

**2026 Club Treasurer
Notebook
Refill Packet**

Note: In 2025 there was a new
notebook index.

Please replace these pages in
Section 1

Section 2

Place this pocket in section 2 to collect expense documentation

Please replace these pages in
Section 3

4-H Club Deposit Record

Date: _____

Income - Deposits	Check Record	Cash Record																																	
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Club _____ Month and Year _____

CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook register to make sure they are balanced (equal) each month.

Outstanding Deposits (Not included in your statement)

Date	Amount
Total Outstanding Deposits	

[TOTAL A]

Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

[TOTAL B]

STEPS TO RECONCILE/BALANCE ACCOUNT

1. Ending balance from your checkbook ledger _____
2. Subtract total outstanding deposits [TOTAL A] - _____
3. Add total outstanding checks [TOTAL B] + _____
4. Subtract bank fees* - _____
5. Add interest earned* + _____
6. Adjusted balance = _____
(should equal bank statement)

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.



Club _____ Month and Year _____

CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook register to make sure they are balanced (equal) each month.

Outstanding Deposits (Not included in your statement)

Date	Amount
Total Outstanding Deposits	

[TOTAL A]

Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

[TOTAL B]

STEPS TO RECONCILE/BALANCE ACCOUNT

1. Ending balance from your checkbook ledger _____
2. Subtract total outstanding deposits [TOTAL A] - _____
3. Add total outstanding checks [TOTAL B] + _____
4. Subtract bank fees* - _____
5. Add interest earned* + _____
6. Adjusted balance = _____
(should equal bank statement)

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.



Club _____ Month and Year _____

CHECKBOOK BALANCING/RECONCILIATION FORM

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Outstanding Deposits (Not included in your statement)

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Total Outstanding Deposits	

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Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

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STEPS TO RECONCILE/BALANCE ACCOUNT

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Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

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2. Subtract total outstanding deposits [TOTAL A] - _____
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[TOTAL A]

Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

[TOTAL B]

STEPS TO RECONCILE/BALANCE ACCOUNT

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2. Subtract total outstanding deposits [TOTAL A] - _____
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Club _____ Month and Year _____

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Total Outstanding Deposits	

[TOTAL A]

Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

[TOTAL B]

STEPS TO RECONCILE/BALANCE ACCOUNT

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2. Subtract total outstanding deposits [TOTAL A] - _____
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Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

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STEPS TO RECONCILE/BALANCE ACCOUNT

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Outstanding Checks (Not included in your statement)

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STEPS TO RECONCILE/BALANCE ACCOUNT

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Outstanding Deposits (Not included in your statement)

Date	Amount
Total Outstanding Deposits	

[TOTAL A]

Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

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STEPS TO RECONCILE/BALANCE ACCOUNT

1. Ending balance from your checkbook ledger _____
2. Subtract total outstanding deposits [TOTAL A] - _____
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Date	Amount
Total Outstanding Deposits	

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Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
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STEPS TO RECONCILE/BALANCE ACCOUNT

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Outstanding Deposits (Not included in your statement)

Date	Amount
Total Outstanding Deposits	

[TOTAL A]

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Check #	Written To:	Amount
Total Outstanding Checks		

[TOTAL B]

STEPS TO RECONCILE/BALANCE ACCOUNT

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Club _____ Month and Year _____

CHECKBOOK BALANCING/RECONCILIATION FORM

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Outstanding Deposits (Not included in your statement)

Date	Amount
Total Outstanding Deposits	

[TOTAL A]

Outstanding Checks (Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

[TOTAL B]

STEPS TO RECONCILE/BALANCE ACCOUNT

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6. Adjusted balance = _____
(should equal bank statement)

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.



Please replace these pages in
Section 5

Treasurer's Report

The Treasurer's Report informs members of the club's financial activity since the last meeting. Complete the Treasurer's Report, and present it to the club for each meeting.

4-H Club Name _____ Date _____

1. State the beginning account balance: _____ Date of previous meeting: _____
(Ending balance from previous meeting)

2. Money received:

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

\$ _____ total amount of money received.

