

North Carolina 4-H

TREASURER'S  
RECORD BOOK



# North Carolina Treasurer Notebook

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## Acknowledgements

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## ABOUT BEING

### AN OFFICER

The treasurer and all the other officers of your 4-H group are representatives of your 4-H club or group. As the treasurer, you represent your own group and the 4-H program throughout the state. Your skills, abilities, standards, ideals, speech – and even smiles – represent North Carolina 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 TREASURER

The treasurer is responsible for the accuracy of details within the notebook. This includes tasks such as taking care of the group's money and bank accounts. These responsibilities require honesty, integrity, and cooperation with your group's members and leaders.

## ABOUT THE

### TREASURER NOTEBOOK

This North Carolina 4-H Treasurer's Notebook is designed for use by the treasurer and the leader so that together they maintain all financial records. Maintaining the notebook is the responsibility of the treasurer, however all members should help keep records up-to-date and accurate. Members should assist during annual audits and ensure that all receipts and vouchers are completed in a timely manner.

## 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 work with the adult leader to ensure that all financial materials are complete and accurate.
- ◇ 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 financial records in an orderly fashion and produce them for 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 that groups receive from dues, bake sales, and other fund-raising events are owned by the group, not by any one member or any group leader. 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 are in charge of “keeping the books,” that is, your group’s receipt book, checkbook and check register, payment vouchers, and bank statements. When handling funds for a public group, you must meet very high standards of accountability. (Remember, you are handling other people’s money too!) 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 notebook. 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.

## RECEIPTS

When you receive money from a fund-raising activity, 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 pre-numbered, two-part receipts that have a copy for you and one for the person receiving the payment. (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.

|                               |                                 |
|-------------------------------|---------------------------------|
| <b>Received</b>               | <b>No. 1799</b>                 |
| From: <u>Amber Clover</u>     |                                 |
| For: <u>Knitting Supplies</u> |                                 |
| By: <u>Eva Ritter</u>         | \$ <u>7.09</u>                  |
|                               | Date: <u>September 14, 2015</u> |

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 carwash, you do not 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, the treasurer. It is a good idea for you to verify the amount in the presence of the people giving you the money. Then give them a receipt for the amount they gave you.

|  |                              |
|--|------------------------------|
| <b>Received</b>  | <b>No. 1801</b>              |
| From: <u>Tom Sullivan and Jan McGee</u>                    |                              |
| For: <u>Car Wash-August 25, 2015—second shift earnings</u> |                              |
| By: <u>Eva Ritter</u>                                      | <u>\$ 15.00</u>              |
|  | Date: <u>August 25, 2015</u> |

Figure 2. Receipts for money received from a fund raiser

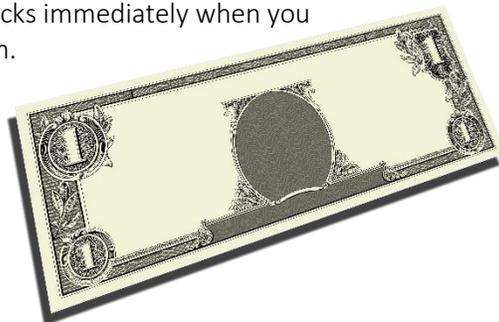
## BANK

### DEPOSITS

Before you deposit a check, the person or group to whom it is payable must endorse (sign) the back of it. Checks that are made payable to the group 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 sign it. You may want to have a rubber stamp made with the group name and account number on it to save time and strain on your writing hand.

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.



|   |
|---|
| <p>For Deposit Only</p> <p>4-H Cloversall Club</p> <p>Home Town Trust &amp; Savings Bank</p> <p>Account 555-55-85</p> |
|---|

Figure 3. Sample "Deposit Only" stamp



# PREPARING

## DEPOSITS

Total the receipts 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 do not, repeat the process. When the two figures do agree, prepare a deposit ticket or slip. If your group has a checking account, a supply of deposit slips is usually included at the end of each pad of checks. Most banks also keep deposit slips 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 slip, if necessary).
4. Record the deposit in the checking account register.
5. Complete a duplicate with the bank receipt.

