
4. Randomly check to see if expenditures on ledger are found on the bank statement. List expenditures reviewed. Indicate any questions that arose or write "none".
5. Check to see if there is a procedure for issuing receipts. Check dates of receipts against dates of deposits to see if deposits are timely. Record dates and amounts of deposits that were delayed by two weeks or more.

\$ \_\_\_\_\_

6. Review numerical sequence of canceled checks. List any missing checks.

\_\_\_\_\_

7. Randomly check mathematical accuracy of records. List month/week checked.

Comments:

8. Check to see if books have been reconciled to bank statements on a regular basis. Indicate questions or write "none".

9. List any outstanding checks and date of issue:

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

10. Any other issues?

I have checked the attached records and the club books and find them to be accurate and complete to the best of my knowledge.

Volunteers Signature(s)

Date

## Income Record

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***Income Received***

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_

---

***Income Received***

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_

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***Income Received***

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_

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***Income Received***

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_

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***Income Received***

Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

For (donation, etc.) \_\_\_\_\_

Deposited by \_\_\_\_\_ Date Deposited \_\_\_\_\_

## **4-H Motto, Emblem, Pledge, Creed, and Colors**

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Part of the history of any organization is the philosophy of the people who help to guide its growth.

### **The 4-H Motto:**

“To make the best better”

### **The 4-H Pledge Says:**

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.

### **The 4-H Emblem:**

The 4-H Emblem is a four-leaf clover with the letter "H" in each leaf. The four H's stand for head, heart, hands, and health. The leaves of the clover are green and the H's are white.

### **The 4-H Creed Says:**

I believe in 4-H work for the opportunity it gives me to become a useful citizen. I believe in the training of my head for the power it will give me to think, plan, and reason. I believe in the training of my hands for the ability it will give me to become helpful, useful, and skillful. I believe in the training of my health for the strength it will give me to enjoy life, to resist disease, and to work efficiently. I believe in my country, my state, and my community, and in my responsibilities for their development. In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.

### **The 4-H Colors:**

Green and White

**White** symbolizes purity and high ideals.

**Green** is Nature's most abundant color and is emblematic of springtime, life, youth, and growth.

