



**Missouri 4-H**  
University of Missouri  
4-H Center for Youth Development

# Missouri 4-H Treasurer Record Book

Name of 4-H Group \_\_\_\_\_  
Treasurer \_\_\_\_\_  
County \_\_\_\_\_  
Year \_\_\_\_\_



Issued in furtherance of Cooperative Extension Work Acts of May 8 and June 30, 1914, in cooperation with the United States Department of Agriculture. Thomas A. Henderson, Interim Director, Cooperative Extension, University of Missouri, Columbia, MO 65211. University of Missouri Extension does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability or status as a Vietnam-era veteran in employment or programs. If you have special needs as addressed by the Americans with Disabilities Act and need this publication in an alternative format, write: ADA Officer, Extension and Agricultural Information, 1-98 Agriculture Building, Columbia, MO 65211, or call (573) 882-7216. Reasonable efforts will be made to accommodate your special needs.

Y672 Rev 6/05

## 4-H Group Information

Date \_\_\_\_\_

Name of 4-H Group \_\_\_\_\_

Address \_\_\_\_\_

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

Address \_\_\_\_\_

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Reporter \_\_\_\_\_

Recreation Leader \_\_\_\_\_

Other Officers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Co-signers on Checking Account \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 4-H Treasurer Instructions

As a 4-H treasurer, you are responsible for protecting the good name of 4-H. This book will help you do a good job and will make sure that you follow the necessary rules and guidelines. If you have more questions concerning rules and policies regarding the use of the 4-H name and emblem, contact your county University of Missouri Extension center.

### Name and Emblem

The 4-H name and emblem and the youth program they represent have earned wide respect throughout the United States and the world. In order to protect and promote the good name of 4-H, the Congress of the United States passed laws concerning the use of the 4-H name and emblem. The Secretary of Agriculture, United States Department of Agriculture, is responsible for writing rules to implement those laws. Most of these rules have to do with fund raising and producing 4-H materials. Your state 4-H office has a complete set of these rules. Your county extension center also has information on these rules.

All groups who use the 4-H name and emblem must follow these policies and rules. This includes, but is not limited to, 4-H clubs, county 4-H councils and advisory boards, 4-H teen or junior leader clubs, 4-H project clubs, and 4-H special interest groups. Groups that are established as separate legal entities, such as 4-H foundations, 4-H camping associations, and 4-H fair boards are also subject to these policies and rules. Refer to this website for more details on these policies and rules [http://www.national4-hheadquarters.gov/4h\\_name.htm](http://www.national4-hheadquarters.gov/4h_name.htm).

### Financial Guidelines for 4-H Groups

A treasury is optional. Since most groups have bills to pay and other financial needs, it is best to have a treasurer responsible for handling the group's finances. A treasury system is also necessary if a 4-H group chooses to gather funds for a group goal, such as a field trip. Funds generated by special fund raisers or collected as dues should be recorded and deposited in a treasury.

The 4-H group should prepare a budget to plan fund raising and spending. The budget must be approved by the membership.

Any 4-H group that has annual receipts or expenses of over \$50 should open a checking or savings account at a public financial institution (bank).

- The 4-H group leader, officers, and/or treasurer should open the account.
- The account should be set up so that all checks require two signatures. (Ask your banker about having three or four authorized signatures on file at the bank.) In the case of a 4-H club, authorized signers might be the club treasurer and two adult club leaders.
- Whenever the treasurer is younger than age 21, the co-signer must be an adult.
- It is **not** recommended that a parent and child from the same family be co-signers.
- Authorized signatures will need to be updated each time a new treasurer is elected or when leadership changes in the group.

If 4-H groups have yearly expenses of receipts of less than \$50, they may operate without a checking or saving account. The treasurer must still follow the guidelines in this book, including proper accounting procedures and yearly audits.

The 4-H group should have an Employee Identification Number (EIN). Apply online for an EIN number at <http://www.irs.gov/businesses/small/article/0,,id=97860,00.html> or download the *Form SS-4* as a PDF file at <http://www.irs.gov/pub/irs-pdf/fss4.pdf> and mail it to the address indicated on the form. *Form SS-4* also can be obtained from your bank or Internal Revenue Service office. An EIN is necessary for 4-H groups to receive certain grants, awards, and gifts.

