

Arkansas 4-H

Club Treasurer's Record Book



UofA **DIVISION OF AGRICULTURE**
RESEARCH & EXTENSION
University of Arkansas System



4-H Pledge

I pledge:

My Head to clearer thinking,

My Heart to greater loyalty,

My Hands to larger service and

My Health to better living for

My club, my community, my country and my world.

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About Being an Officer

You as the treasurer and all the other officers of your 4-H group are representatives of your 4-H club or group. You represent your own group and the 4-H program throughout the state. Your skills, abilities, standards, ideals, speech – and even smiles – represent Arkansas 4-H'ers. Representing others is one of an officer's most important responsibilities because it exists at all times – not just while you are at a 4-H meeting.

About Being the Treasurer¹

The treasurer is responsible for taking care of the group's money and bank accounts. This responsibility requires honesty, integrity and cooperation with your group's members and leaders.

The Treasurer's Responsibilities

Check the following items to verify that you understand and accept these responsibilities:

- I will inform the bank in which my 4-H club or group's funds are deposited that I am the new treasurer and sign the appropriate forms so I can write checks drawn on the account.
- I will handle all money matters for my 4-H club or group.
- I will keep an accurate record in the treasurer's book of how all money is used.
- I will deposit all funds that my group earns or receives in the bank as soon as possible after receiving them.
- I will pay all of the group's bills promptly as directed by the members and approved by the president.
- I will prepare and present a summary of income and expenses at each meeting. I will also report the current balance of all accounts.

- I will maintain the club's financial records in an orderly fashion and produce them to the audit committee annually.
- I will complete the Annual Summary Financial Report at the end of the club or group year, maintain a copy and submit the report to my county Extension office.

Handling Money

4-H clubs or groups are public groups, open to all without regard to race, color, national origin, sex, disability, religion or age. The money groups receive from dues, bake sales and other fundraising events is owned by the group, not by any one member or leader of the group. Because 4-H is a public organization, it is not "owned" by individuals the way a company is owned. Instead, 4-H is owned by the public. Therefore, the responsibilities of the 4-H club or group treasurer are quite different from those of the treasurer of a private company.

A treasurer in a privately-owned company is responsible to the other officers of the company and to the owners or stockholders for managing and controlling the assets of the company. These assets include cash, bank accounts, buildings, land and equipment. The treasurer of a 4-H group is responsible not only to the other officers, but also to the other members, the adult leaders and the public. (Most 4-H groups only have cash or bank accounts to manage, rather than land, buildings and equipment.)

You're in charge of "keeping the books," that is, your group's receipt book, checkbook and check register, payment vouchers and bank statements. The public calls for a higher standard of accountability and integrity for public groups. You can meet the high standards required of a 4-H treasurer by studying and following the money-handling methods found in this treasurer's book. These standards apply whether a group has 25 cents or \$2,500 in the treasury.

Conflicts may arise if money is not handled carefully and accurately. You can protect yourself and your 4-H group from conflict by being careful, responsible and accurate when handling the group's finances.

¹An adult leader should help you review this section. You should also review together the "Financial Guidelines for Arkansas 4-H Clubs or Groups" on page 5.

Receipts

When you receive money from a fundraising activity, you must always write a receipt for it. Writing a receipt takes a little time, but it helps protect your reputation. Without a receipt, there is no way to prove that your 4-H club or group received a specific amount of money or that you handled it correctly.

Your 4-H group should have a receipt book with prenumbered, two-part receipts. (They are available from many office supply stores.) If you make a mistake and have to void a receipt for any reason, mark both copies "VOID," staple them together and keep them with the treasurer's records. (See Figure 1 for a sample receipt.)

No. 1799	
Received from _____	Amber Horowitz
For _____	Sweater Supplies
By _____	Eva Ritter \$ 7.09
<small>Give white copy to customer. Keep pink copy.</small>	Date September 3, 2004

Figure 1. Sample receipt.

Receipts for Money From Fund-Raisers

If your 4-H group holds a fund-raiser such as a bake sale or car wash, you don't need to write a receipt for each person buying a cookie or having his or her car washed, but you (or the shift leader) need to write one at the end of each shift or at the end of the day. Each group of workers must account for the money they have received.

Two people should count the money, agree on the amount and turn the money over to you. It's a good idea for you to verify the amount (recount the money) in the presence of the people giving you the money. Then give them a receipt for the amount they gave you. (See Figure 2.)

Bank Deposits

Before you deposit a check, the person to whom it is payable must endorse (sign) the back of it. Checks that are made payable to the group

No. 1801	
Received from _____	Katelyn McGee & Stephan Farvesi
For _____	Car Wash — July 17, 2004 2nd Shift Earnings
By _____	Eva Ritter \$23.50
<small>Give white copy to customer. Keep pink copy.</small>	Date July 17, 2004

Figure 2. Receipt for money received from a fundraiser.

must be endorsed by signing the group name (as written on the check) and the treasurer's name. If someone writes a check payable to you that is intended for your 4-H group, endorse it by writing "Pay to the order of (your group name)" and signing it. You may want to have a rubber stamp (see Figure 3) made with the group name and account number on it to save you time (and wear and tear on your writing hand).

