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## 4-H Club Treasurer's Book

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**Name of Club:** \_\_\_\_\_

**GO Team:** \_\_\_\_\_

**Year:** \_\_\_\_\_

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Manitoba Agriculture, Foods, and Rural Initiatives  
[www.gov.mb.ca/agriculture](http://www.gov.mb.ca/agriculture)

# 4-H Club Treasurer's Book

Name of Club

Year

President

Vice-President

Secretary

Treasurer

Club Reporter

Head Leader

Assistant Head Leader

Project Leaders

Project Leaders

Project Leaders



# 4-H e-Records

4-H has changed the way the Treasurer's Book can be used! A digital version in Excel is now available. This new version will allow the Treasurer's Book to be more organized, use less paper, as well as be more easily stored and transferred between club members.

## Would you like to Develop Your Own?

To create your own Treasurer's Book Excel, you need someone who is familiar with the program and who can incorporate the following key ingredients that are needed to keep proper financial records.

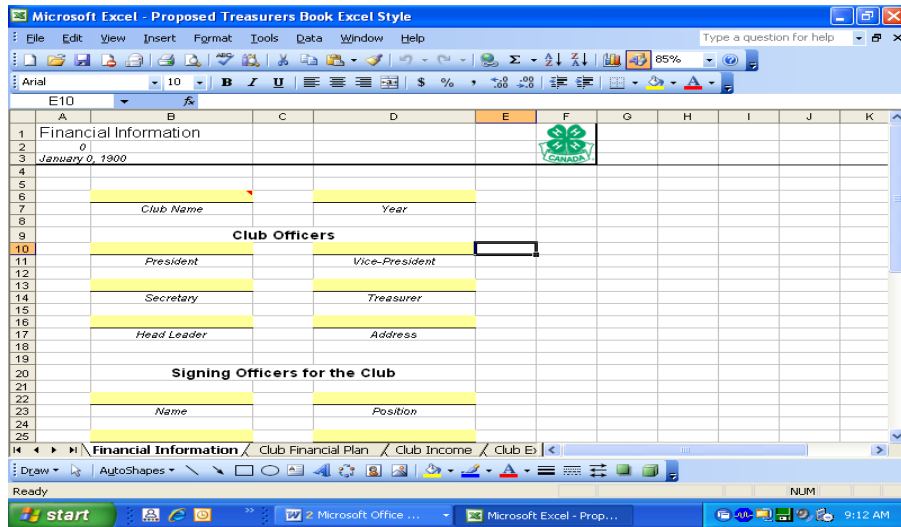
1. The money that you received and the money spent needs to be recorded separately. That way you can see if you are spending more money than you have available or if you have more money than you realize.
2. You need to be sure to keep accurate records of how much you received or spent, itemizing each transaction as to what it was used for and recording when the transaction took place.
3. Money that you owe is recorded as an account payable. Be sure to keep those records separate because these bills have yet to be paid.
4. It is important to keep track of what is in the bank or what cash you have on hand. This way you can better understand your financial situation.
5. It is advisable to summarize this information so that you can more easily understand where the club is standing financially.

## Here's How to Get Your Own!

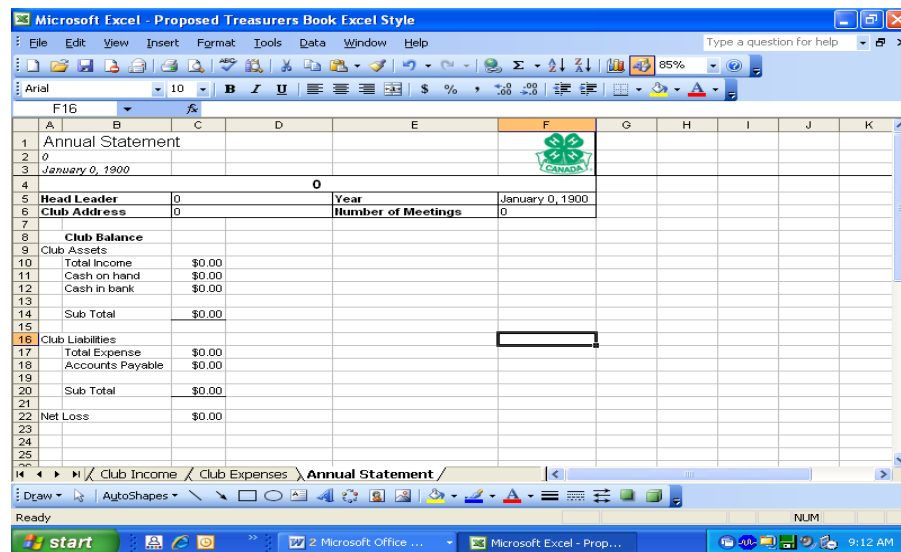
To receive your very own copy of the Digital Treasurer's Book, please send an e-mail to [4-h@gov.mb.ca](mailto:4-h@gov.mb.ca). They will send you a blank template for your club.



