

SO YOU'RE THE

CLUB TREASURER



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You and all 4-H officers are representatives of your 4-H club, and the entire 4-H program. Your skills and abilities, standards and ideals, speech, and even smiles represent all Iowa 4-H members. Representing others is one of your most important responsibilities because it exists at all times—not only while you are at 4-H meetings.

A club treasurer is responsible for keeping the official record of all money received and spent by the club or learning community. As treasurer, you will not spend money unless the expense is approved by the membership.

At each meeting, you should report:

- The amount and purpose of all money spent.
- The balance in the club account at the county Extension office.
- Expenses to be paid.

At the end of each year the president should appoint an auditing committee to check the financial records for accuracy and completeness.

CHECKLIST FORTREASURERS

- I will inform my county Extension office that I am the new treasurer.
- I will handle all of the money matters of the group.
- I will keep an accurate record in a treasurer's book of how all money is used.
- I will bring funds to be deposited to the county Extension office as soon as possible.
- I will request payment for all bills promptly, as directed by the group.
- I will present a summary of income and expenses at each meeting. I also will report the current club account balance.
- I will complete a financial summary report in the treasurer's book at the end of the year.

HOW ARE CLUB FUNDS TREATED?

The Office of the Auditor of the State of Iowa has determined the county Extension office should maintain the accounting records for 4-H Clubs. The Extension Council is a publicly-elected body and has to comply with certain laws as directed by Iowa Code. This means the county Extension office has to include all funds in its budget, including club funds. That also means the county Extension office has to make the payments.

MAKE AN ANNUAL BUDGET

How much money does your club or learning community need? To find out, create a spending plan or budget as a group. It can be helpful to use your annual club plan or calendar.

Step 1: List your anticipated annual income sources and amounts. Calculate the total income you expect to receive throughout the entire year.

Step 2: Add expense categories. Try to predict how much you will spend in each category. Calculate the predicted total amount needed to cover expenses.

Step 3: Compare the total income to total expenses. Make adjustments to your plans until you can be sure you have enough income to cover your expenses.

4-H CLUB BUDGET

4-H Club Name: *Happy Helpers 4-H Club*

From Date: *September 1, 2018*

To Date: *August 31, 2019*

Income Income might include fund-raisers and donations.		Expenses Expenses might include equipment, supplies, refreshments, postage, etc.	
<i>Soup dinner fund-raiser</i>	<i>\$200</i>	<i>Soup dinner expenses</i>	<i>\$50</i>
<i>First Bank donation</i>	<i>\$100</i>	<i>Club meeting activities</i>	<i>\$120</i>
<i>Bake sale fund-raiser</i>	<i>\$150</i>	<i>Bake sale expenses</i>	<i>\$20</i>
		<i>Club t-shirts</i>	<i>\$100</i>
		<i>Fair booth decorating</i>	<i>\$25</i>
Total	<i>\$450</i>	Total	<i>\$315</i>

ANNUAL FINANCIAL REPORT

The annual financial report lists the 4-H Club/Learning Community's financial activities during the program year. All businesses and nonprofit organizations operate by having annual financial reporting, and the same is true for County Extension Districts. County Extension Districts must have an annual audit because their funds are public.

The Iowa 4-H Youth Development Program believes learning about financial matters is a very important part of being a 4-H member, even more so for you as Club Treasurer. If you need an idea of what a financial report should include, additional resources can be found at <https://www.extension.iastate.edu/4h/regulations-and-guidance>.

Each active club in Iowa must have a charter. This is because clubs use the 4-H name and emblem. The United States Congress authorizes the United States Department of Agriculture (USDA) to manage the Name and Emblem, and they require each state 4-H program to have a chartering process.

An annual financial report is required as part of keeping an active charter status. Each year, your County Youth Coordinator or equivalent will upload your club's annual financial report in 4-HOnline.

The report should include your county, club name, club account number, treasurer name, treasurer phone number and treasurer's email address.

Month	Total Income	Total Expenses	Balance
Balance end of Previous Year			
September			\$
October			\$
November			\$
December			\$
January			\$
February			\$
March			\$
April			\$
May			\$
June			\$
July			\$
August			\$
TOTAL FOR THE YEAR	\$	\$	\$

The county Extension office will provide you with a monthly report of income and expenses. On your annual report, write in the total income and expenses for each month. Subtract the expenses from the income, and show the running balance for each month. After you have entered this for all twelve months, you can add up the income and add up the expenses for your yearly total.