For Deposit Only 4-H Cloversall Club Home Town Trust & Savings Bank Account 555-55-85

Figure 3. "For Deposit Only" rubber stamp.

Keep these things in mind when making deposits:

- Deposit all funds promptly. If your group receives more than \$10 at any time, deposit the money within three days.
- Endorse checks immediately when you receive them.

Preparing Deposits

Total the receipts you have written since you made the last deposit and compare that amount with the amount of cash, coins and checks you intend to deposit. The two figures should agree. If they don't, repeat the process. When the two

figures do agree, prepare a deposit ticket or slip similar to Figure 4. If your group has a checking account, there is usually a supply of deposit slips at the end of each pad of checks. You also can usually pick up one in the bank lobby.

Follow these steps when filling out a deposit ticket or slip.

1. Date the deposit slip.
2. Fill in the amount of currency (bills) and coins you are depositing.
3. List each check number and its amount separately (use the back of the deposit slip, if necessary).
4. Record the deposit in the checking account register. (See Figure 5.)
5. Complete a duplicate of the deposit slip, and keep the duplicate with the bank receipt.

DEPOSIT TICKET

4-H Cloversall Club

DATE May 27 2004

Eva Ritter

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

Home Town
Trust & Savings Bank

1073000 2 28(7334 804.0900

DOLLARS		CENTS	
CURRENCY	2	00	
COIN	1	31	
CHECKS	1103	1	25
	787	10	00
<small>List Items Singly</small>			
TOTAL FROM OTHER SIDE	-0-	-	-
SUB-TOTAL	14	56	
LESS CASH RECEIVED	-0-	-	
TOTAL DEPOSIT	14	56	

Figure 4. Sample deposit ticket or slip.

Approving and Paying Bills

Part of your treasurer’s report is asking for and receiving the club or group members’ approval to pay the outstanding bills. After the members approve paying the bills, write a check for the approved amount for each bill. The usual way to pay bills is with a check. Holding cash back from deposits and then using the cash to pay bills is not a good practice, because it doesn’t leave a record or provide proof of payment. A proper receipt protects your reputation as treasurer.

Payment Vouchers

A payment voucher is a form that records your 4-H group’s approval to pay a bill. Prepare a payment voucher before paying any bill. After a bill is approved, prepare a check to pay it. After you write a check to pay a bill, attach the invoice (bill) or receipt to the payment voucher and finish filling out the payment voucher (Figure 6). Blank payment vouchers are found on page 13.

Checks

Follow these steps when writing checks.

1. Use ink.

Checking Account Register							
RECORD ALL CHARGES OR CREDITS THAT APPEAR ON YOUR ACCOUNT							
NUMBER	DE-	SCRIPTION OF TRANSACTION	PAYMENT DEBIT (-)	✓ T	FEE (IF ANY) (-)	DEPOSIT CREDIT (+)	BALANCE
							\$ 27.76
1152	5/24	Fairway Grocery	10.34				17.42
—	5/27	Deposit				14.56	31.98
—	5/30	Statement Fee			3.00		28.98

Figure 5. Sample check register.

2. Never erase a mistake. If you make a mistake, write “VOID” on the spoiled check and start a new one. Keep the voided check, don’t destroy it.
3. Write today’s date on the check.
4. Start writing the name of the person or business to whom the check is payable as close to the “Pay to the order of” as possible.

Payment Voucher		
4-H Cloversall Club		
4-H club/group name		
Date: <u>May 24, 2004</u>		
Pay to: <u>Fairway Grocery</u>		
(Copy of bill or statement must be attached.)		
Items purchased:	Project:	Amount:
Food	Family Fun Night	\$10.34
Approved: <u>at May 23 club meeting</u>		
Amber Horowitz		Date: <u>5/24/04</u>
President's signature		
Stephan Farvesi		Date: <u>5/24/04</u>
Secretary's signature		
Check number: <u>1152</u>		Date: <u>5/24/04</u>
By: <u>Eva Ritter</u>		

Figure 6. Sample payment voucher.

4-H Cloversall Club	May 24	20	04	1152
33-22/30				
PAY TO THE ORDER OF <u>Fairway Grocery</u>		\$ <u>10.34</u>		
<u>Ten and ³⁴/₁₀₀</u>		DOLLARS		
Home Town				
Trust & Savings Bank				
PURPOSE <u>food-family fun night</u>		<u>Eva Ritter</u>		

Figure 7. Sample check.