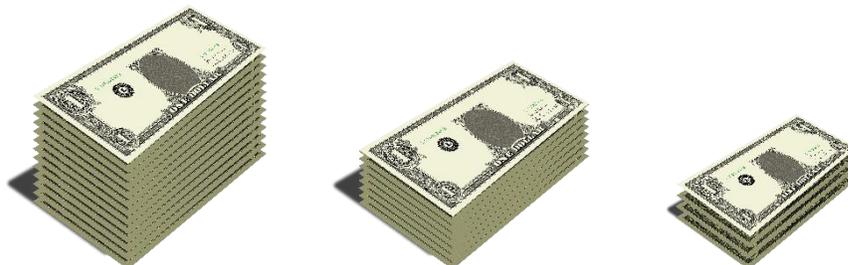
|  |  |          |  |        |  |           |  |                    |  |               |  |
|--|--|----------|--|--------|--|-----------|--|--------------------|--|---------------|--|
| <p><i>Home Town Trust &amp; Savings</i><br/>                 Deposit Ticket<br/>                 4-H Cloversall Club</p> <p>Date _____<br/>                 Signature _____<br/>                 Acct. # _____</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Currency</td> <td style="width: 100px;"></td> </tr> <tr> <td style="padding: 5px;">Checks</td> <td></td> </tr> <tr> <td style="padding: 5px;">Sub-total</td> <td></td> </tr> <tr> <td style="padding: 5px;">Less cash received</td> <td></td> </tr> <tr> <td style="padding: 5px;">Total Deposit</td> <td></td> </tr> </table> | Currency |  | Checks |  | Sub-total |  | Less cash received |  | Total Deposit |  |
| Currency   |  |          |  |        |  |           |  |                    |  |               |  |
| Checks   |  |          |  |        |  |           |  |                    |  |               |  |
| Sub-total  |  |          |  |        |  |           |  |                    |  |               |  |
| Less cash received   |  |          |  |        |  |           |  |                    |  |               |  |
| Total Deposit  |  |          |  |        |  |           |  |                    |  |               |  |

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 does not leave a record or provide proof of payment. A proper receipt for each payment made 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 the bill. 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.

| Payment Voucher                              |                         |                       |
|--|-------------------------|-----------------------|
| <b>4-H Cloversall Club</b>                   |                         |                       |
| 4-H club/group name                          |                         |                       |
| Date:  | <u>May 24, 2015</u>     |                       |
| Pay to:                                      | <u>Fairway Grocery</u>  |                       |
| (Copy to bill or statement must be attached) |                         |                       |
| Items purchased                              | Project                 | Amount                |
| <b>Food</b>                                  | <b>Family Fun Night</b> | <b>\$10.34</b>        |
| Approved: <u>At May 23 club meeting</u>      |                         |                       |
| <b>Amber Horowitz</b>                        | Date                    | <b>5/24/2015</b>      |
| President’s Signature                        |                         |                       |
| <b>Stephan Farvesi</b>                       | Date                    | <b>5/24/2015</b>      |
| Secretary’s Signature                        |                         |                       |
| Check number                                 | <b>1152</b>             | Date <b>5/24/2015</b> |
| By:  | <b>Eva Ritter</b>       |                       |

Figure 5. Payment Voucher

# WRITING

## CHECKS

Follow these steps when writing checks:

1. Use ink.
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. Do not destroy the check.
3. Write the current date on the check.
4. Start writing the name of the person or business to whom the check is payable as close to “Pay to the order of” as possible.
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. Avoid writing checks for less than \$1, but if you must, start the amount” line by writing the word “Only” and then the amount.
7. Sign the check with your authorized signatures, the same way you signed the signature card at the bank when you became treasurer. Signatures should include the club treasurer and the adult volunteer, who cannot be within the same household. If the treasurer is the daughter or son of the club leader, another member or adult leader of the club needs to sign as the adult volunteer.
8. If a check written on the group’s account is lost, notify the customer service department of the bank at once.

|                            |                              |                            |
|----------------------------|------------------------------|----------------------------|
| <b>4-H Cloversall Club</b> |                              | 1152                       |
|                            |                              | <b>May 24</b> 20 <b>15</b> |
| PAY TO                     |                              |                            |
| THE ORDER OF:              | <u>Fairway Grocery</u>       | \$ <b>10.34</b>            |
|                            | <b>Ten and 34/100</b>        | DOLLARS                    |
| Home Town                  |                              |                            |
| Trust & Saving Bank        |                              |                            |
| Purpose:                   | <u>food-family fun night</u> | <u>Eva Ritter</u>          |

