



# Club Treasurer's Book

Name of Club \_\_\_\_\_

Treasurer \_\_\_\_\_

Volunteer Leader \_\_\_\_\_

County Agent \_\_\_\_\_

Year \_\_\_\_\_



STATE 4-H OFFICE  
2054 Barre Hall  
Clemson University, Clemson, SC 29634

The 4-H program is offered to youth ages 5 to 19 regardless of race, color, gender, religion, national origin, disability, political beliefs, sexual orientation, marital or family status.

**Motto**  
"To Make the Best Better"

## 4-H Club 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.

## Payment Voucher

Club Name: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

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

(Copy of bill or statement must be attached.)

Items Purchased	Project	Amount
-----------------	---------	--------

Date of Approval: \_\_\_\_\_

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

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

Secretary's Signature: \_\_\_\_\_

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

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

Prepared by: \_\_\_\_\_

# Payment Voucher

Club Name: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

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

(Copy of bill or statement must be attached.)

Items Purchased	Project	Amount
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## Duties of the Treasurer

Congratulations on being elected the treasurer of your 4-H club or group! You should feel honored that the other members of your club think so highly of you that they have put you in charge of the club's money. As treasurer, you are responsible for keeping records of the club's money and bank accounts. This position requires you to be completely honest and to demonstrate integrity at all times. Also, it is equally important that you work cooperatively with the leaders of your club in addition to the members of your club.

On the next page, we have created a checklist for you to use to make sure that you are meeting all of your responsibilities. It may seem overwhelming right now, but your club believes you can handle this, and we do too! Come on; let's get started!!

Date of Approval: \_\_\_\_\_

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

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

Secretary's Signature: \_\_\_\_\_

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

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

Prepared by: \_\_\_\_\_

# Payment Voucher

## Tasks of the Treasurer

Place a check by each item as you accept the tasks.

- ◇ I have informed the bank where my 4-H club has an account that I am the new treasurer. While there, I signed the necessary forms at the back of the book so that I can write checks out of our account.
- ◇ I handle all of the money matters for my 4-H club or group.
- ◇ I keep an accurate record in the treasurer's book of where money comes from and how all of our money is used.
- ◇ I deposit funds very quickly into our banking account after our 4-H club or group receives them.
- ◇ After the members and president approve that I am allowed to pay any bills that the club owes, I do so in a very timely fashion.
- ◇ Every monthly meeting, I have a summary to report to the club which tells about how much the club earned and spent for that month. I also report the current balances of all of the accounts that our club has.

Club Name: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

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

(Copy of bill or statement must be attached.)

Items Purchased	Project	Amount
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Date of Approval: \_\_\_\_\_

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

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

Secretary's Signature: \_\_\_\_\_

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

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

Prepared by: \_\_\_\_\_



# Club Dues

Name of Member	Date Joined	Sept	Oct	Nov	Dec	Jan	Feb	Total

Record of Club/Group Finances		Cash Received		Cash Paid Out		Name of Club/Group		Balance
		From What Source	Amount	For What Purpose	Amount			
Date	Balance from previous page							\$
	Balance carried to next page							\$



# Club Dues

Name of Member	Date Joined	Sept	Oct	Nov	Dec	Jan	Feb	Total

Record of Club/Group Finances		Cash Received		Cash Paid Out		Balance
Date	From What Source	Amount	For What Purpose	Amount	Balance	
	Balance from previous page					\$
	Balance carried to next page					\$





### Monthly Treasurer's Report for Clubs - April

### Checking Account Register

Check Number	Date	Description of Transaction	Payment/Debit (-)	✓ T	Fee (If Any) (-)	Credit (+)	Balance

1. Tell the balance at the beginning of the month.  
 Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_
  
  2. State the money received during the month.  
 Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_  
 Total Received: \$ \_\_\_\_\_
  
  3. Read the expenses.  
 Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_  
*For What Purpose:* \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_  
*For What Purpose:* \_\_\_\_\_  
 Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_  
*For What Purpose:* \_\_\_\_\_  
 Total Expensed: \$ \_\_\_\_\_
  