Avoid writing checks for less than \$1, but if you have to, start the “Pay to the order of” line by writing the word “Only” and then the amount.

7. Sign the check with your authorized signature, the same way you signed the signature card at the bank when you became treasurer.
8. If a check written on the group’s account is lost, notify the customer service department of the bank at once.

The check in Figure 7 was written to Fairway Grocery for \$10.34 for food for the 4-H Cloversall Club fun night.

Maintaining the Check Register

To keep your 4-H group’s check register up to date, follow these steps.

1. Write the check number and the date it was written in the appropriate columns.
 2. In the “description of transaction” column, write to whom the check was made payable.
 3. Enter the check amount in the “payment/debit” column and in the balance column. Then subtract the check amount from the remaining balance on the line above and enter the new balance immediately below.
 4. You can use the “T” column at the end of each month when you reconcile the account against the bank statement. Use this space to check off the checks that have cleared the bank (this information comes from the bank statement or the checks that have been returned to you).
 5. The “Fee, if any” column is the place to list any fees the bank has charged your group for cashing or purchasing checks or for preparing an account statement. Any fees will appear on the account statement. Enter the fee amount and subtract it from the account balance.
 6. Record the amount of any deposits in the “deposit/credit” column. Then add the deposit amount to the account balance on the line above and record the new account balance straight across.
5. Leave as little space as possible between the figures and words when filling in the amount lines. This helps prevent someone else from changing a \$1 check, for example, into a \$100 or \$1,000 check.
 6. Begin writing the amount at the extreme left of the amount line. Be sure the written amount agrees with the numeric amount.

<u>4-H Cloverall Club</u>	
<small>Club name</small>	
Monthly Treasurer's Report	
1. State the beginning balance:	
Date: <u>5/1/04</u>	Balance: <u>\$27.76</u>
2. Indicate money received:	
amount \$ <u>14.56</u> for what purpose <u>sweater supplies</u>	
amount \$ _____ for what purpose _____	
amount \$ _____ for what purpose _____	
Total received: \$ <u>14.56</u>	
3. State the expenses:	
\$ <u>10.34</u> to <u>Fairway Grocery</u>	
for what purpose <u>food - family fun night</u>	
\$ <u>3.00</u> to <u>Home Town Trust & Savings</u>	
for what purpose <u>statement fee</u>	
\$ _____ to _____	
for what purpose _____	
Total expenses: \$ <u>13.34</u>	
4. Indicate closing balance:	
Date: <u>5/31/04</u>	Closing balance: \$ <u>\$28.98</u>
If the club has a checking account, do the following:	
Add back checks that haven't shown up on the bank statement plus <u>-0-</u>	
Subtract deposits not showing up on bank statement minus <u>-0-</u>	
Adjusted balance should agree with bank statement equals <u>28.98</u>	
Include clear copy of bank statement that agrees with the total adjusted balance, directly above.	
Prepared by: <u>Eva Ritter</u>	Accepted by: <u>Amber Horowitz</u>
<small>Club treasurer's signature</small>	<small>Club president's signature</small>
Date: <u>6/30/04</u>	Date: <u>6/30/04</u>

Figure 8. Sample monthly treasurer's report.

Figure 5 on page 3 shows that:

- Check 1152 for \$10.32 was written on May 24 to Fairway Grocery.
- A \$14.56 deposit was made on May 27.
- A \$3 bank statement fee was charged to the account on May 30.

The Treasurer's Report

The treasurer's report informs members of the group's financial activity for the past month. After you complete a copy of the "Monthly Treasurer's Report" (see Figure 8 above), circulate a copy of the report and the bank statement. Then present for the group's approval the bills to be paid in the next month. After the group has reviewed your treasurer's report and verified that it is reconciled with the bank statement, a member moves to accept the treasurer's report, the motion is seconded and the group votes on the motion. If the motion is approved, the secretary enters a copy of the treasurer's report into the minutes. The secretary keeps the bank statement, payment vouchers, annual summary financial reports and all receipt books in the group's permanent records.

Financial Guidelines for Arkansas 4-H Clubs or Groups

Under U.S. Department of Agriculture and University of Arkansas Division of Agriculture guidelines, the county Extension office is required to keep track of all transactions related to finances in 4-H groups. It's extremely important that all 4-H groups show the source of any money they have raised and how it is disbursed.

4-H club members do not typically pay membership fees. Local groups may choose to raise money for their goals through fund-raising or dues or both. A group treasury is optional but necessary if funds are maintained for group use. Fund-raising should be done for the good of the total group and should be consistent with the county 4-H fund-raising policies. Fund-raising should not be the main focus of group activities nor exclude any individual from participation. Groups are expected to support the financial needs of the total group and, when possible, to assist with participant costs in county, state, national and international programs.