Figure 6. Sample check for bill payment



# 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.

| Checking Account Register                                 |      |                            |                   |    |   |                  |                    |    |         |    |
|---|------|----------------------------|-------------------|----|---|------------------|--------------------|----|---------|----|
| RECORD ALL CHARGES OR CREDITS THAT APPEAR ON YOUR ACCOUNT |      |                            |                   |    |   |                  |                    |    |         |    |
| Number  | Date | Description Of Transaction | Payment Debit (-) |    | ✓ | Fee (If Any) (-) | Deposit Credit (+) |    | Balance |    |
|   |      |                            |                   |    |   |                  |                    |    | \$      |    |
| 1152  | 5/24 | Fairway Grocery            | 10                | 34 |   |                  |                    |    | \$ 27   | 76 |
|   |      |                            |                   |    |   |                  |                    |    | -10     | 34 |
|   |      |                            |                   |    |   |                  |                    |    | 17      | 42 |
| -   | 5/27 | Deposit                    |                   |    |   |                  | 14                 | 56 | +14     | 56 |
|   |      |                            |                   |    |   |                  |                    |    | 31      | 98 |
| -   | 5/30 | Statement Fee              |                   |    |   | 3.00             |                    |    | -3      | 00 |
|   |      |                            |                   |    |   |                  |                    |    | 28      | 98 |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |
|   |      |                            |                   |    |   |                  |                    |    |         |    |

Figure 7. Sample checking account register



# THE TREASURER'S REPORT

The treasurer's report informs members about the group's financial activity for the past month. After you complete a copy of the "Monthly Treasurer's Report," circulate a copy of the report and the bank statement among the members. 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.

|   |                                    |
|---|------------------------------------|
| <b>4-H Cloverall Club</b>   |                                    |
| Club Name   |                                    |
| <b>Monthly Treasurer's Report</b>   |                                    |
| 1. State the beginning balance:   |                                    |
| Date: <u>5/1/15</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 Groceries</u>   |                                    |
| for what purpose <u>food-family fun night</u>   |                                    |
| \$ <u>3.00</u> to <u>Home Town Trust &amp; 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>5/31/15</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>28.95</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> |
| Date: <u>6/30/15</u>  | Date: <u>6/30/15</u>               |

Figure 8. Sample monthly treasurer's report



# COMPLETING THE ANNUAL FINANCIAL REPORT

1. The Annual Financial Report sums up your 4-H group's financial activities during the program year. On the first two lines, fill in the dates covered by the report and the name of your club or group.
2. **Account Balance at Beginning of Year.** Enter the balance your group had on hand from all sources in a bank, savings and loan, or credit union.
3. **Income.** Enter the income your group received from fund-raisers, grants, and gifts. Total the proceeds from these events, and enter the amount in the box.

| <b>Annual Financial Report</b>  |   |             |                           |
|---|---|-------------|---------------------------|
| Club/Group _____  | <b>4 Leaf Clover 4-H Club</b>                   |             |                           |
| For the Period _____  | <b>Jan 1, 2015</b> to _____ <b>Dec 31, 2015</b> |             |                           |
| Account Balance at Beginning of Year                                      |   |             |                           |
| Income:   | <b>A. \$1636.73</b>                             |             |                           |
| Summarize by source and amount  |   |             |                           |
| 1. Quilt Sale(9/9/06)   | \$400.00  |             |                           |
| 2. Holiday Card Sale (11/5/06)  | \$56.00   |             |                           |
| 3. Craft sale at Festival (12/1/06)                                       | \$167.00  |             |                           |
| 4. Carwash (6/21/07)  | \$119.00  |             |                           |
| 5. Feeding the Hungry Grant   | \$500.00  |             |                           |
| Total Income:   | <b>B. \$1241.00</b>                             |             |                           |
| Expenses:   |   |             |                           |
| Summarize by category and amount  |   |             |                           |
| 1. Quilting Supplies  | \$225.00  |             |                           |
| 2. Meeting Refreshments   | \$15.20   |             |                           |
| 3. 4-H O'Rama Registration  | \$400.00  |             |                           |
| Total Expenses  | <b>C. \$640.20</b>                              |             |                           |
| Account Balance at End of Year  | <b>D. \$2238.53</b>                             |             |                           |
| Add back checks that have not shown up on bank statement                  | <b>E. \$0</b>                                   |             |                           |
| Subtract deposits that haven't shown up on bank statement                 | <b>F. \$0</b>                                   |             |                           |
| Adjusted Balance (Should agree with bank statement)                       | <b>G. \$2238.53</b>                             |             |                           |
| We hereby certify that this is a correct statement of income and expenses |   |             |                           |
| Club Treasurer: _____   | <b>Chris Clover</b>                             | Date: _____ | <b>September 5, 2015</b>  |
| Club President: _____   | <b>Betty White</b>                              | Date: _____ | <b>September 8, 2015</b>  |
| Volunteer Leader: _____   | <b>Earl Pearlgol</b>                            | Date: _____ | <b>September 15, 2015</b> |