3. Payments made:

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ total amount of payments made.

4. State the ending balance: \$ _____

5. Submitted by: _____

Treasurer



Treasurer's Report

The Treasurer's Report informs members of the club's financial activity since the last meeting. Complete the Treasurer's Report, and present it to the club for each meeting.

4-H Club Name _____ Date _____

1. State the beginning account balance: _____ Date of previous meeting: _____
(Ending balance from previous meeting)

2. Money received:

\$ _____ from _____ for what purpose _____

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\$ _____ to _____ for what purpose _____

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\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ total amount of payments made.

4. State the ending balance: \$ _____

5. Submitted by: _____

Treasurer



Treasurer's Report

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\$ _____ total amount of payments made.

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5. Submitted by: _____

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\$ _____ total amount of payments made.

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5. Submitted by: _____

Treasurer



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5. Submitted by: _____

Treasurer



Treasurer's Report

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\$ _____ to _____ for what purpose _____

\$ _____ total amount of payments made.

4. State the ending balance: \$ _____

5. Submitted by: _____

Treasurer



Please replace these pages in
Section 6

Please replace these pages in
Section 7

4-H Club Fundraising Proposal

**Proposals are due at least two weeks prior to fundraiser planned start date.

**Written fundraiser approval must be received from the Extension office prior to start of fundraiser.

4-H Club _____

Club Organizational Advisor: _____

Person In Charge of Fundraiser _____ Phone Number _____

Type of Fundraiser _____

Dates for Planned Fundraiser _____

Describe how Fundraiser will work, include who will be handling money

How will money raised from the Fundraiser be used?

Will incentives or prizes be given to youth who participate? YES NO

If yes, what are the incentive/prizes and how will they be distributed?

Submitted by (Print Name) _____

Signature _____ Date: _____

Email _____

For Office Use Only

Approved by: _____ Date: _____

Letter/Email sent to requester on: _____

Comments to Volunteer:



4-H Club Fundraising Proposal

**Proposals are due at least two weeks prior to fundraiser planned start date.

**Written fundraiser approval must be received from the Extension office prior to start of fundraiser.

4-H Club _____

Club Organizational Advisor: _____

Person In Charge of Fundraiser _____ Phone Number _____

Type of Fundraiser _____

Dates for Planned Fundraiser _____

Describe how Fundraiser will work, include who will be handling money

How will money raised from the Fundraiser be used?

Will incentives or prizes be given to youth who participate? YES NO

If yes, what are the incentive/prizes and how will they be distributed?

Submitted by (Print Name) _____

Signature _____ Date: _____

Email _____

For Office Use Only

Approved by: _____ Date: _____

Letter/Email sent to requester on: _____

Comments to Volunteer:



4-H Club Fundraising Proposal

**Proposals are due at least two weeks prior to fundraiser planned start date.

**Written fundraiser approval must be received from the Extension office prior to start of fundraiser.

4-H Club _____

Club Organizational Advisor: _____

Person In Charge of Fundraiser _____ Phone Number _____

Type of Fundraiser _____

Dates for Planned Fundraiser _____

Describe how Fundraiser will work, include who will be handling money

How will money raised from the Fundraiser be used?

Will incentives or prizes be given to youth who participate? YES NO

If yes, what are the incentive/prizes and how will they be distributed?

Submitted by (Print Name) _____

Signature _____ Date: _____

Email _____

For Office Use Only

Approved by: _____ Date: _____

Letter/Email sent to requester on: _____

Comments to Volunteer:



Please replace these pages in
Section 8

Club Name: _____

Type of Fundraiser: _____ Dates of Fundraiser: _____

Fundraiser Club Contact: _____ Phone: _____

Club Fundraiser Summary Form

(Attach this form and all documents to bank statement showing deposits and withdrawals)

Beginning Cash (start up cash)**Income**

Total Sales (cash & checks)

Money Donations

Other: _____

Total Income brought in for fundraiser

Expenses

Supplies/Product Cost

Advertising

Other: _____

Total Expenses paid out for fundraiser

Subtract Beginner Cash (start up cash)**Total Profit from Fundraiser***All funds and beginning cash (start up cash) must be deposited.*

