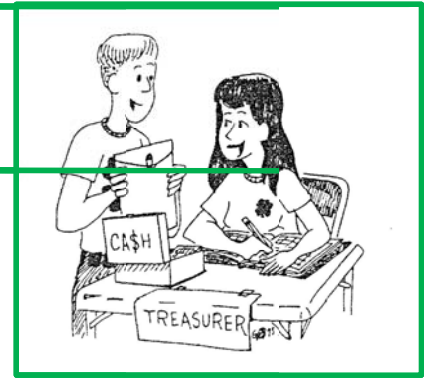




WALWORTH COUNTY 4-H TREASURER TIPS FOR SUCCESS



Congratulations on your election to the office of treasurer. As a club officer, you are expected to work with the other officers of your club in implementing the goals of your 4-H club. As treasurer, you have the very important duty of keeping track of your club's money and financial accounts. This responsibility requires honesty, integrity, and cooperation with your club's members and leaders.

The *Club Financial Record Form* and *Annual Financial Report* are the official records of your 4-H club's finances. These documents show a record of all of the income and expenses of your club during the year. The 4-H fiscal year begins on July 1 and ends on June 30. The 4-H program year begins on October 1 and ends September 30. For this reason, you will actually be ending the financial record keeping of the treasurer who held office last year and beginning the financial record keeping for the treasurer who will hold the office next 4-H year. Work cooperatively with your General 4-H Club Leader to keep this straight.

Duties of the Treasurer:

- Handle all money matters of the club.
- Become acquainted with the procedures of the financial institution in which your club's funds are located. Notify bank officials of the change in the club's treasurer and sign the appropriate forms to identify you as an authorized fiscal officer of the club. Chances are good that your General 4-H Club Leader will assist you with this process.
- Learn to write checks and make deposits. Two approved signatories must sign each check. This is a 4-H rule, not a bank rule. When your club accounts are reviewed at the county level each year, this will be checked.
- Deposit all money received in your club's financial institution as soon as possible. Complete an *Income Record Form* for each deposit made; attach it to the deposit slip; and store it in your club's 4-H Treasurer's Binder. Receipt income and attach those receipts to the *Income Record Form*, as well.
- Pay expenses only as directed by the club and approved by the leader. Pay bills promptly. Complete a *Check Disbursement Form* for each bill paid, attach it to the receipt, and store it in your 4-H Treasurer's Binder.
- Prepare a *Monthly Treasurer's Report Form* for each club meeting so that you can keep your club abreast of money coming in and going out for the programs they are planning.
- Complete the *Club Financial Record* and *Annual Financial Report* for the July 1-June 30 fiscal year as soon after June 30 as possible. Review the records for accuracy and completeness. (Your General 4-H Club Leader will provide you with the *Annual Financial Report* when it becomes available from the county UWEX office each spring.)
- Arrange an audit committee to review the completed *Club Financial Record* and *Annual Financial Report Form* during July, August, or September. The audit committee must consist of at least one adult who is not related to you and not directly involved in the financial activities of the club. It is suggested that you have two adults do the audit—neither of whom is related to any of the signatories on your club's account/s.
- Give the audited *Club Financial Record* and *Annual Financial Report* to your General 4-H Club Leader for final review. He/she is responsible for submitting these documents to the UWEX Office.
- Deliver all treasurer supplies and records to your successor. Be sure that your Treasurer's Binder is up-to-date and organized when you pass it on.

University of Wisconsin Extension provides equal opportunities in programs and employment. If you need reasonable accommodations to participate in 4-H, please contact the Extension office.

Making Financial Decisions:

Wisconsin 4-H Clubs are authorized by University of Wisconsin Cooperative Extension to use the 4-H Name and Emblem. This privilege brings a degree of accountability to the United States Department of Agriculture, the University of Wisconsin, and the local community served by the 4-H club/group. Since 4-H is a public group, care is taken to ensure the proper handling of club assets. As club treasurer, you are responsible not only to the other officers, but also to the other members, the General 4-H Club Leaders, and to the general public. The 4-H club financial records that you keep must be accurate, complete, up-to-date, and available for inspection upon request.

Many 4-H clubs find it necessary to secure funds to support the activities of the members and adult volunteers in their pursuit of educational and community service goals. It is required that funds raised/given in support of 4-H should be held in the manner of public trust. The money 4-H clubs receive from fund-raising activities is owned by the club, not by any one member or leader. Fund-raising activities and decisions on expenditures of funds should be central to the interest of youth and substantially involve the youth in the decision-making process. Decisions regarding the use of 4-H club funds should be made through a majority vote of the members. Adult volunteers are not permitted to unilaterally make decisions about the management and expenditure of club resources.

Depositing Money:

Before you deposit a check, the person to whom the check is being written must endorse (sign) the back of it. Checks that are payable to the club must be endorsed by signing the club 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 club, endorse it by writing "pay to the order of (your club name)" and signing it. Keep these things in mind when making deposits:

- Deposit all funds promptly.
- Use deposit slips provided by the bank.

Preparing Deposits:

If your club has a checking account, there is usually a supply of deposit slips at the end of each pad of checks. Deposit slips may also be available at your bank.