Figure 9. Sample Annual Financial Report



4. **Expenses.** Summarize the expenses for each event or activity. List the event, the date, and the amount spent on each event. (For example, the pizza party might include drink, pizza, plates, cups, napkins, and cookies.) Add all the expenses for each event together so that there is only one line for each event. Add the expenses for the year together, and write the amount on the **Total Expenses for Year**.
5. Add the **Account Balance at Beginning of Year** and the **Total Income for Year**, and then subtract the **Total Expenses for Year**. The total is the **Account Balance at End of Year**.
6. Now compare the **Account Balance at End of Year** with the end-of-the-year bank statement. If it does not agree, add any outstanding checks that have not shown up on bank statements, and subtract deposits that have not shown up on bank statements. If it still does not agree, go back and check that you have included all the revenues and expenditures for the year. This activity is essentially the same as reconciling a checkbook, except the report summarizes all financial activities.

## END-OF-THE-YEAR

### BOOKKEEPING

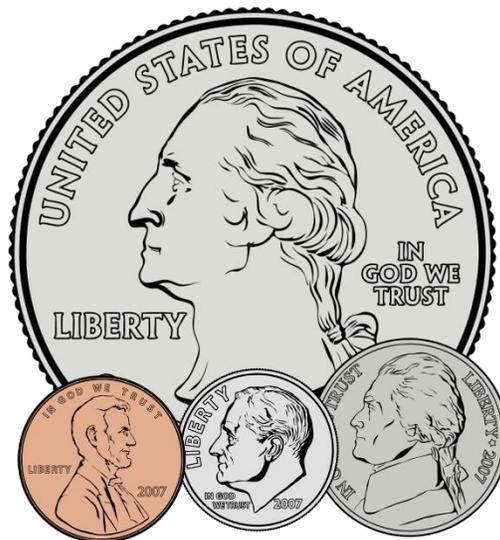
At the end of your 4-H year, you must complete some special tasks with the treasurer's notebook and records. Your county Extension agent will request you to submit an Annual Financial Report, Audit Report, and Annual Inventory Report that reflects the current state of your club finances.

The **Annual Financial Report** is a snapshot of your club finances. Complete this form and pass it along with the required documentation to the club audit committee. An audit occurs when the audit committee reviews the financial report and other records to make sure that money was collected and spent appropriately and to ensure there are no differences between the treasurer's records and the bank's records.

As the treasurer, you must submit your records for the audit committee's review. The audit committee checklist below indicates the records that need to be presented to the audit committee. Once the committee has these records, they can complete the audit forms. After the committee has completed the report, you should send a copy of the Financial Statement, Audit Report, and Annual Inventory Report to the county Extension office. Be sure to retain one copy of each document for your records.

### Audit Committee Checklist

- Club budget
- Treasurer's reports
- Bank statements
- Year-end financial report
- Canceled checks and deposit slips
- Receipts for all income
- Bills for all expenses
- Inventory records



# FINANCIAL GUIDELINES FOR 4-H CLUBS OR GROUPS

Clubs and groups do not pay county, state, or national membership fees. Local groups may choose to raise money for their goals through fund-raising, 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's 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 4-H groups fulfill their responsibilities for handling funds:

