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.)

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<tr>
<th>Items Purchased</th>
<th>Project</th>
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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.)

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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!!
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.

Payment Voucher

Club Name: ____________________________

Date of Payment: ______________________

Pay to: ________________________________________

(Copy of bill or statement must be attached.)

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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.)

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President’s Signature: ____________________

Date: ________________________

Secretary’s Signature: ____________________

Date: ________________________

Check Number: ______  Date of Check: ________________________

Prepared by: ____________________________

Club Dues

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- **Balance from previous page**: $\_\_\_\_
- **Balance carried to next page**: $\_\_\_\_\_

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Balance from previous page
Balance carried to next page
Monthly Treasurer’s Report for Clubs - May

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 - April

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: ________________________  Date: ________________

Accepted by: ________________________  Date: ________________

President: ________________________  Date: ________________
Month 2023

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: ________________
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   Amount: $ _______________ to: ________________
   For What Purpose: ________________
   Total Expensed: $ ________________

4. Indicate the closing balance.
   Date: _______________ Balance: $ ________________

5. Give the Total Adjusted Balance.
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   o Include a copy of the bank statement that confirms the total adjusted balance which was written on line three.

Prepared by: ___________________________ Date: ___________________________

President

Treasurer

Accepted by: ___________________________ Date: ___________________________
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 Expensed: $ ____________________________

4. Indicate the closing balance.
   Date: ______________  Balance: $ ____________________________

5. Give the Total Adjusted Balance.
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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 Expensed: $ ____________________________

4. Indicate the closing balance.
   Date: ______________  Balance: $ ____________________________

5. Give the Total Adjusted Balance.
   o Add back checks that did not appear on the bank statement.  + $ ______________
   o Subtract deposits that have not shown up on the bank statement.  - $ ______________
   o Adjust the balance to agree with the bank statement.  = $ ______________
   o 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 Expensed: $ ___________________

4. Indicate the closing balance.
   Date: ___________________ Balance: $ ___________________

5. Give the Total Adjusted Balance.
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   o Adjust the balance to agree with the bank statement. = $ ___________________
   o 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 Expensed: $ ___________________

4. Indicate the closing balance.
   Date: ___________________ Balance: $ ___________________

5. Give the Total Adjusted Balance.
   o Add back checks that did not appear on the bank statement. + $ ___________________
   o Subtract deposits that have not shown up on the bank statement. - $ ___________________
   o Adjust the balance to agree with the bank statement. = $ ___________________
   o 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 Expensed: $ ____________________

4. Indicate the closing balance.
   Date: _______________ Balance: $ ____________________________

5. Give the Total Adjusted Balance.
   o Add back checks that did not appear on the bank statement. + $ ________________
   o Subtract deposits that have not shown up on the bank statement. - $ ________________
   o Adjust the balance to agree with the bank statement. = $ ________________
   o 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 - 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 Expensed: $ ____________________

4. Indicate the closing balance.
   Date: _______________ Balance: $ ____________________________

5. Give the Total Adjusted Balance.
   o Add back checks that did not appear on the bank statement. + $ ________________
   o Subtract deposits that have not shown up on the bank statement. - $ ________________
   o Adjust the balance to agree with the bank statement. = $ ________________
   o 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