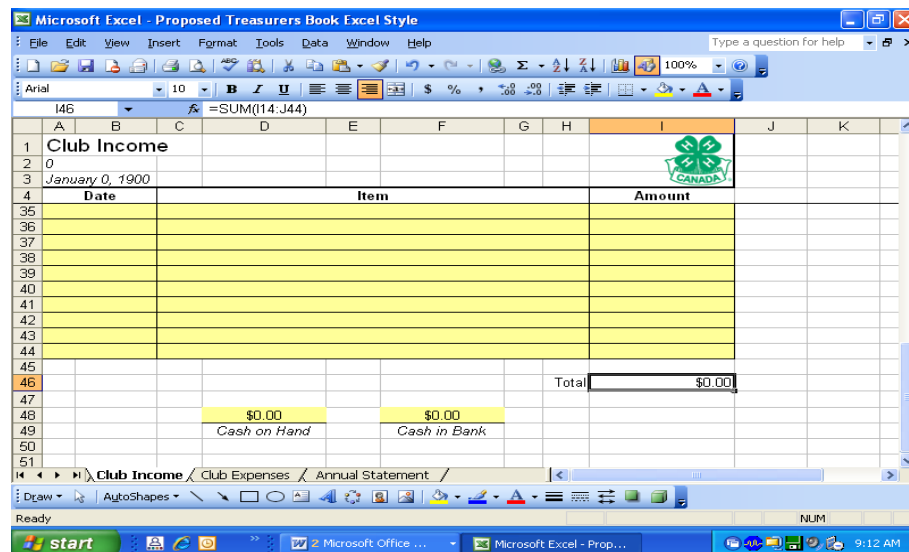
## How it Works!



The Treasurer's Book has been divided into different tabs on the Excel sheet. This is done to keep the document more organized.



The key formulas have already been entered into the Excel program. The Treasurer only needs to input the data into the indicated areas.



The formulas of adding up the totals are included within this document. In addition, the last page provides a summary of the information inputted. This helps the treasurer understand the financial situation of his or her club at a glance.

## Duties of the Club Treasurer

1. To help prepare the club's financial plan.
2. To open or maintain a club bank account.
3. To be one of the co-signers of cheques.
4. To keep an accurate record of all money received and spent.
5. To pay all bills promptly after the club approves them.
6. To give a treasurer's report at each meeting.
7. To prepare and present the financial statement at the club's Annual Meeting.

## **The Club Bank Account**

A 4-H club should use the local bank or credit union for business purposes. This has several advantages, the most important being security against loss of money through carelessness or theft. It also helps a club keep an accurate record of its money and teaches members how a bank or credit union can be used.

There are several different kinds of accounts.

- a) Chequing account – in this type of account all money is deposited in the account and all bills are paid by cheque. Cancelled checks or a copy of the cancelled checks may be returned. No interest or minimum interest is given with this account and there may be a small charge for each cheque written.
- b) Non-personal savings account – will be useful if your club wishes to save money. The regular rate of interest is paid. Money is usually withdrawn from this type of account by means of a withdrawal slip. If needed, transfers can be made from the savings account to the checking account.