1. Every 4-H group that has a checking or savings account is required to have an Employer Identification Number (EIN). 4-H groups with money in a bank need to apply for an EIN from the Internal Revenue Service using Form SS-4. Be sure to put "4-H" as the first word of your group name on the form and on your group bank accounts. This will speed up the application process and help ensure that the IRS grants your group nonprofit status. The group needs to report its EIN to the bank and the county Extension office. You can apply for an EIN by telephone, by fax, or by mail, depending on how soon you need to use the EIN. Do not use the online application process as there are certain questions that are not on the online form that is necessary for 4-H Clubs and Groups. Call 1-800-829-4933 to apply over the telephone. Fax a completed form SS-4 to 215-516-3390, or mail it to this address: Attn: EIN Operations, Philadelphia, PA 19255. Effective January 1, 2008 all clubs with any financial balance or transactions must file the IRS form 990 which can be found at <http://www.irs.gov/business>.
2. All 4-H Clubs or Groups must file the appropriate IRS form 990 each year. These should be completed by March 1 of each year or as requested by the IRS. It is the responsibility of each person in charge of the checking account to file this form annually.
3. 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.
4. Some groups prepare a budget for the year. A budget is a written plan for raising and spending money over a set period of time, usually one year. Since the members of the group approve the budget, it is not necessary to seek approval for payment of items already listed in the budget. If a group does not have a budget or expenses 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.
5. 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 plat book sale), 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 years prior.
6. If any receipt is voided, the original receipt should be maintained with the official copy of that receipt.



7. 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.
8. 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 or calendar year.
9. Each club or group should have at least two names on the bank account, preferably at least one adult and one youth (with neither adult leader being the parent of the treasurer). The group also might consider requiring dual signatures for expenditures that exceed a pre-set amount.
10. 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 collected 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. Funds 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.
11. Noncash donations to groups (for example, consumable donations of supplies or miscellaneous items) should be acknowledged by writing a description of the donation and giving it to the donor. A copy of the acknowledgement must be kept in the group treasurer's records. Non-consumable donations, such as equipment or animals, should be accepted only if the group is prepared to accept the responsibilities of ownership including car maintenance and insurance. Written acknowledgement should be sent to the donor, and a copy must be kept in the treasurer's records. The Internal Revenue Service requires that a specific set of written documents be completed by the donor and the donee if a noncash gift is valued at \$5,000 or more. In such a case, consult a qualified attorney. Valuation of a noncash 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 a volunteer to place a value on donated time.

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.

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 merchandise owner or donor, not the volunteer group, to determine the fair market value of a product.

Any 4-H club or group that disbands with money left in its account must turn over those funds to the Cooperative Extension Service or other exempt volunteer organizations.

a. Example of an acceptable distribution of left-over funds:

- Donation to another community group or the countywide group (such as another 4-H club or the County 4-H Foundation).

b. Examples of unacceptable distributions 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 non-qualifying entities.



13. 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.
14. 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 or group should have its financial statements and related books and records audited at the end of each fiscal or calendar year.
15. Many clubs and groups find it useful to acquire and maintain certain tangible assets in support of the organization's educational goals. This would include assets such as real property (land and buildings), equipment, supplies, and vehicles.
16. Fiscal responsibility for these tangible assets rests with the individual club or group, and these assets are not a part of the University inventory.
17. It is the responsibility of the person in charge of the checking account to keep the records up to date and notify the 4-H Agent of any changes.
18. Groups are encouraged to inventory these assets on an annual basis for two reasons: (1) to document their location and (2) to provide a historical summary for both acquisition and disposal. To avoid burdensome recordkeeping, include in this inventory report only assets with a useful life of more than one year and an initial value of \$250 or more.

## PEER REVIEW

### AUDIT GUIDE

The peer review audit committee should be composed of at least three club or group members. The committee's 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 involved in the financial affairs of the group. Audit committees for youth groups should include two adult leaders and two youth members.

These annual procedures should be completed by the peer review audit committee at the end of the fiscal year:

1. Check each month's reconciled bank statement and canceled checks. Make sure the check-register 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 ledger reports.
4. Total all deposits made to the bank account. This total should equal the total of all funds received, unless treasurer's ledger reports show that some funds were retained as petty cash.
5. Total all expenditures. Verify that a written bill is on file for all expenditures. Verify that all expenditures were paid by check, not in cash.
6. Examine the Annual 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 statements.
7. The treasurer's total balance at the beginning of the year (bank balance plus petty cash), plus all funds received, minus all expenditures, must equal the treasurer's total balance at the end of the year (bank balance plus petty cash).
8. Examine the club inventory sheet and make sure that all property and equipment have been properly accounted for and documented. A letter or receipt should be on file for each gift received, documenting the donor, date, value, and any restrictions placed on the donation by the donor.