Fundraiser Coordinator: _____ Date: _____

Treasurer Signature: _____ Advisor Signature _____



Club Name: _____

Type of Fundraiser: _____ Dates of Fundraiser: _____

Fundraiser Club Contact: _____ Phone: _____

Club Fundraiser Summary Form

(Attach this form and all documents to bank statement showing deposits and withdrawals)

Beginning Cash (start up cash)**Income**

Total Sales (cash & checks)

Money Donations

Other: _____

Total Income brought in for fundraiser

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Advertising

Other: _____

Total Expenses paid out for fundraiser

Subtract Beginner Cash (start up cash)**Total Profit from Fundraiser***All funds and beginning cash (start up cash) must be deposited.*

Fundraiser Coordinator: _____ Date: _____

Treasurer Signature: _____ Advisor Signature _____



Club Name: _____

Type of Fundraiser: _____ Dates of Fundraiser: _____

Fundraiser Club Contact: _____ Phone: _____

Club Fundraiser Summary Form

(Attach this form and all documents to bank statement showing deposits and withdrawals)

Beginning Cash (start up cash)**Income**

Total Sales (cash & checks)

Money Donations

Other: _____

Total Income brought in for fundraiser

Expenses

Supplies/Product Cost

Advertising

Other: _____

Total Expenses paid out for fundraiser

Subtract Beginner Cash (start up cash)**Total Profit from Fundraiser***All funds and beginning cash (start up cash) must be deposited.*

Fundraiser Coordinator: _____ Date: _____

Treasurer Signature: _____ Advisor Signature _____



Please replace these pages in
Section 11

Ohio 4-H Club/Affiliate Yearly Financial Summary

Due: January 15, 2027

Program Year: Jan – Dec 2026 EIN _____

Club/Affiliate Name _____

Bank Name _____ Account Number _____

Bank Address _____

Bank City/ST/Zip _____

Type of Account (select one): Checking Savings Other (please list) - _____

Account Signers – List all names authorized as signers for the above account:

Beginning Account Balance as of Jan. 1 (should match bank statement) _____

2026 Club/Affiliate Income (please list)

Income Description (club dues, fund raisers, donations, etc.)	Income Amount
Total 2026 Income:	

2026 Club/Affiliate Expenses (please list)

Expense Description (project books, donations, community service, supplies, awards, etc.)	Expense Amount
Total 2026 Expenses:	

Ending Account Balance as of Dec. 31 (should match bank statement) _____

Name of person completing form _____

4-H Club Equipment Inventory

(Shooting Sports Equipment, Horse Show Equipment, Club Equipment, etc.)

Only complete this form if your club owns equipment

Club Name: _____ Date: _____

Address where items are stored: _____

Number	Item	Description	Serial #	Value Each	Total

Signature _____ Title _____

Please replace these pages in
Section 12

Washington County 4-H Club *Treasurer* Audit Checklist

Club Name: _____

Check the year(s) being audited

2024–2025

2025 – 2026

2026 – 2027

Treasurer Name(s): _____

Co-signer Names on Checking Account: _____

- This form may be used as a checklist for the items and documents needed in your Treasurer Book.
- **Keep all club records in this notebook until your club is audited by OSU Extension.**
- **You will submit the entire notebook for the club audit but here is a checklist to make sure you have everything in order.**

	Club Checkbook Register (reconciled monthly)
	Club Transaction Register (section 1)
	Club Expenses/Receipts/Invoices (section 2)
	Club Deposit Record (section 3)
	Monthly Bank Statements & Checkbook Reconciliation Reports (section 4)
	Club Treasurer Reports (section 5)
	Club Cash Payout Form (section 6)
	Fundraiser Proposal Forms (section 7)
	Club Fundraising Summary (section 8)
	Club EIN (section 9)
	Sales Tax Forms (section 10)
	Current Year Financial Summary & Club Asset Inventory (section 11)
	Treasurer's Audit Checklist (This form) (Section 12)