The following guidelines are in effect to help groups fulfill their responsibilities for handling funds:

1. The group treasurer must use this book, the **Arkansas 4-H Treasurer's Record Book** (C-488), to show cash received, where the money came from and payments made, complete with check number, date and purpose. If the group does not have a checking account but does have a savings account, checks should be purchased from a bank or credit union. For the treasurer's protection, copies of these checks are to be recorded and maintained.
2. Payments should be made only 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 very important to protect the treasurer's reputation.

3. Some groups 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. Since a budget is approved by the members of the group, it's not necessary to seek approval for payment of items already listed in the budget. If a group 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. This accomplishes two things. First, all expenditures of the group funds are made with the full approval of the group. Second, this is a great way for the club or group members to learn how money flows into and out of an organization.
 4. All money received should be acknowledged with a written receipt, preferably pre-numbered. The receipt should also include the amount received, the source of the funds (such as a car wash or plant sales), the date and the name of the person making the payments. These receipts are the backup documentation for any bank deposits made. The receipts should also become a permanent part of the club or group records. All receipt books should be kept for the current year and three prior years.
 5. If any receipt is voided, the original receipt should be maintained with the official copy of that receipt.
 6. If a member/representative turns in money collected from several people, one receipt may be written directly to that member if documentation is attached to the receipt listing (1) individuals from whom money was collected and (2) the amount collected from each.
 7. All 4-H clubs and groups are required to complete an Annual Financial Report, Audit Report and Annual Inventory Report. These reports must be turned in to the county Extension office at the end of the fiscal/calendar year.
 8. Each club or group should have at least two adult volunteers' names and the youth treasurer's name to be on the bank account (with neither adult leader being the parent of the treasurer). The group also might consider requiring dual signatures for expenditures over a pre-set amount.
 9. All fund-raising activities within a county using the 4-H Name and Emblem should be reviewed and approved by the county Extension agent before the event. All money raised using the 4-H name must be used only for 4-H activities. Because these funds are publicly accountable, they must not be used in any way to enrich individuals. This means money may not be given out to individual group members or others but should be used to pay for recognition of achievements, scholarships, educational programs, activities, workshops or 4-H group supplies. Money may be transferred to fund county, state or national programs.
 10. Noncash donations to groups (for example, consumable donations of supplies or miscellaneous items) should be acknowledged in writing to the donor. A copy of the acknowledgement must be kept in the group treasurer's records. Nonconsumable donations such as equipment or animals should be accepted only if the group 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 treasurer's records. Valuation of a non-cash donation is the responsibility of the donor, in consultation with his or her tax advisor and individuals qualified to appraise items of this type. It is not appropriate for a 4-H group, staff member or volunteer to place a value on items donated.
- Donors cannot specify the individual recipient of cash or noncash donations. Clubs or groups should not feel compelled to accept noncash donations. The Extension agent responsible for 4-H Youth Programs should be contacted whenever the group has questions about the appropriate action with respect to accepting and managing any donation.

11. Cash donations requiring a written receipt must be deposited in the UACES County Depository Account and the UACES will issue the appropriate donor acknowledgement.
12. When any merchandise is purchased from a group or a noncash contribution is made, only the amount paid in excess of the fair market value of the item may be deducted as a charitable contribution. Again, it is the responsibility of the purchaser, not the volunteer group, to determine the fair market value of a product.
13. Any 4-H club or group that disbands with money left in its account must turn over those funds to the University of Arkansas Cooperative Extension Service or other exempt volunteer organizations.
 - a. Examples of acceptable distribution of funds:
 - Donation to another community group or the county-wide group, (i.e., another 4-H or EHC Club, County 4-H Foundation or County EH Council).
 - b. Examples of unacceptable distribution of funds:
 - Dividing the leftover funds among members.
 - Sponsoring a trip or party for the members for the purpose of using the funds.
 - Cash gifts to members, county agents or other nonqualifying entities.
14. If a club or group becomes inactive or ceases to exist, the appropriate county Extension agent has the obligation and authority to ensure the appropriate disposition of any remaining assets.
15. Another responsibility in sound financial management for groups is a system for examination and audit of financial statement balances, assets and the established accounting system. Each club/group should have its financial statements and related books and records audited at the end of each fiscal/calendar year.
16. Many clubs and groups find it useful to acquire and maintain certain tangible assets (equipment and supplies) in support of the educational goals of the organization.
17. Any property valued at \$500 or more and all firearms (regardless of value) must be listed on the property inventory report.
18. Groups are required to inventory these assets on an annual basis: (1) to document their location; and (2) provide a historical summary for both acquisition and disposal. (Note: To avoid burdensome recordkeeping, it is suggested that this inventory report include only assets with a useful life over one year and an initial value of \$500 or more).

Annual 4-H Financial Reporting

How to Complete the Annual Financial Reports

All reports should be completed to coincide with the 4-H Year (October 1 through September 30.)