  4. Indicate the closing balance.  
 Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_
  
  5. Give the Total Adjusted Balance.
    - Add back checks that did not appear on the bank statement.    + \$ \_\_\_\_\_
    - Subtract deposits that have not shown up on the bank statement. - \$ \_\_\_\_\_
    - Adjust the balance to agree with the bank statement.         = \$ \_\_\_\_\_
    - Include a copy of the bank statement that confirms the total adjusted balance which was written on line three.
- Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Treasurer*
- Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
*President*



## Monthly Treasurer's Report for Clubs - September

1. Tell the balance at the beginning of the month.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

2. State the money received during the month.

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Total Received: \$ \_\_\_\_\_

3. Read the expenses.

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Total Expended: \$ \_\_\_\_\_

4. Indicate the closing balance.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

5. Give the Total Adjusted Balance.

- Add back checks that did not appear on the bank statement.    + \$ \_\_\_\_\_
- Subtract deposits that have not shown up on the bank statement. - \$ \_\_\_\_\_
- Adjust the balance to agree with the bank statement.        = \$ \_\_\_\_\_
- Include a copy of the bank statement that confirms the total adjusted balance which was written on line three.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

President

## Monthly Treasurer's Report for Clubs - February

1. Tell the balance at the beginning of the month.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

2. State the money received during the month.

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Total Received: \$ \_\_\_\_\_

3. Read the expenses.

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Total Expended: \$ \_\_\_\_\_

4. Indicate the closing balance.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

5. Give the Total Adjusted Balance.

- Add back checks that did not appear on the bank statement.    + \$ \_\_\_\_\_
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- Include a copy of the bank statement that confirms the total adjusted balance which was written on line three.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

President

## Monthly Treasurer's Report for Clubs - January

1. Tell the balance at the beginning of the month.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

2. State the money received during the month.

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Total Received: \$ \_\_\_\_\_

3. Read the expenses.

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Total Expended: \$ \_\_\_\_\_

4. Indicate the closing balance.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

5. Give the Total Adjusted Balance.

- Add back checks that did not appear on the bank statement. + \$ \_\_\_\_\_
- Subtract deposits that have not shown up on the bank statement. - \$ \_\_\_\_\_
- Adjust the balance to agree with the bank statement. = \$ \_\_\_\_\_
- Include a copy of the bank statement that confirms the total adjusted balance which was written on line three.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

President

## Monthly Treasurer's Report for Clubs - October

1. Tell the balance at the beginning of the month.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

2. State the money received during the month.

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Total Received: \$ \_\_\_\_\_

3. Read the expenses.

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Total Expended: \$ \_\_\_\_\_

4. Indicate the closing balance.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

5. Give the Total Adjusted Balance.

- Add back checks that did not appear on the bank statement. + \$ \_\_\_\_\_
- Subtract deposits that have not shown up on the bank statement. - \$ \_\_\_\_\_
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- Include a copy of the bank statement that confirms the total adjusted balance which was written on line three.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

President

## Monthly Treasurer's Report for Clubs - November

1. Tell the balance at the beginning of the month.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

2. State the money received during the month.

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Total Received: \$ \_\_\_\_\_

3. Read the expenses.

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Total Expended: \$ \_\_\_\_\_

4. Indicate the closing balance.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

5. Give the Total Adjusted Balance.

- Add back checks that did not appear on the bank statement.    + \$ \_\_\_\_\_
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Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Treasurer*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
*President*

## Monthly Treasurer's Report for Clubs - December

1. Tell the balance at the beginning of the month.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

2. State the money received during the month.

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For What Purpose: \_\_\_\_\_

Total Received: \$ \_\_\_\_\_

3. Read the expenses.

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ to: \_\_\_\_\_

For What Purpose: \_\_\_\_\_

Total Expended: \$ \_\_\_\_\_

4. Indicate the closing balance.

Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

5. Give the Total Adjusted Balance.

- Add back checks that did not appear on the bank statement.    + \$ \_\_\_\_\_
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*Treasurer*

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
*President*