When deciding what type of account to use, have your bank or credit union explain the advantages of the various types of accounts. They can often provide you with a booklet to help the club use the account correctly.

A majority of clubs will already have an existing bank account set up, but the signing officers will often change from year to year. When a new signing officer is appointed, they must do the following at the financial institution:

- a) Present a copy of the minutes from a 4-H club meeting (indicating their attendance)
- b) Present a form of identification (birth certificate, license, passport, etc.)
- c) Indicate that the mailing address must be changed accordingly

Some financial institutions may require previous signing officers to accompany new signing officers, or to sign off of the account before new signing officers can be appointed. Talk to your financial institution in regards to these requirements.

No. 1 January 15th 1997

Received from John Doe

Ten XX 100 Dollars

Donation

\$ 10.00 Abbe Garden Club  
Mary Brown, Pres.

The above is an illustration of a suitable receipt properly completed. Be sure, as Treasurer, that you give a receipt for all monies received and keep a duplicate copy in your receipt book.

SAMPLE COPY OF A DEPOSIT SLIP

SAMPLE COPY OF A CHEQUE

DATE		CREDIT ACCOUNT OF		SIGNATURE FOR CASH RECEIVED (PLEASE SIGN IN FRONT OF TELLER)		DEPOSITORS INITIALS		REPOSIT	
<u>January 15, 97</u>		<u>Abbe Garden Club</u>		<u>Mary Brown</u>		<u>MB</u>		<u>35 00</u>	
Bank of Manitoba		Manitoba Branch		Account Number		Account Number		Account Number	
		<u>616</u>							
X 1		X 2		X 5		X 10		X 20	
1 X 5		5 00		1 X 20		20 00		X	
TOTAL CASH		25 00		20 00		25 00		35 00	
SUB TOTAL		35 00		35 00		35 00		35 00	
LESS CASH RECEIVED									
TOTAL		35 00		35 00		35 00		35 00	

Jane Member Abbe Garden Club

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Nov 10 1999

Pay to the Order of Manitoba 4th Council \$ 24.50

Twenty-four 50 100 Dollars

Your Financial Institution

Memo Promotional Item

Mary Throcky, Pres.

Mary Brown, Treasurer

"899" : 88969 "008" : 9838 "9837048"

## How to Open and Use an Account

1. The club decides who the signing officers will be. All cheques written in the name of a club or organization require two signatures. For convenience, a club should designate three persons as authorized signing officers, the signatures of any two being sufficient to issue a cheque. The treasurer should be one; the others may be the president, the secretary, a club leader or any other officer. A motion stating who the signing officers are should be recorded in the minutes of the club.
2. If the account is being set-up at a credit union, a membership fee may be required. Some banks or credit unions will waive fees for non-profit groups, like 4-H. Clubs should ask about this option when setting up their account and/or checking their statements. The personnel at your local bank or credit union can help you if more assistance is needed.
3. **Deposit Slips:** If you are unsure of how to properly fill out a deposit slip, ask your bank or credit union for instructions.
  - a) Fill out deposit slips in duplicate so the club will have a copy for their records.
  - b) Fill in the date and the name of the account. Anyone may make a deposit but it should probably be the treasurer or other signing officer to keep the records straight.
  - c) It is encouraged that deposits be made regularly. A deposit should be made soon after receiving a cheque or cash.
4. **Cheques:** A cheque is a written order on the bank to pay a certain amount out of the account to a specified person or company, etc. (payee). A cheque should be made out so there is no opportunity for a dishonest person to make changes in it. It is strongly encouraged that all club expenses be paid by check, so that there is a record of payment. A cheque should always be written using a non-erasable pen. Fill in:
  - The date
  - The name of the payee
  - The amount in writing and in figures
  - The writing should start close to the left-hand side of the cheque
  - If the writing does not fill the space, a line should be drawn to fill it in
  - Signatures of the signing officers
  - The purpose of the check on the line provided at the bottom left hand side



## How to Use and Fill Out the Treasurer's Book

Work with a 4-H leader and the Program Planning Committee to fill in the Club Financial Plan. This includes details such as the approximate date that money will be received and/or spent, the estimated amount, the source and the description of the expense.