The **Statement of Income and Expenses** provides the club's/group's net increase or net loss information while the **Statement of Financial Position** provides information about the overall assets, liabilities and the financial position of the club/group for the 12-month reporting period.

The **Annual Group Property/Inventory Report** lists the items owned by the club/group. Clubs/groups must complete all end-of-year financial reports:

- Statement of Income and Expenses
- Statement of Financial Position
- Annual Group Property/Inventory Report
- Peer Review of Group Financial Records: Cover Sheet
- Peer Review of Group Financial Records: Report

Once completed, send copies of all these reports and a copy of the last bank statement to the Staff Chair at the County Extension Office. The Staff Chair will review, sign and send to the Chief Financial Officer's office.

Be sure you send the completed reports to the Staff Chair in a timely manner, giving him/her enough time to review and send the reports on to the Chief Financial Officer by January 1.

Statement of Income and Expenses

The purpose of the Statement of Income and Expenses is to report income received and expenses paid during the 12-month reporting period. This report is to determine what is called the “bottom line” or the **NET INCREASE** or **NET LOSS** for that 12-month period.

The Statement of Income and Expenses is not to reconcile the bank account. You will not include the beginning checking account balance and/or money transferred to another bank account on this report.

Net Increase or **Net Loss**: Subtract the Total Expenses from the Total Income to determine the net increase or net loss for the 12-month period.

Statement of Financial Position

The **Statement of Financial Position** is a “**snapshot**” of the club’s/group’s financial position at a **specific point in time**, i.e., on the last day of the 12-month period. A nonprofit organization’s **Statement of Financial Position** is similar to a business’s balance sheet. It reports assets and liabilities; and, since nonprofit organizations do not have “owners,” the third section of the **Statement of Financial Position** is **Net Assets** instead of “owner’s equity” or “stockholders’ equity.”

Assets are things the club/group **owns**, such as cash and bank accounts, inventory, office equipment, other equipment, trailers. etc.

Liabilities are the things the club/group **still owes** and are **not expenses** already paid during the 12-month reporting period. Liabilities may include accounts payable (products or services received but not yet paid), installment payments on equipment and any accrued expenses to be paid at a later date.

Since inventory, equipment, products and services are normally paid at the time of purchase or delivery, the club/group may not have any liabilities to report. In this case, enter zero for the Total Liabilities.

Net Assets – Beginning is the amount of the Net Assets at the beginning of the 12-month reporting period (October 1). For a new club/group, the amount is zero since the

club/group did not have any assets prior to forming. For an existing club/group, the amount is carried forward from the previous year’s **Net Assets – Ending**.

Net Assets are the **total** worth of all existing assets minus any liabilities that the club/group holds. In other words, net assets consist of the difference between what the club/group owns and what it owes.

Total Liabilities plus Net Assets must equal the **Total Assets**.

Annual Group Property/Inventory Report

List the club’s/group’s inventory and equipment of items greater than or equal to \$500 **AND** any and all firearms (**regardless of value**); include the date acquired or purchased, the value (purchase price or acquired value), item description (include the serial number, if applicable), and storage location. NOTE: The value should be the actual purchase price or acquired value. Do not depreciate the value on the report.

Peer Review of Group Financial Records: Cover Sheet and Report

The peer review committee should be composed of at least two members. The purpose is to review the accounting records and financial statements prepared by the treasurer for accuracy and reasonableness. Committee members should not include the treasurer, anyone related to the treasurer or anyone who signs checks, approves expenditures or is involved in any way in the financial affairs of the group.

Annual procedures for peer review committee at end of the program year:

1. Check each month’s reconciled bank statement and canceled checks. Make sure the ledger postings are current and complete.
2. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
3. Total all funds received. Verify that cash receipts were written and that funds received were listed on the ledger reports.

4. Total all deposits made to the bank account. This total should equal the total of all funds received.
5. Total all expenditures. Verify that a written bill is on file for each expenditure. Verify all expenditures were paid by check, not in cash.
6. Examine the Annual Group Financial Report. Verify that the amounts listed agree with the amounts in the treasurer's ledger reports, the total in the check register and the bank statement.
7. The treasurer's total balance at the beginning of the year plus all funds received, minus all expenditures, must equal the treasurer's total balance at the end of the year.
8. Examine the Annual Group Property/ Inventory Report and make sure that all property/equipment has been properly accounted for and documented. A letter of receipt should be on file for each gift received, documenting donor, date, value and any restrictions placed on the donation by the donor.
9. Review prior year's report and determine if appropriate followup actions were taken.
10. Complete forms and send to the Staff Chair at the County Extension Office in a timely manner. The Staff Chair will review all forms and send to UACES Office of CFO within 90 days of the financial year end.
 - Peer Review of Group Financial Records: Cover Sheet
 - Peer Review of Group Financial Records: Report

Example: A new club/group is formed.