Follow these steps when completing a deposit slip:

- When you are paid with cash, write a receipt for it. Give a copy of the receipt to the person who gave the money. Keep a duplicate copy for your records.
- If you receive a note of explanation along with income, or you receive income by check, you do not have to create a receipt. These documents serve as receipts themselves.
- Date the deposit slip.
- When depositing cash only, fill in the amount of paper currency and coins and enter the total.
- When depositing only checks, draw a line through the currency and coin rows. Then list each check amount in the proper space and record the total of all the checks.
- When depositing both cash and checks, list both on the deposit slip.
- When you wish to receive cash for part of the deposit, enter the amount you wish to keep in the "cash back" space below the "total deposit" space, and put the remaining balance in the "total" space at the bottom.
- All deposits need to be recorded in the checking account register.
- Complete an *Income Record Form* for each deposit and attach the corresponding bank print-out and individual receipts or letters of explanation to it.

PAY TO THE ORDER OF	
<i>Clover Clan 4-H Club</i>	
<i>Sam Bates</i>	
DO NOT WRITE BELOW THIS LINE	

Deposit Slip		Date <i>March 17, 2008</i>																								
Name <i>Clover Clan 4-H Club</i>	Account # <i>12345</i>																									
To: <input type="checkbox"/> Savings	Sub#: _____																									
<input checked="" type="checkbox"/> Checking																										
<table border="1"> <tr> <td>Currency</td> <td>2</td> <td>00</td> </tr> <tr> <td>Coin</td> <td>1</td> <td>31</td> </tr> <tr> <td><i>1103</i></td> <td>1</td> <td>25</td> </tr> <tr> <td><i>787</i></td> <td>10</td> <td>00</td> </tr> <tr> <td></td> <td></td> <td>-0-</td> </tr> <tr> <td>Sub-total</td> <td>14</td> <td>56</td> </tr> <tr> <td>Cash Back</td> <td></td> <td>-0-</td> </tr> <tr> <td>Total Deposit</td> <td>14</td> <td>56</td> </tr> </table>		Currency	2	00	Coin	1	31	<i>1103</i>	1	25	<i>787</i>	10	00			-0-	Sub-total	14	56	Cash Back		-0-	Total Deposit	14	56	
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<small>Express your thanks to the bank by endorsing all deposits. Checks and other deposits may be deposited in the "for deposit only" space of the Member's Deposit Slip and any deposits in the "for deposit only" space.</small>																										
X SIGN HERE FOR CASH RECEIVED FROM DEPOSIT		02/07																								

INCOME RECORD FORM		
4-H Club Name _____		
Date: _____		
Received from: _____ <small>Deposit slip must be attached</small>		
Reason for Income:	Project:	Amount:
Approved: _____		
Deposited By: _____ <small>Treasurer or other signatory who is making the deposit.</small>		

- “Fee” is a column to list any fees the bank has charged the club. Fees should be subtracted from the balance.
- When a deposit is made into the checking account, the amount is recorded in the “Deposit/Credit” column. Add the amount to the account balance.

Treasurer’s Report

Complete the *Monthly Treasurer’s Report* form prior to each club meeting so that you are prepared to quickly summarize the financial activity of the club since its last meeting. Along with the *Monthly Treasurer’s Report Form*, you should be prepared with any *Check Disbursement Forms* that require club approval.

Arranging an Audit

Each 4-H club that maintains a treasury or holds financial assets must present to the local UWEX office annually both an audited *Club Financial Record* and *Annual Financial Report*. These reports serve as the official fiscal record of the 4-H club. UWEX is accountable for overseeing these records and vouching for them with the IRS.

At least one adult must conduct and sign the audit. This person should be someone who is unrelated to you and who is not directly involved in the club’s financial activities. It is recommended that TWO individuals are involved in this process. The auditors examine and verify the 4-H club account at the end of the fiscal year. When the facts have been verified, the members of the audit committee should sign the appropriate portion of the *Annual Financial Report*. An audit protects the integrity of the outgoing and incoming club treasurers and the club as a whole.

In performing the audit, the following should be examined:

- 1) *Club Financial Record*
- 2) *Annual Financial Report*
- 3) Bank statements from fiscal year
- 4) Cancelled checks from the fiscal year
- 5) Completed *Check Disbursement Forms* and corresponding receipts for the fiscal year
- 6) Completed *Income Record Forms* and corresponding deposit slips for the fiscal year
- 7) Checkbook registers pertaining to the fiscal year.

The following steps should be followed:

- Ensure that all income is deposited in the account.
- Ensure all expenses are paid by check or receipted if cash is paid out.
- Ensure that the amounts of checks written match the receipts/invoices.
- Ensure that all checks, even voided ones, are accounted for.
- Ensure that outstanding checks for the year have been identified in the *Club Financial Record*.
- Ensure checks have proper signatures. Two signatures are required on all checks—one youth, one adult.
- Ensure that checks have not been pre-signed.
- Ensure that all bank statements have been reconciled. They should be initialed and dated by the person who reconciled the bank statement.
- Ensure the ending balance on the *Club Financial Record* agrees with the reconciled balances on the bank statements.
- Ensure the figures on the *Club Financial Record* agree with the figures on the *Annual Financial Report*.

Receipt of the *Club Financial Record* and *Annual Financial Report* and confirmation of the audit are required in order for the club to renew its charter and continue use of the 4-H Name and Emblem the following 4-H program year.