To keep track of the club's business activities in receiving money from membership dues, fundraising, etc. as well as paying the club expenses, an accounting system is needed.

This book provides two choices:

- 1) Single-entry accounting,
- 2) Double-entry accounting

To explain the difference between the two systems there are two other words that have to be defined. When your club receives money from fundraising or membership fees, the proceeds are deposited in the bank account as a **credit (CR)**. Your club will need to buy supplies for various events that are held during the year. Money from your club account is either withdrawn directly or a cheque is written to record this expense which appears as a **debit (DR)**.

### Double-entry Accounting

When using the double-entry system where a credit is recorded, **an entry must be made under one of the income categories.**

Likewise when a debit is recorded, **an entry must also be made under one of the expense categories.** As a result, the number of credits should equal the number of entries under the income category and the number of debits should equal the number of entries under the expense category. Different categories for Income and Expenses are set-up and provided in this book.

### Single-entry Accounting

This accounting system is a basic system and as a result can provide less detail for clubs. It does not use the principal of different categories and debits and credits which balance as described above. However, this system can also provide the records needed for your club. For the beginner in accounting, this may be the system to use to get familiar with the basics of entering the deposits and writing of cheques.

## Your Decision

- Once you have reviewed the two accounting choices, you must decide which fits your needs as well as those of your club. Once this decision is made, you should not switch to the other accounting system over the term of your position.
- Give a Treasurer's Regular Meeting Report at each business meeting. If the Record of Income and Expenses is kept up-to-date, it will be easier to write a Meeting Report just before each business meeting.
- Fill in the Financial Statement just before your club holds its final meeting. If you have kept your records up-to-date, this will be very easy to fill in.
- It is important to remember to keep track of the monthly bank statements, and to keep an accurate account on the bookkeeping system.



## **Treasurer's Worksheets**

The treasurer has a number of worksheets he or she will use to properly perform his or her responsibility of keeping the financial record accurate.

Club Financial Plan: This is to be filled out at the start of the year. The treasurer will sit down with the executive and club in an attempt to assess the financial state of the club for the coming year. This will include foreseeing what type and amount of income the club might be receiving throughout the year, as well as addressing the type of expenses it might encounter throughout the year.

Treasurer's Regular Meeting Report: This statement is used for the regular club meeting. Here the treasurer needs to indicate what the income and expenses have been since the last meeting. At the bottom of this page there is a section called "accounts payable". This section is a record of the financial payment that the club owes to other people and businesses.

Treasurer's Annual Statement: The Annual Statement is the end of the year financial report for the club. The club's income and expenses are written down and added up in order to provide the total financial standing of the club. The report needs to be signed after it is completed.

Single-entry Accounting: In single-entry accounting, the treasurer needs only to record the club's money coming in (club income) and going out (club expenses). At the start of the year, the total balance in the bank account needs to be stated first at the top. Any transaction that occurs after that point will be added to or subtracted from the previous total. This creates the new balance.

Double-entry Accounting: Double-entry accounting requires pre-set categories of the club's income and expenses along with using debit and credit. This system requires a few more steps than the Single Entry Accounting:

- Firstly, the amount in the club's bank account must be entered in the "balance" category.
- Each of the categories needs to be added up as a subtotal. The subtotals are then added together to create the overall total. These are then used to compare with the debits and credits.
- The total club income needs to equal the total credit; the total club expenses need to equal the total debits.
- Financial transactions that are a credit are added to the balance; financial transactions that are debits are subtracted from the balance.