# Forms

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## 4-H Fund-raising Proposal

Name of Group: \_\_\_\_\_

Type of 4-H Group: \_\_\_\_\_

Purpose of Group: \_\_\_\_\_

Adult Volunteer in Charge of 4-H unit: \_\_\_\_\_

Mailing address for Unit: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Describe what type of fund-raising activity your 4-H unit plans to undertake:

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

What is the anticipated start date? \_\_\_\_\_

Once funds have been collected, how will they be used to support the goals and activities of your 4-H unit?

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

\_\_\_\_\_  
(President Signature)

\_\_\_\_\_  
(Treasurer Signature)

Signature of Adult Volunteer Leader: \_\_\_\_\_ Date: \_\_\_\_\_

### Official Approval for Fund-raising activity

**On the basis of the stated purpose of this proposal, the group name is authorized to proceed with the proposed fund-raising activity and is authorized to use the 4-H name and emblem in connection with the proposed fund-raising activity.**

County Extension Agent: \_\_\_\_\_

County: \_\_\_\_\_

Date: \_\_\_\_\_

\*A copy of this proposal must be kept on file by the club or 4-H unit leader and the county extension office.



## Payment Voucher

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4-H club/group name

Date: \_\_\_\_\_

Pay to: \_\_\_\_\_

(Copy of bill or statement must be attached.)

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Items Purchased:

Project:

Amount:

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Approved: \_\_\_\_\_

\_\_\_\_\_  
President's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_



# Record of Club/Group Finances

| Cash Received |   | Cash Paid Out |   | Balance                      |
|---------------|---|---------------|---|------------------------------|
| Date          | From what source                              | Amount        | For what purpose                        | Balance at end of each entry |
|               | Balance carried over from previous page ----- |               |   | \$                           |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               |   |                              |
|               |   |               | Balance carried over to next page ----- | \$                           |



---

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** \_\_\_\_\_

Included 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: \_\_\_\_\_



## Peer Review Audit Report

Club/group: \_\_\_\_\_ Year End:  Jan. 1, \_\_\_\_\_ - Dec. 31. \_\_\_\_\_  
 July 1, \_\_\_\_\_ - June 30, \_\_\_\_\_  
 Oct. 1, \_\_\_\_\_ - Sept. 30, \_\_\_\_\_

Checking Account Number \_\_\_\_\_

Bank \_\_\_\_\_ Address \_\_\_\_\_

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

Persons authorized to sign on checking account:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Back records are in the possession of:

Name: \_\_\_\_\_ Address: \_\_\_\_\_



## Audit Review Committee Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Club/group budget and any addendum | <input type="checkbox"/> Canceled checks and deposit slips |
| <input type="checkbox"/> Treasurer's ledger reports         | <input type="checkbox"/> Receipts for all income           |
| <input type="checkbox"/> Bank statements                    | <input type="checkbox"/> Bills for all expenses            |
| <input type="checkbox"/> Year-end financial report          | <input type="checkbox"/> Inventory records                 |

The audit committee found the following conditions: \_\_\_\_\_

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The audit committee makes the following recommendations: \_\_\_\_\_

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This certifies that the audit committee has reviewed the record keeping and financial balances and finds them: (Check one box)

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

Signatures of audit committee:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_





# ANNUAL FINANCIAL REPORT

Club/Group \_\_\_\_\_

For the Period \_\_\_\_\_ to \_\_\_\_\_

Account Balance at Beginning of Year A.

Income:

Summarize by source and amount

Example: Concession Stand -- \$455.00

Total Income B.

Expenses:

Summarize by category and amount

Example: Supplies for Concession Stand

Total Expenses C.

Account Balance at End of Year D.

Outstanding checks not on statements E.

Subtract deposits that haven't shown up on a bank statement F.

Adjusted Balance (Should agree with bank statement) G.

We hereby certify that this is a correct statement of income and expenses.

Club Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Club President: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Leader: \_\_\_\_\_ Date: \_\_\_\_\_



# NC STATE UNIVERSITY



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