1st Year Transactions:

The club/group receives a donation of \$100.00 and deposits the \$100.00 to open a bank account. During the year, the club/group receives income of \$350.00 from T-shirt sales and deposits that income. The club/group pays out an expense of \$10.00 for checks for the bank account and pays out an expense of \$100.00 to purchase the T-shirts.

1st Year Bank Account Transactions:

Beginning Balance	.00
1 st year total deposits	450.00
1 st year total checks written	<u>-110.00</u>
Ending Bank Account Balance	<u>\$340.00</u>

1st YEAR – STATEMENT OF INCOME AND EXPENSES (YEAR-END SEPTEMBER 30):

Income:

Donation	100.00	
T-shirt Sales	<u>350.00</u>	
Total Income (A)		<u>\$450.00</u>

Expenses:

Checks	10.00	
T-shirts	<u>100.00</u>	
Total Expenses (B)		<u>\$110.00</u>

Net Increase or Net Loss (C) A – B = C) \$340.00

Subtract the Total Expenses from the Total Income for the reporting period. The club/group had a **Net Increase** of \$340.00. This amount will be carried forward as a positive number to the Statement of Financial Position as the amount in **Current Year's Net Increase** and added to the **Net Assets – Beginning** (which is zero at this time since this is a new club/group) to determine the amount of the **Net Assets – Ending** for the first reporting period.

1st YEAR – STATEMENT OF FINANCIAL POSITION (AS OF SEPTEMBER 30):

Assets:		
Cash or Checking Account	\$340.00	(reconciled balance on September 30)
Inventory/Equipment	.00	
Other	<u>.00</u>	
Total Assets (A)		<u>\$340.00</u>
Liabilities:		
Accounts Payable	.00	
Other	<u>.00</u>	
Total Liabilities (B)	<u>\$.00</u>	
Net Assets:		
Net Assets – Beginning	.00	
Current Year's <u>Net Increase</u> or Net Loss		<u>340.00</u>
Net Assets - Ending (C)		<u>\$340.00</u>
TOTAL LIABILITIES and NET ASSETS [(B) + (C) = (A)]		<u>\$340.00</u>

NOTE: THE AMOUNT OF THE 1st YEAR'S NET ASSETS – ENDING OF \$340.00 WILL BE CARRIED FORWARD TO THE 2nd YEAR'S NET ASSETS – BEGINNING.

.....

2nd Year Transactions:

The second year, the club/group receives income of \$500.00 for concession stand sales and contributions of \$200.00 and deposits that income.

The club/group pays out expenses of \$50.00 for booth rental and \$100.00 for meeting expenses.

The club/group also pays out \$557.00 to purchase archery equipment (this is not an expense). It is an asset and is to be included on the Statement of Financial Position and listed on the Annual Group Property/Inventory Report.

2nd Year Bank Account Transactions:

Beginning Balance	340.00
2 nd year total deposits	700.00
2 nd year checks written (expenses)	-150.00
2 nd year check written (equipment)	<u>-557.00</u>
Ending Bank Account Balance	<u>\$333.00</u>

2nd YEAR – STATEMENT OF INCOME AND EXPENSES (YEAR-END SEPTEMBER 30):

Income:		
Concession Stand Sales	500.00	
Contributions	<u>200.00</u>	
Total Income (A)		<u>\$700.00</u>
Expenses:		
Booth Rental	50.00	
Meeting Expenses	<u>100.00</u>	
Total Expenses (B)		<u>\$150.00</u>
Net Increase or Net Loss (C) (A – B = C)		<u>\$550.00</u>

Subtract the Total Expenses from the Total Income for the reporting period. The club/group had a Net Increase of \$550.00. This amount will be carried forward as a positive number to the Statement of Financial Position as the amount in the Current Year's Net Increase and added to the Net Assets – Beginning to determine the amount of the Net Assets – Ending for the second reporting period.

2nd YEAR – STATEMENT OF FINANCIAL POSITION (AS OF SEPTEMBER 30):

Assets:		
Cash or Checking Account	333.00	(reconciled balance on September 30)
Inventory/Equipment (archery equip)	557.00	
Other	<u>.00</u>	
Total Assets (A)		<u>\$890.00</u>
Liabilities:		
Accounts Payable	.00	
Other	<u>.00</u>	
Total Liabilities (B)		<u>\$.00</u>
Net Assets:		
Net Assets – Beginning	340.00	(from last year’s Net Assets – Ending)
Current Year’s Net Increase or Net Loss	<u>550.00</u>	
Net Assets - Ending (C)		<u>\$890.00</u>
TOTAL LIABILITIES and NET ASSETS [(B) + (C) = (A)]		<u>\$890.00</u>

NOTE: THE AMOUNT OF THE 2nd YEAR’S NET ASSETS – ENDING OF \$890.00 WILL BE CARRIED FORWARD TO THE 3rd YEAR’S NET ASSETS – BEGINNING.