## Single-entry Accounting Example

Date	Description	Club Income	Club Expenses	Balance
May 23	Opening Balance			\$654
May 25	Pizza Party		\$15	\$639
June 3	Membership Fee	\$33		\$672

## Double-entry Accounting Example

Date	Description	Club Income				Club Expenses				Credit	Debit	Balance
		Membership Fees	Fund-raising	Donation	Misc	Council Fees	Meeting Cost	Party	Misc			
May 23	Opening Balance											\$650
June 12	Club Membership	\$65								\$65		\$715
June 22	Stamps						\$5				\$5	\$710
June 28	Pizza & Pop							\$25			\$25	\$685
June 28	Jen's Membership	\$30								\$30		\$715
July 1	Bake Sale		\$40							\$40		\$755
Sub Total		\$95	\$40	\$0	\$0	\$0	\$5	\$25	\$0	\$135	\$30	
Total		\$135				\$30						

# Club Financial Plan

Date Filled in \_\_\_\_\_

## **Estimated Income**

Approximate Date		Source	Estimated Amount \$	

TOTAL \$ \_\_\_\_\_

## **Estimated Expenses**

Approximate Date		Source	Estimated Amount \$	

TOTAL \$ \_\_\_\_\_

## Treasurer's Regular Meeting Report

Date of Meeting \_\_\_\_\_

Income since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total A: \$ \_\_\_\_\_

Expenses since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total B: \$ \_\_\_\_\_

Balance at the end of last meeting: \_\_\_\_\_

Total A: \_\_\_\_\_

Total B: \_\_\_\_\_

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & - & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{Balance} & & \text{Total A} & & \text{Total B} & & \text{Closing Balance}
 \end{array}$$

CASH ON HAND TO DATE..... \$ \_\_\_\_\_

ACCOUNTS PAYABLE

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

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

.....  
Signed

-----

## Treasurer's Regular Meeting Report

Date of Meeting \_\_\_\_\_

Income since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total A: \$ \_\_\_\_\_

Expenses since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total B: \$ \_\_\_\_\_

Balance at the end of last meeting: \_\_\_\_\_

Total A: \_\_\_\_\_

Total B: \_\_\_\_\_

$$\underline{\hspace{2cm}} \quad \text{Balance} \quad + \quad \underline{\hspace{2cm}} \quad \text{Total A} \quad - \quad \underline{\hspace{2cm}} \quad \text{Total B} \quad = \quad \underline{\hspace{2cm}} \quad \text{Closing Balance}$$

CASH ON HAND TO DATE..... \$ \_\_\_\_\_

ACCOUNTS PAYABLE

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

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

.....  
Signed

-----

# Treasurer's Regular Meeting Report

Date of Meeting \_\_\_\_\_

Income since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total A:	\$ _____

Expenses since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total B:	\$ _____

Balance at the end of last meeting: \_\_\_\_\_

Total A: \_\_\_\_\_

Total B: \_\_\_\_\_

$$\frac{\text{Balance}}{\text{Balance}} + \frac{\text{Total A}}{\text{Total A}} - \frac{\text{Total B}}{\text{Total B}} = \frac{\text{Closing Balance}}{\text{Closing Balance}}$$

CASH ON HAND TO DATE..... \$ \_\_\_\_\_

ACCOUNTS PAYABLE

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

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

.....  
Signed

-----

## Treasurer's Regular Meeting Report

Date of Meeting \_\_\_\_\_

Income since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total A: \$ \_\_\_\_\_

Expenses since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total B: \$ \_\_\_\_\_

Balance at the end of last meeting: \_\_\_\_\_

Total A: \_\_\_\_\_

Total B: \_\_\_\_\_

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & - & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{Balance} & & \text{Total A} & & \text{Total B} & & \text{Closing Balance}
 \end{array}$$

CASH ON HAND TO DATE..... \$ \_\_\_\_\_

ACCOUNTS PAYABLE

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

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

.....  
Signed

-----

## Treasurer's Regular Meeting Report

Date of Meeting \_\_\_\_\_

Income since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total A: \$ \_\_\_\_\_

Expenses since last meeting:

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total B: \$ \_\_\_\_\_

Balance at the end of last meeting: \_\_\_\_\_

Total A: \_\_\_\_\_

Total B: \_\_\_\_\_

$$\begin{array}{ccccccc}
 \underline{\hspace{2cm}} & + & \underline{\hspace{2cm}} & - & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\
 \text{Balance} & & \text{Total A} & & \text{Total B} & & \text{Closing Balance}
 \end{array}$$