The 4-H groups planning a fund raising activity should inform and receive approval from the person responsible for 4-H within the county prior to beginning the project. Funds raised in the name of 4-H must be used only for 4-H activities. You can talk with your local 4-H staff if you want to explore a tax exempt status.

The treasurer must use the forms in the *Missouri 4-H Treasurer Record Book (Y672)*. List all amounts received, date received and the source of these receipts in the *Record of Finances Form (Y672C)*. Dues collected are recorded on the *Membership Dues Form (Y672B)* and recorded as receipts on *Record of Finances Form*. (For groups with large annual

budgets, the treasurer may substitute a commercially prepared financial record book or computerized financial record system for the *Record of Finances Form*.

4-H groups must prepare an annual financial report of their treasury and, if requested, submit it to their County University of Missouri Extension Center office.

If a 4-H club or group disbands, the treasury balance must be turned over to the county 4-H council, advisory board, or designated body. A 4-H group cannot transfer its funds to individual members.

### **Missouri Sales Tax**

4-H clubs can be exempt from Missouri state sales tax when making purchases in support of the 4-H educational program. To file for tax exempt status, 4-H clubs should complete *Form 1746* available on the web from the Missouri Department of Revenue at <http://www.dor.mo.gov/tax/business/sales/forms/1746f.pdf>. Contact your county extension center for assistance in completing the application form.

### **Federal Tax Exempt Status**

The federal tax exempt status entitles 4-H organizations to receive gifts from individual taxpayers and businesses who are then entitled to claim the contribution as a deduction on their federal income tax returns. Individuals should always consult with their tax preparer for details concerning the eligibility of donations. See Appendix A (at the end of the instructions) for information about federal tax exempt status of 4-H organizations.

## **Duties of the Treasurer**

The 4-H treasurer handles group financial transactions (such as paying bills and depositing dues or other income) and keeps an accurate record of all accounts.

The treasurer must use the *Missouri 4-H Treasurer Record Book (Y672)*. It is acceptable for the club to use commercial software or other means to keep 4-H financial records as long as the information required in the 4-H Treasurer Record Book is maintained and policies outlined in Y672 are followed. The 4-H finance forms provided include:

1. *Y672A Monthly Summary Report*
2. *Y672B Membership Dues*
3. *Y672C Record of Finances*
4. *Y672D Annual Financial Report*
5. *Y672E Audit Report*

The duties of the 4-H treasurer are:

- Manage 4-H group funds and financial records.
- Work cooperatively with other 4-H officers.
- Keep accurate records of all receipts and expenses on the *Record of Finances Form (Y672C)*. Receipts (income/deposits/receipts/credits) are money deposited into the treasury. Sources of receipts may be club fund raisers, gifts, or donations. Expenditures are money paid out or spent on expenses (bills/payments/charges).
- Keep a separate record of dues paid on the *Membership Dues Form (Y672B)* **and** also record as receipts on the *Record of Finances Form (Y672C)*.
- Deposit all funds and pay all bills approved for payment by the 4-H group.
- Provide detailed and complete information about 4-H group finances at each meeting. Refer to the *Monthly Summary Report Form (Y672A)*
- Provide a complete financial report at the end of the year using the *4-H Annual Financial Report Form (Y672D)*.

- Be responsible for the 4-H group's funds until a successor is elected. An auditing committee should approve the treasurer's accounts before they are turned over to a successor and before new signatures have been filed at the bank.