REQUESTING A PAYMENT

1. Your county Extension office will give you a form similar to the sample 4-H Club Voucher Request. Use ink on all forms.
2. This form will ask you for your club name, club account number, date, the payee name (who are you making payment to), address, city, state, zip.
3. Complete the description of payment and club purpose—what do you want to buy, why are you buying it, and did your club approve it?
4. Please attach all receipts or an invoice. Because 4-H club funds are considered public funds, documentation is necessary, as all Extension funds are audited or annually reviewed.
5. If you do not have a receipt or invoice, provide a copy of your club meeting minutes to document that your club approved the expense. If you need an idea of what you need to vote on at your club meeting, here are some sample motions:
 - Jay Jones, treasurer, reported the club has \$112 in their account, and \$6.50 in outstanding bills for supplies for the fund-raiser. Sally Smith moved the club pay \$6.50 for the fund-raiser supplies to the club leader. The motion was seconded by Patty Person, and passed.
 - Jane Jacobs moved the club allow the club leader to purchase pizza, spending up to \$150 for the November club meeting. The motion was seconded by Sally Smith and passed.
6. Include the total amount of the purchase.
7. Sign the form as club treasurer.
8. Have your club leader sign the form.
9. Turn into the Extension office.

Below is a sample form for payments. Follow the steps to complete the form and turn it into your Extension office.

4-H CLUB VOUCHER REQUEST

4-H Club Name: Happy Helpers 4-H Club

Date: September 1, 2018

Club Account Number: xxxx-x-x-xx-xxx-x

Payee Name and Full Address:
 Sara Leader
 123 West Street
 Anytown, IA 50000

DESCRIPTION OF PAYMENT AND CLUB PURPOSE

Cooking supplies for nutrition activity at club meeting, receipts from BuyItNow \$44.81 and SuperGrocer \$25.87.	\$44.81
	\$25.87
Total	\$70.68

Treasurer Signature: *John Walker*

Club Leader Signature: *Sara Leader*

MAKING DEPOSITS

The county Extension office serves as the bank for your club's funds. This means you need to bring money and checks to the Extension office for deposit, just like you would at a bank. Your county Extension office will give you a form to fill out for depositing money.

1. Your county Extension office will give you a form similar to the 4-H Club Account Deposit Slip. Use ink to fill out the form your county Extension office gives you.
2. The form will probably ask you for your club name, account number and the date.
3. The form may ask for the source of the money, check numbers and amount of cash, and a description or purpose for the money raised.
4. You should always have at least one other person count the funds before you take the funds to the Extension office. It is recommended that the deposits are counted again with staff at the Extension office.
5. Always keep cash and checks in a secure place. Never mail cash.
6. Ask that people make checks payable to the county Extension office. If the check is written to your club, turn the check over and write "For deposit only" on the back of the check and sign the back of the check.
7. Sign and print your name. Ask a county Extension office staff member to sign the form, confirming receipt.
8. Leave the form, the money, and the checks to be deposited at the Extension office.
9. Keep a copy of the deposit slip for your club records.

4-H Club Account Deposit Slip

Date: *September 17, 2018*

4-H Club Name: *Happy Helpers 4-H Club*

Club Account Number: *xxx-x-x-xx-xxx-x*

Source	Check #	Description	Amount
<i>Connie Donaldson</i>	<i>1206</i>	<i>Community Service</i>	<i>\$5.25</i>
<i>First Bank</i>	<i>5719</i>	<i>Fall field trip</i>	<i>\$7.50</i>
<i>Paula Andrews</i>	<i>1200</i>	<i>4-H t-shirts</i>	<i>\$24.00</i>
<i>Samantha Habbins</i>	<i>1935</i>	<i>Fruit sales</i>	<i>\$72.00</i>
<i>Amy Simmons</i>	<i>1025</i>	<i>4-H membership</i>	<i>\$30.00</i>
<i>Devon Rogers</i>	<i>1001</i>	<i>Butter braids fundraiser</i>	<i>\$35.00</i>
<i>Cash</i>	<i>Cash</i>	<i>Bake Sale</i>	<i>\$64.00</i>
Total			<i>\$237.75</i>

Treasurer Signature: *John Walker*

Treasurer Name Printed: *John Walker*

County Extension Office Staff Signature: *Susan Miller*

TRACKING INCOME AND EXPENSES

Your county Extension office will give you a monthly "Receipts and Expenses Report." The report has your club number on it and the club name.

