

# Letter to Missouri 4-H, Treasurers of 4-H Clubs, 4-H Councils, and 4-H Groups

From the Missouri 4-H State Office: Form Y642



Welcome to 4-H and thank you for being your 4-H club or council's treasurer. It's an important role, and we know you will be successful. Why do 4-H Treasurers receive a letter? As soon as there is money involved, there are certain tasks to complete to show that the 4-H club or council is responsible for the club's money. You can do it, and we adults are here to help!

## What is the Missouri 4-H Treasurer's Record Book?

The publication [Missouri 4-H Treasurer's Record Book Y672](#) is a resource for you, the treasurer. In it, you will find pages to keep track of membership dues, income, and expenses, and written monthly financial reports, which you will share at your 4-H meetings! The book contains detailed information and other important pages, too. We'll look at some of these later in this letter.

## Am I Required to use the Missouri 4-H Treasurer's Record Book?

No, but it is highly recommended. Your 4-H club or council may decide to use a software program to track finances. Just remember to complete all the financial records in the Missouri 4-H Treasurer Record Book (see page 5 for a complete list of treasurer duties and required forms).

## What Should Be Included in the Monthly Treasurer's Report?

Part of your role is to present a financial report at your 4-H club or council's monthly meeting. Don't know what to say? Don't worry. The *Missouri 4-H Treasurer's Record Book Y672* includes a sample verbal report template to follow (see pages 9- 10).

- All income and expenses (paid and pending) since the last meeting are to be reported. The Treasurer's report is to be reflected in the minutes. A written report is easier for the secretary to record in the minutes.

## Does Our 4-H Club or Council Need a Bank Account?

Any 4-H group (clubs, councils, committees) that have annual receipts or expenditures over \$50 must **establish** a checking or savings account in the 4-H group's name at a public financial institution (see page 3 of Y672). Your 4-H group will need an Employee Identification Number (EIN) from the IRS to open an account. Don't worry! Your local 4-H staff will provide you with the process to request an EIN.

Here are some important points to remember about your 4-H group's bank account:

- This account **must be set up** so that all checks require the signatures of two non-related individuals. The co-signer must be a non-related adult whenever the treasurer is younger than age 21.
- Consider setting up online access with your 4-H group's bank for read rights only (no online banking) to allow adult leaders to easily monitor deposits and expenses.
- Online payments for 4-H club or council expenses are **not** recommended. Even in the digital age, paper copies of financial transactions (income and expenses) are important.

## What About Paying Bills?

Paying bills is an important part of your role. See pages 6-7 of the [Missouri 4-H Treasurer's Record Book Y672](#) for a sample check and how to record them in the checking account register.

Some important points to remember about paying bills include:

- Before writing checks to pay bills or make purchases, the treasurer **must have** a written bill or invoice.
- All bills paid by the 4-H club or council **must be approved** by the club or council members in advance or approved for payment after the fact, before a check can be written to pay the expense.
- Approval to pay a bill **must be** documented in the 4-H club or council's minutes in the form of a passed motion. (The minutes are the responsibility of the 4-H group secretary.)
- Expenses approved in advance are to be included in the monthly Treasurer's Report as either paid or unpaid.

### **Making Deposits**

When money is received by the 4-H group, the treasurer must record the income and can complete a deposit slip (see pages 6-7). An adult on the bank account may assist you in making the deposit.

- Deposits received by or on behalf of the 4-H club or council are to be made within three days.
- The processed deposit slip must be turned over to the 4-H group treasurer in advance of the upcoming 4-H meeting.
- The deposit slip should clearly show a) the reason money was received and b) who paid money to the 4-H group.

### **What Should I Do with Receipts?**

Keep them. Receipts are proof that money came in or went out of the 4-H group account. If an expense in the book is not backed up by a receipt (or noted in the secretary's minutes), there is no proof it was approved. Recorded income, like expenses, needs to be backed up by a receipt. Receipts are part of the 4-H group permanent record. Your group's adult advisors will help determine the best means to store receipts.

- A receipt for any money received by the 4-H group or on behalf of the 4-H group is to be written.
- A copy of the receipt is to remain with the 4-H group treasurer's documentation permanently.
- The dated receipt should show a) the amount received, b) who it is received from, and c) the reason the money was paid to the 4-H group (see pages 5-7).

### **How is Money from Fundraising Recorded?**

4-H groups planning a fund-raising activity should inform and receive approval prior to any fundraising activity from the local 4-H youth personnel prior to beginning the project (see page 4). All current fundraising policies and procedures must be followed. This is to protect the 4-H name and emblem and to ensure that the name of 4-H is used only to benefit 4-H. Funds from an activity are treated like income (see Making Deposits on the first page of this letter.)

### **What about grants?**

Volunteers play a vital role in helping Missouri 4-H secure grant monies by identifying grant opportunities. You may use their personal and professional networks to connect the county 4-H personnel to grant opportunities, and while you are encouraged to assist the 4-H personnel complete grant proposals, **in all cases, the county 4-H personnel must be made consulted before any grant proposal is submitted.**

### **What is the Annual Financial Report and 4-H Audit Report?**

Think of the Annual Financial Report (Y672D, page 21) as a summary and snapshot of an entire year of income and expenses. It shows where the bank account started, where it ended, and how it got there. The 4-H Audit Report (Y672F, page 22) is proof that the Annual Financial Report is correct and that you did a good job as treasurer. Both forms are completed annually. More details:

- 4-H groups with a treasury **must prepare** an Annual Financial Report and submit it to their county Extension Center on the local due date (typically by or before December 1). This will be shared with the local MU Extension Council to review.
- Include the following financial records in the audit: a). all receipts for money received, b). all bills/invoices for club expenditures, c). all monthly bank statements, d). all deposit slips for deposits made during the year, and e). all **canceled checks** (the bank can provide images of canceled checks).
- A 4-H group that handles funds **must conduct an annual audit** by an auditing committee. (The auditor(s) should not be related to the treasurer. The club leader should not serve as an auditor.) A 4-H volunteer or friend of your club or group adult advisors who works in finances (bank teller, accountant, tax preparer) may be a good choice. Selected individuals do not need to be professional auditors but should understand basic accounting practices.

Your help in insuring all 4-H treasurers receive and use the [Missouri 4-H Treasurer's Record Book Y672](#) will strengthen the 4- H program. It is a useful tool to manage 4-H funds and to protect the good name of 4-H. Thank you!

Cc: 4-H Youth Development Specialists, Educators, Associates and Assistants, Regional Directors, Tim Tanner, Callie Glascock, Rachel Augustine, Chad Higgins