## **Records of the Treasurer**

### **Checks for Expenses**

When writing checks to pay bills or make purchases:

- Always have a written bill, invoice, or statement before writing the check.
- Always have approval of the 4-H group.
- Use ink. Never erase. If you make a mistake, write VOID on the incorrect check, start a new one, and record the voided check in the checkbook register.
- Always date the check with the current date when it is written.
- Write the name of the check recipient (person or business) as close as possible to the words "pay to the order of" followed by a line. (Adding a line is to prevent someone from adding another name and cashing the check.)
- In the box or space after the \$ sign, write the amount of the check in numbers. Do not leave a space between the dollars and cents numerals (again to prevent someone from adding numbers). The amount can be written as 10.34 or 10 34/100, however, writing the cents amount over 100 prevents confusion between dollars and cents.
- To the extreme left of the dollar line, write the amount in words followed by a line. The cents can be written in numbers over 100. Examples: ten and 34/100 for \$10.34 or one hundred twenty five and 55/100 for \$125.55. Be sure the written amount agrees with the number amount on the \$ line. Try to avoid writing checks for less than \$1.
- Sign the check with your authorized signature, the same way you signed the signature card at the bank. Another authorized person must also sign each check. (If the check has only one signature line, have the second person sign below the line.)
- Record the checks you've written in the checkbook register. Record the same information on the *Record of Finances Form (Y672C)*. The *Record of Finances Form* is very similar to a checking account register.
- Record the date of payment and the check number on the receipt or bill. Keep a copy of each paid receipt with the permanent records.

A group that does not have a checking account should purchase a money order or cashier's check from a bank to make payments. Cash payments are **not** recommended. If payments must be made in cash, a written statement and receipt should be signed by both parties.

### **Bank Deposits**

Deposit all funds at least monthly. If receipts total more than \$10 at any time, deposit them within three days. Use deposit slips provided by the bank. On the deposit slip, record all the checks and cash to be deposited. On the *Record of Finances Form (Y672C)*, include the name of each donor/member in the description.

To deposit a check, it must be endorsed (signed) on the back within 1 ½ inches of the top. Using a restrictive endorsement (the check must be deposited in the group's bank account and not transferred to someone else) is the safest. The endorsement should be written as follows:

Pay to the order of  
(bank name)  
For deposit only  
(name of group)  
Account number

If a check is written from the 4-H group's account and is lost, notify the customer service department of the 4-H group's bank at once.

If you wish to bank by mail, ask your banker for envelopes, deposit slips, and any other materials you might need. Ask them to show you how your checks should be endorsed for banking by mail.

Whenever the group receives cash or checks, the treasurer must write receipts for all money received and provide this to the member, customer, or donor. The receipt should include your organization's information (name, address), the name of the donor/member, the amount given, the date and what the funds were for (such as a membership, card sale, car wash). . A thank you, in addition to a receipt, should be written for any donation or gift. For a non-cash donation (such as supplies or small items), a receipt and written thank you should also be given. Accept non-consumable donations (such as equipment or animals) only if the group can take the responsibility of ownership. These responsibilities include the care, maintenance, and insurance for the item or animal. Before accepting non-cash donations, consult with your 4-H specialist and a local attorney.

### **Record of Finances**

Begin the *Record of Finances Form (Y672C)* with the ending balance (checkbook balance) which should be the same as on the *Annual Financial Report Form (Y672D)* from the previous year. On each line of the form, write in the deposits and the checks written. Use one line for each transaction.

The ending balance, plus the deposits, minus the expenses should give you the current balance and should match your balance in the checkbook ledger.

$$(Previous\ balance + deposits - expenses = current\ balance)$$

The actual balance is the amount after subtracting the outstanding bills from the current or ending balance.

$$(Current\ balance - outstanding\ bills = actual\ balance)$$

The check mark (✓) column allows you to mark on your checkbook register and *Record of Finances Form (Y672C)* when a check has cleared the bank (has been processed and recorded on the bank statement). For instructions on how to balance a checkbook with the bank statement, refer to the bank statement or ask your banker for instructions.