Receipts and Expenses Report				
Happy Helpers 4-H Club		Sample County Extension		07/01/2017 through 06/30/2018
Beginning Balance			\$2596.16	
Net Income				
Date	Account	Receipt No. Source	Description	Amount
09/22/2017	4719-0-8-000-840-2	343695 County Expo	Flower Planters	\$0.20
09/22/2017	4719-0-8-000-840-2	343695 County Expo	Flower Planters	\$492.25
11/27/2017	4719-0-8-000-840-2	143471 County Farm Bureau	Communications	\$50.00
02/13/2018	4719-0-8-000-840-2	397613 Phil Jones	Bake Sale	\$44.50
02/13/2018	4719-0-8-000-840-2	397614 Bonnie Smith	Bake Sale	\$8.00
02/13/2018	4719-0-8-000-840-2	397615 George Anderson	Bake Sale	\$40.00
02/13/2018	4719-0-8-000-840-2	397616 Mary Tyler	Bake Sale	\$30.00
02/13/2018	4719-0-8-000-840-2	397617 Jessica Flemming	Bake Sale	\$30.00
02/13/2018	4719-0-8-000-840-2	397618 Rachel Gardener	Bake Sale	\$15.00
02/13/2018	4719-0-8-000-840-2	397618 Katrina Spaulding	Bake Sale	\$25.00
02/13/2018	4719-0-8-000-840-2	397619 Emily Flanders	Bake Sale	\$133.00
02/15/2018	4719-0-8-000-840-2	397620 Steve Morland	Bake Sale	\$30.00
02/16/2018	4719-0-8-000-840-2	397621 Joel Tucker	Bake Sale	\$25.00
02/16/2018	4719-0-8-000-840-2	397622 Aaron Johnson	Bake Sale	\$14.00
02/16/2018	4719-0-8-000-840-2	397622 Linda Leader	Bake Sale	\$25.00
02/16/2018	4719-0-8-000-840-2	397623 Connie Erickson	Bake Sale	\$25.00
02/23/2018	4719-0-8-000-840-2	397624 Stephanie Block	Bake Sale	\$30.00
05/29/2018	4719-0-8-000-840-2	397625 James Pierson	Bake Sale	\$16.00
06/14/2018	4719-0-8-000-840-2	397416 Farm Supply Co.	Club Donation	\$20.00
06/29/2018	4719-0-8-000-840-2	397435 County Expo	Club Can Pick Up	\$50.00
Total Revenue			\$1102.95	
Expense				
Date	Account	Payment No. Payee	Description	Amount
12/20/2017	5719-0-8-000-840-2	11230 Design Store Co.	Books and Notes	(\$47.70)
04/09/2018	5719-0-8-000-840-2	11334 Greg Farmington	Club Supplies	(\$389.50)
06/26/2018	5719-0-8-000-840-2	x Journal Entry	Club YQCA	(\$35.00)
Total Expense			(\$472.20)	
Total Net Income:			\$630.75	
Balance 06/30/2018			\$3226.91	

At the top of the report is a listing of revenue. There is a date for each transaction. You can see the source of the receipt or where the money came from, as well as a description of the item, and the amount received.

The next section of the report is expense. Again, there is a date for each expense, who the payment was made to, and the amount. Numbers in an accounting report shown in parenthesis to indicate they are being subtracted from the total. At the bottom of the report is the total expense, total net income, and balance.

You should keep a record of your club transactions in your treasurer's book. There are many ways you can track your club's income and expenses. You can use a paper record such as a printable check register. You could also use a financial management app or website. Here is an example of what your record may look like.

Date	Number	Description	✓	Payment	Deposit	Balance
9/22/17	343695	Flower Planters County Expo			\$492.45	\$3088.61
11/27/17	143471	County Farm Bureau Donation			\$50.00	\$3138.61
12/20/17	11230	Design Store Company		\$47.70		\$3090.91
2/15/18	397613	Bake Sale Cash Deposit			\$490.50	\$3581.41

RECEIPTS AND EXPENSES REPORT ACTIVITY

Individually, or working with a partner, find the following information on the sample "Receipts and Expenses" report.

1. What time frame is covered by the report?
2. What is the name of the club?
3. What is the beginning club balance?
4. What is the total revenue for the time frame of the entire report?
5. What is the total of all expenses for the time frame of the entire report?
6. What activity or event are most of the deposits for?
7. How much revenue did the "flower planters" activity generate?
8. Which person spent the most at the bake sale?
9. What did the \$35 journal entry pay for?
10. The number 397617 represents what type of item or document?
11. The account number assigned to this club is what?
12. For the year, the club increased its balance by how much?