3rd Year Transactions:

The third year, the club/group did not receive any income.
The club/group pays out expenses of \$125.00 for meeting expenses.

3rd Year Bank Account Transactions:

Beginning Balance	333.00
3 rd year total deposits	.00
3 rd year total checks written	<u>-125.00</u>
Ending Bank Account Balance	<u>\$208.00</u>

3rd YEAR – STATEMENT OF INCOME AND EXPENSES (YEAR-END SEPTEMBER 30):

Income:		
	.00	
	<u>.00</u>	
Total Income (A)		<u>\$.00</u>
Expenses:		
Meeting Expense	<u>125.00</u>	
Total Expenses (B)		<u>\$125.00</u>
Net Increase or Net Loss (C) (A – B = C)		<u>-\$125.00</u>

Subtract the Total Expenses from the Total Income for the reporting period. The club/group had Net Loss (net decrease) of \$125.00. This amount will be carried forward as a negative number as indicated (125.00) to the Statement of Financial Position as the amount in the Current Year’s Net Loss and subtracted from the Net Assets – Beginning to determine the Net Assets – Ending.

3rd YEAR – STATEMENT OF FINANCIAL POSITION (AS OF SEPTEMBER 30):

Assets:

Cash or Checking Account	208.00 (reconciled balance on September 30)
Inventory/Equipment	557.00
Other	<u>.00</u>

Total Assets (A) \$765.00

Liabilities:

Accounts Payable	.00
Other	<u>.00</u>

Total Liabilities (B) \$.00

Net Assets:

Net Assets – Beginning	890.00 (from last year's Net Assets – Ending)
Current Year's Net Increase or Net Loss	<u>-125.00</u>

Net Assets - Ending (C) \$765.00

TOTAL LIABILITIES and NET ASSETS [(B) + (C) = (A)] \$765.00

NOTE: THE AMOUNT OF THE 3rd YEAR'S NET ASSETS – ENDING OF \$765.00 WILL BE CARRIED FORWARD TO THE 4th YEAR'S NET ASSETS – BEGINNING AND SO ON.

Payment Voucher

_____ 4-H club/group name

Date: _____

Pay to: _____
(Copy of bill or statement must be attached.)

Items purchased: _____ Project: _____ Amount: _____

Approved: _____

President's signature _____ Date: _____

Secretary's signature _____ Date: _____

Check number: _____ Date: _____

By: _____

Payment Voucher

_____ 4-H club/group name

Date: _____

Pay to: _____
(Copy of bill or statement must be attached.)

Items purchased: _____ Project: _____ Amount: _____

Approved: _____

President's signature _____ Date: _____

Secretary's signature _____ Date: _____

Check number: _____ Date: _____

By: _____

Record of Club/Group Finances

Cash Received		Cash Paid Out		Balance
Date	From What Source	For What Purpose	Amount	Balance at end of each entry
	<i>Balance carried over from previous page</i>			\$
		<i>Balance carried over to next page</i>		\$

Record of Club/Group Finances

Cash Received			Cash Paid Out		Balance
Date	From What Source	Amount	For What Purpose	Amount	Balance at end of each entry
	<i>Balance carried over from previous page</i>	-----		-----	\$ -----
		-----	<i>Balance carried over to next page</i>	-----	\$ -----

Record of Club/Group Finances

Cash Received		Cash Paid Out		Balance
Date	From What Source	For What Purpose	Amount	Balance at end of each entry
	<i>Balance carried over from previous page</i>			\$
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Record of Club/Group Finances

Cash Received			Cash Paid Out		Balance
Date	From What Source	Amount	For What Purpose	Amount	Balance at end of each entry
	<i>Balance carried over from previous page</i>	-----		-----	\$ -----
		-----	<i>Balance carried over to next page</i>	-----	\$ -----

Club/Group name _____

Monthly Treasurer's Report

1. State the beginning balance:

Date: _____ Balance: _____

2. Indicate money received:

amount \$ _____ for what purpose _____

amount \$ _____ for what purpose _____

amount \$ _____ for what purpose _____

Total received: \$ _____

3. State the expenses:

\$ _____ to _____

for what purpose _____

\$ _____ to _____

for what purpose _____

\$ _____ to _____

for what purpose _____

Total expenses: \$ _____

4. Indicate closing balance:

Date: _____ Closing balance: \$ _____

If the club or group has a checking account, do the following:

Add back checks that haven't shown up on the bank statement **plus** _____

Subtract deposits not showing up on bank statement **minus** _____

Adjusted balance should agree with bank statement **equals** _____

Include clear copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: _____ Accepted by: _____
Treasurer's signature President's signature

Date: _____ Date: _____

Club/Group name _____

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1. State the beginning balance:

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Adjusted balance should agree with bank statement **equals** _____

Include clear copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: _____ Accepted by: _____
Treasurer's signature President's signature

Date: _____ Date: _____

Statement of Income and Expenses

Jan 1, _____ - Dec 31, _____

County: _____

Club/Group: _____

Income: Summarize by source and amount:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Income (A)

Expenses: Summarize by source and amount:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Expenses (B)

Net Increase or Net Loss (C)

[(A) - (B) = (C)]

NOTE: Complete all EOY financial reports and send to the Staff Chair at the County Extension Office.