## **Fund Raising by 4-H Groups**

Early in the program year, your 4-H group should set up a realistic budget. Consider these questions, "What do we want to do with our money? How much money do we have now? How much can we raise during the year?" Your group will need money to pay for expenses such as program supplies. You may also need funds to support community projects, to supplement the cost of member participation in special 4-H events, or to conduct a special field trip. The budget should be approved by the membership. For additional information refer to the web page dealing with tax exempt status for 4-H organizations at [http://www.national4-hheadquarters.gov/4h\\_tax.pdf](http://www.national4-hheadquarters.gov/4h_tax.pdf)

### **Fund Raising Ideas**

There are a variety of ways 4-H groups can raise money. Some creative fund raising ideas are recommended below:

Auctions	Refreshment stands	Garage sales
Bazaars	Vegetable sales	Box suppers
Paper drives	Dinners	Special movies
Skating parties	Babysitting	Home and yard care
Ice cream socials	Pet care and boarding	Walk-a-thons
Square dances	Car washes	Variety shows

### **Fund Raising Guidelines**

Your 4-H group should observe the following guidelines when planning or conducting a fundraiser.

- Receive advance approval from your local 4-H staff for each fundraiser that you plan. Remember, there are certain rules about the use of the 4-H name and emblem in fund raising. Use the 4-H name or emblem only on products your group has made or produced. If working with a fund raising company or business, be sure that they have approval to use the 4-H name and emblem.

- Check with local and state authorities on health, licensing, labeling, labor, and tax laws. If you need help, check with the person responsible for 4-H in your local University of Missouri Extension center. Beware of your community's reaction to and laws that govern door-to-door selling before using this method.
- Give people something for their money, or invite them to support specific educational activities or facilities. Try to plan activities that will encourage family involvement.
- Keep fund raising to a minimum. Fundraisers should last for a limited time and occur only once or twice a year. Consider making an event a tradition, such as an annual ice cream and cake social.
- Establish clear guidelines and due dates for members to use when fund raising. Have a system set up for keeping track of receipts and expenditures. Be sure you and your members know how to:
  - \* introduce yourselves to a customer,
  - \* explain the purpose of the fundraiser,
  - \* explain the program of your 4-H group, and
  - \* keep a record of the money received and write a receipt.

### **The Annual Audit**

All 4-H groups that handle funds must have an annual audit by an auditing committee. The committee examines and verifies the accounts of the 4-H group at the end of the year or when a new treasurer takes office using the *4-H Audit Report Form (Y672E)*. An auditing committee prevents misunderstandings and protects the outgoing and incoming treasurers of the 4-H group.

The president of the 4-H group appoints the auditing committee. The chairperson of this committee reports the state of the treasury to the 4-H group. The secretary receives a written statement as a permanent record in the minutes.

### **Appendix A**

#### **Federal Tax Exempt Status of 4-H Organizations Authorized to Use the 4-H Name/Emblem**

Federal tax exempt status is available to 4-H organizations authorized to use the 4-H name and emblem. This privilege entitles 4-H organizations to receive gifts from individual taxpayers and businesses who are then entitled to claim the contribution as a deduction on their federal income tax returns.

The ruling that contributions to 4-H organizations are deductible by donors was issued to the Department of Agriculture by the Internal Revenue Service on February 9, 1973, and state that the donors may deduct contributions to 4-H organizations as provided in Section 170 of 1954 IRS Code. The contributions may be in cash or in the form of bequests, legacies, devises, transfers, or gifts if they meet the applicable provision of Sections 2055, 2106, and 2522 of the 1954 IRS Code.

Tax exempt status is contingent on meeting the requirements of affirmative action guidelines. Leaders and extension personnel must certify that 4-H units are in compliance. This certification can be accomplished on enrollment and transmittal forms developed as a part of the 4-H Enrollment System.

Tax exempt status does not exempt a 4-H organization filing *Form 990* if their gross receipts are over \$25,000\* during the tax year. When 4-H organizations file *Form 990*, they should use the 4-H group exemption number (GEN2704).  
(\*subject to change)

If a 4-H club or council establishes a bank account, they must obtain an **EIN (employer identification number) by filing out Form SS-4**. This form is available from the Internal Revenue Service or the Social Security Office. The employer identification number serves the same purpose for an organization that a Social Security number does for an individual by providing the computer with an identifying number to which interest is credited, and later for the IRS computer to check to see if the interest was reported.

(revised 2004)

## 4-H Monthly Summary Report

The monthly summary is submitted by the treasurer to the secretary at business meetings.