CASH ON HAND TO DATE..... \$ \_\_\_\_\_

ACCOUNTS PAYABLE

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

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

.....  
Signed



# Single-entry Accounting

Date	Description	Club Income	Club Expenses	Balance
	Opening Balance			

**Single-entry Accounting**

<b>Date</b>	<b>Description</b>	<b>Club Income</b>	<b>Club Expenses</b>	<b>Balance</b>
	Opening Balance			

## Single-entry Accounting

<b>Date</b>	<b>Description</b>	<b>Club Income</b>	<b>Club Expenses</b>	<b>Balance</b>
	Opening Balance			

**Single-entry Accounting**

<b>Date</b>	<b>Description</b>	<b>Club Income</b>	<b>Club Expenses</b>	<b>Balance</b>
	Opening Balance			

## Single-entry Accounting

Date	Description	Club Income	Club Expenses	Balance
	Opening Balance			



## Double-entry Accounting

Date	Description	Club Income				Club Expenses				Credit	Debit	Balance
		Membership Fees	Fund-raising	Donation	Misc	Council Fees	Meeting Cost	Party	Misc			
	Opening Balance											
<b>Sub Total</b>												
<b>Total</b>												

## Double-entry Accounting

Date	Description	Club Income				Club Expenses				Credit	Debit	Balance
		Membership Fees	Fund-raising	Donation	Misc	Council Fees	Meeting Cost	Party	Misc			
	Opening Balance											
<b>Sub Total</b>												
<b>Total</b>												



## Double-entry Accounting

Date	Description	Club Income				Club Expenses				Credit	Debit	Balance
		Membership Fees	Fund-raising	Donation	Misc	Council Fees	Meeting Cost	Party	Misc			
	Opening Balance											
<b>Sub Total</b>												
<b>Total</b>												

## Double-entry Accounting

Date	Description	Club Income				Club Expenses				Credit	Debit	Balance
		Membership Fees	Fund-raising	Donation	Misc	Council Fees	Meeting Cost	Party	Misc			
	Opening Balance											
<b>Sub Total</b>												
<b>Total</b>												

## Treasurer's Annual Statement

Name of Club \_\_\_\_\_ Date Organized \_\_\_\_\_

Address \_\_\_\_\_ Head Leader \_\_\_\_\_

Number of meetings held \_\_\_\_\_ Membership \_\_\_\_\_

Year \_\_\_\_\_

<b>Club Income</b>	\$	¢	<b>Club Expenses</b>	\$	¢
<b>Total Income: -----&gt;</b>			<b>Total Expenses: -----&gt;</b>		
			<b>Cash on Hand in Bank: -----&gt;</b>		
<b>TOTAL</b>			<b>TOTAL</b>		

X \_\_\_\_\_ President  
 X \_\_\_\_\_ Treasurer  
 X \_\_\_\_\_ Head Leader

X \_\_\_\_\_ Auditor/Reviewer

I have made an examination of the financial records of the above 4-H club and find this income/expense table is properly drawn up and presents a correct view of the financial standing of the club.

## What is 4-H?

4-H is an international youth organization involving more than 7 million members in 80 countries around the world.

In Canada, 4-H began in 1913 in Roland, Manitoba as a community-based organization dedicated to growth and development of rural youth. Today's 4-H program reaches both farm and non-farm youth across Canada. The motto of "Learn to Do by Doing" is embodied in the program, as 4-H focuses on skill development as well as personal development of life skills such as communication, leadership and citizenship.



### 4-H Motto

"Learn To Do by Doing"

### 4-H Pledge

I pledge,  
My HEAD to clearer thinking,  
My HEART to greater loyalty,  
My HANDS to greater service,  
My HEALTH to better living,  
For my club, my community, and my  
country.

## 4-H Quality Equation Principles

### Quality People

Promote responsibility, respect, trust, honesty, fairness, sportsmanship, citizenship, teamwork and caring.

### Quality Experiences

Provide members with personal development and skill development experiences.

### Quality Projects

Promote and value quality effort.

Promote high quality, safe food production within industry standards.