ANNUAL FINANCIAL REPORT Page 2 of 3
Statement of Financial Position

Year End as of: _____

County: _____

Club/Group: _____

Assets:

Cash and/or Checking Account _____

Inventory/Equipment _____

Total Assets (A) _____

Liabilities:

Accounts Payable _____

Total Liabilities (B) _____

Net Assets:

Net Assets - Beginning* _____

Current Year's Net Increase or Net Loss _____

Net Assets - Ending (C) _____

(*Net Assets-Beginning is the value of assets at the beginning of the 12-mo. reporting period. For new clubs, the value is .00.
 For existing clubs, the value is equal to the Net Assets-Ending (or Total Equity) from previous year's 12-month reporting period).

Total Liabilities and Net Assets [(B) + (C) = (A)] _____

We hereby certify that the Annual Financial Report forms are complete and mathematically correct and include the Statement of Income and Expenses, the Statement of Financial Position, the Annual Group Property/Inventory Report, the Peer Review Cover Sheet, the Peer Review Report, and a copy of the last bank statement.

 Treasurer Date
 Club/Group

 President Date
 Club/Group

 Staff Chair Date

ANNUAL FINANCIAL REPORT Page 3 of 3
Annual Group Property/Inventory Report

County: _____

Date: _____

Date Acquired	Item Description (include Serial No.)	Purchase or Acquired Price	Storage Location	Notes

TOTAL

We hereby certify that this is a correct list of equipment/inventory with a value greater than or equal to \$500 and any and all firearms (regardless of \$ value) belonging to:

 Club/Group Name

(Attach additional sheets as necessary)

 Treasurer

 Date

 President

 Date

NOTE: Complete all EOY financial reports and send to the Staff Chair at the County Extension Office.

Items to be disposed of should be sent to the County Extension Office for proper disposal.

Peer Review of Group Financial Records: Cover Sheet

Master Gardener 4-H

County _____ Jan 1 _____ - Dec 31 _____

Checking Account Number: _____

Bank _____ Address _____

IRS Tax ID# (form SS-4) _____ Audit Date _____

Persons Authorized to sign on checking account:

Name _____ Address _____

Name _____ Address _____

Bank records are in the possession of:

Name _____ Address _____

NOTE: Attach copy of the year-end bank statement.

Note: Send copy to Staff Chair at County Extension Office with end of year financial reports.

Peer Review of Group Financial Records: Report

Master Gardener 4-H

County _____ Jan 1 _____ - Dec 31 _____

Group budget and any addendums
Treasurer's ledger reports
Bank statements
Year-end financial report
Group cash handling procedures

Canceled checks and deposit slips
Receipts for all income
Bills for all expenses
Inventory records

The Review Committee found the following conditions:

The Review Committee makes the following recommendations:

This certifies that the Review Committee has reviewed the record keeping and financial balances and finds them:

- In order;
- In order upon implementation of recommendation;
- Requiring further review and action.

Signatures of Review Committee Printed Name

Address _____

Signatures of Review Committee Printed Name

Address _____

Note: Attach copy of the year-end bank statement.

Send copy to Staff Chair at County Extension Office with end of year financial reports.

WHAT IS 4-H WORK?

4-H work is that part of the program of the Cooperative Extension Service of the University of Arkansas which serves youth. Young people between the ages of 5 and 19 organize themselves into a 4-H club with their own officers, adult leaders, and local programs. The primary purpose of 4-H work is to develop in boys and girls leadership, initiative, citizenship, and character, and to teach them certain subject matter.



THE 4-H CLUB PLEDGE

I pledge: my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
my Health to better living,
for my club, my community,
my country, and my world.

THE 4-H CLUB MOTTO

To Make the Best Better

THE 4-H CLUB EMBLEM

The 4-H emblem is a four-leaf clover with the letter "H" on each leaf.
The four "H's" stand for Head, Heart, Hands, and Health.

THE 4-H CLUB COLORS

GREEN: Nature's most common color is emblematic of springtime, life, and youth.

WHITE: Symbolizes purity and high ideals.

This publication was provided to you through the Cooperative Extension Service of the University of Arkansas, represented in your county by your county Extension agents.



DIVISION OF AGRICULTURE
RESEARCH & EXTENSION

University of Arkansas System

University of Arkansas, United States Department of Agriculture, and County Governments Cooperating

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