Date:	Amounts	Directions
<b>Previous Balance</b>		ending balance from the last report
<b>Income</b>		
Dues		membership dues
Deposits/Receipts		money received
Total		total of income
<b>Expenses</b>		
Bank Fees		bank charges
Payments/Bills		money paid
Total		total of expenses
<b>Ending Balance</b>		balance + income - expenses = ending balance (checkbook balance)
Outstanding Bills		money owed but not paid
<b>Actual Balance</b>		ending balance - outstanding bills = actual balance (money available)
<b>Explanation (more details about items above if needed)</b>		

### Sample Verbal Report

The treasurer's report is given by the treasurer at business meetings.

Our 4-H club/group has \$\_\_\_\_\_ at the end of last month. I have **received** \$\_\_\_\_\_ in dues and \$\_\_\_\_\_ from other receipts. This, added to our balance, makes a total of \$\_\_\_\_\_. We **spent** \$\_\_\_\_\_ for\_\_\_\_\_, \$\_\_\_\_\_ for\_\_\_\_\_ (state expenses in whatever detail needed). This, subtracted from our balance, makes a total of \$\_\_\_\_\_ as of today's date of \_\_\_\_\_. **Outstanding bills** to date are \$\_\_\_\_\_ for an actual balance of \$\_\_\_\_\_.





**SAMPLE**

**4-H Record of Finances 2004**

Treasurer's Name - Jamie Davis

Record All Charges or Credits that Affect Your Account

Number	Date	Description of Transaction	Payment		√	Fee (if any)	Deposit/ Credit		Balance	
									346	15
1152	5/24	Fairway Grocery	10	34					335	81
	5/25	Deposit (t-shirt sales)					123	96	459	77
1153	5/29	Dollar Mart	8	37					451	50
	6/01	Check Charge (new checks)				8.26			443	24
1154	6/03	ABC Awards	29	76					413	48
	6/05	Deposit (Entry Fees from					236	93	650	41
		June Balance							650	41

### 4-H Annual Financial Report

(Submit to County University of Missouri Extension Center each year.)

<b>Year:</b>			
<b>County</b>		<b>E.I.N.</b> (Employee Identification Number)	
<b>Club/Group</b>		<b>Type of Group</b> (community/project/council/other)	
<b>Report for (date) to (date)</b>		<b>Date Report Given</b>	
<b>Treasurer</b>		<b>Phone</b>	
<b>Co-Signer</b>		<b>Phone</b>	

	Amounts	Directions
<b>Previous Balance</b>		ending balance from the last report
<b>Income</b>		
Dues		membership dues
Deposits/Receipts		money received
Total		total of income
<b>Expenses</b>		
Bank Fees		bank charges
Payments/Bills		money paid
Total		total of expenses
<b>Ending Balance</b>		balance + income - expenses = ending balance (checkbook balance)
Outstanding Bills		money owed but not paid
<b>Actual Balance</b>		ending balance - outstanding bills = actual balance (money available)

<b>Signature of Treasurer</b>	
<b>Signature of Leader</b>	
<b>Signature of Auditor</b> (may be parent or other leader)	



## 4-H Audit Report

(to be completed by the audit committee)

Club Name	Organizational Leader
Current 4-H Year      September 1, _____ to August 31, _____	

### Treasurer Report

Name of Financial Institution	
Address of Financial Institution	
Names/Signatures on File	
Treasurer Forms are Complete <input type="checkbox"/> yes <input type="checkbox"/> no	
<b>Signature of Treasurer</b>	<b>Date</b>

### Auditor Report

	Treasurer Totals	Auditor Totals
<b>Beginning Balance</b>		
<b>Income</b>		
Dues		
Deposits/Receipts		
Total		
<b>Expenses</b>		
Bank Fees		
Payments/Bills		
Total		
<b>Ending Balance</b>		

The ending balance is reconciled with the bank statement.       yes       no

The 4-H financial records have been reviewed and are found to be accurate and complete.       yes       no

All transactions have been made in keeping with the organizations budget goals and policies.       yes       no

**Comments**

<b>Signature of Auditor</b>	<b>Date</b>
-----------------------------	-------------