Receipts and Expenses Report				
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Total Expense				(\$472.20)
Total Net Income:				\$630.75
Balance 06/30/2018				\$3226.91

ANSWERS

1. 7/1/17-6/30/18
2. Happy Helpers
3. \$2596.16
4. \$1102.92
5. \$472.20
6. Bake Sale
7. \$492.45
8. Emily Flanders
9. Club YQCA
10. A receipt
11. 4719-0-8-000-840-2
12. \$630.75

Revised by Mitchell Hoyer, 4-H Youth Development Program Specialist, Iowa State University Extension and Outreach; Marybeth Foster, 4-H Youth Development Organizational Accountability Manager, Iowa State University Extension and Outreach; Bonnie Dalager, 4-H Youth Development Program Specialist, Iowa State University Extension and Outreach.

So You're the Club Treasurer is available online at store.extension.iastate.edu/product/103



FINANCIAL GUIDELINES

For Iowa 4-H Clubs and Learning Communities

All money raised using the 4-H name or emblem must be used only for 4-H activities. Because these funds belong to a club that is publicly accountable, the funds must not be used in any way to enrich individuals. This means that money may not be given out to individual club members or others, but must be used to pay for educational programs, activities, workshops, or 4-H club supplies.

1. All 4-H clubs should have an account at the County Extension Office. If a new club is being formed, an account should be started at the County Extension Office.
2. The club treasurer must use the Treasurer's 4-H Record Book or similar record to show cash received, where the money came from, and payments made complete with check number, date, and purpose. The County Extension Office will provide a monthly report of the cash received and payments made. If the information does not match, please contact your County Extension Office.
3. Every payment should be in response to a formal written bill or invoice. The itemized invoice, clearly stating what was billed, should be given to the County Extension Office with a completed 4-H Club Voucher Request.
4. Clubs should prepare a budget for the year. A budget is a written plan for raising and spending money for a set period of time, usually one year. When the budget is approved by the members of the club, it's not necessary to seek approval for payment of items included in the budget. If a club doesn't have a budget or items arise that are not part of the budget, each item needs to be presented to the members for approval before payment. The approval should be recorded in the secretary's minutes. This accomplishes two things. First, all expenditures of club funds are made with the full approval of the club. Second, this is a way for all the club members to learn how money flows in and out of their club.
5. It is permissible to pay part of registration fees for club members to attend 4-H activities, such as 4-H camps and conferences, when those expenditures have been approved by the club.
6. All money received should be acknowledged with a written receipt, preferably pre-numbered. The receipt should include the source of funds (car wash, food stand sales, etc.), the date, and if possible, the name of the person making the payments. These receipts are the backup documentation for any deposits made. The receipts should become a permanent part of the club records.
7. All fundraising activities must have prior approval from the County Extension Council or designee.

8. Noncash, consumable donations of items should be acknowledged in writing to the donor. A copy of the written acknowledgment must be kept in the club treasurer's records. If the donor requests a receipt for tax purposes, please refer to IRS Publication 1771 (<http://www.irs.gov/pub/irs-pdf/p1771.pdf>).
9. Noncash, non-consumable donations such as equipment or animals, should be accepted only if the club is prepared to accept the responsibilities of ownership including care, maintenance, and insurance. Written acknowledgment should be sent to the donor and a copy must be kept in the club treasurer's records.
10. Donors cannot specify the individual recipient of cash or noncash donations. Clubs should not feel compelled to accept noncash gifts. Contact the county extension office whenever the club has questions about the appropriate action related to accepting and managing any donation.
11. The treasurer should prepare a monthly financial report for the club, listing expenses paid, bills to be paid, income received, and balance in the club account(s). The treasurer should prepare an end of the year annual financial report for the club audit committee.
12. Any 4-H club that disbands must turn over any remaining funds in club accounts to the County Extension Office. All property belonging to the club shall be disbursed in the same manner. Club members may request that the money be used for a specific 4-H program within the club, county, or state. This request will be acted upon by the County Extension Office at the time the club is dissolved.
13. If a club divides itself, creating more than one recognized and properly chartered club, the funds from the original club shall be evenly disbursed, based on membership in each club.

Revised by Marybeth Foster, Organizational Accountability Manager and Mitchell Hoyer, Iowa State University Extension 4-H youth development program coordinator from materials originally prepared by Don Goering, former ISU Extension 4-H youth development specialist.

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Iowa 4-H Youth Development Financial Guidelines for 4-H Clubs and Learning Communities
4HP 3000 Revised October 2018