

Club Transaction Register

Club Name: _____ January 1 thru December 31, 20____

[illegible]

Page ____ of ____



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.



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



Club Name: _____ Year: 20____

4-H Club Income Record

(Use this form to document money received (Ex. Dues, t-shirts, books, fees, donations, etc.)

[illegible]

4-H Club Deposit Record**Date:** _____

Income - Deposits	Check Record	Cash Record																														
_____ Cash Deposited	<table border="1"><thead><tr><th>CK#</th><th>Name</th><th>Amount</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>	CK#	Name	Amount																												_____ \$100 _____ .25¢
CK#	Name	Amount																														
_____ Check(s) Deposited		_____ \$50 _____ .10¢																														
Deposit prepared by:		_____ \$20 _____ .05¢																														
_____		_____ \$10 _____ .01¢																														
Deposit made by:		_____ \$5																														
_____		_____ \$1 Total: _____																														
Notes:																																

Attach Deposit Slip, Receipt or Other Documentation Below

Cash Counted by: _____

Signature	Amount	Date
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Cash Counted by: _____

Club Cash Payout Form

Use this form when the club needs to pay members in cash (premiums, 4-H fees, etc.)

Club Name: _____

Reason for Payout: _____

Member	Received	Signature	Date

Page ____ of ____



Club Name: _____ Year: 20____

Name of Fundraiser:

Fundraiser Detail Form

Date	Description of Type of Income or Expense	Income (Money Received)	Expenses (Money Spent)	Balance
		Total Income	Total Expense	



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 _____

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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 Audit Form

Club Name: _____ **Year:** _____

*This form may be used as a checklist for the items and documents needed in your Treasury Book. This form will be completed by an audit committee. Please do not make any notes on this form.

Financial Records Binder Audit Checklist:

<input type="checkbox"/>	Club Checkbook
<input type="checkbox"/>	Club Transaction Register
<input type="checkbox"/>	Monthly Bank Statements & Checkbook Reconciliation Reports
<input type="checkbox"/>	Club Treasurer Reports
<input type="checkbox"/>	Club Income Record
<input type="checkbox"/>	Club Deposit Record
<input type="checkbox"/>	Club Cash Payout Form
<input type="checkbox"/>	Fundraiser Detail Forms
<input type="checkbox"/>	Club Fundraising Summary
<input type="checkbox"/>	Fundraiser Proposal Forms
<input type="checkbox"/>	Club EIN
<input type="checkbox"/>	Current Year Financial Summary & Club Asset Inventory
<input type="checkbox"/>	Current Year Club Audit Form

Comments

(Audit Committee Member Signature)

(Date)

(Audit Committee Member Signature)

(Date)

