RUTGERS
New Jersey Agricultural Experiment Station

4H259

NEW JERSEY 4-H CLUB TREASURER'S RECORD BOOK

Name of 4-H Club _____

Name of Club Treasurer _____

Club Leader _____

County _____ 4-H Year _____ to _____

Cooperating Agencies: Rutgers, The State University of New Jersey, U.S. Department of Agriculture, and County Boards of Chosen Freeholders. Rutgers Cooperative Extension, a unit of the Rutgers New Jersey Agricultural Experiment Station, is an equal opportunity program provider and employer.

NEW JERSEY 4-H CLUB TREASURER'S RECORD BOOK

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Visit NJ 4-H online at www.nj4h.rutgers.edu

RUTGERS COOPERATIVE EXTENSION
N.J. AGRICULTURAL EXPERIMENT STATION
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
NEW BRUNSWICK

UNDERSTANDING YOUR ROLE AS 4-H CLUB TREASURER

NOTE: You must work with a 4-H Club Leader in this role and follow all guidelines in the *4-H Charter Policy* and the *Treasuries And Fundraising Of 4-H Clubs And 4-H Affiliated Groups Policy*.

Purpose of the Club Treasury

A 4-H club treasury is both a privilege and a responsibility. Your club charter with National 4-H Headquarters (USDA) provides the privilege of collecting dues or holding fundraisers to support your club activities. Because of this special status, your 4-H club has the responsibility to follow proper procedures, keep written records of all funds, and file proper documents annually with the Internal Revenue Service (IRS). Your 4-H Club Leader must make sure this is done. As the Club Treasurer, you should work with your leader to keep an accurate record of your treasury.

Role of Treasurer

While the adult leaders are held accountable for all funds collected and expended, they should guide, supervise, and direct YOU in the responsibility of the office of treasurer. The 4-H Club Treasurer should, with the assistance of an adult leader:

- Collect funds (such as dues, fundraising).
- Maintain club bank account. This includes making monthly deposits of any cash or checks on hand and monthly reconciliation of any bank account statements.
- Keep written records of the treasury and submit a detailed report (including any income and expenses) at each meeting.

The *New Jersey 4-H Club Treasurer's Record Book* should be used as an official record of the 4-H club treasury.

Club Bank Accounts

Any money owned by the club should be kept in a bank account, established under the club name and its EIN (Employee Identification Number). At least two signatures are required on the account. Ideally, it should be the club treasurer and a club leader. If the bank does not accept a signature of a minor, the second signature should be that of co-leader or parent. Under no circumstance should the two signatures be from the same family.

Annual Review of Treasury

The records of the treasury are to be kept for one year at a time, from July to June. Each club must submit a completed *Annual Financial Review* to the County 4-H Office by

May 1 of each year. The treasury records and the bank account records must be 'reviewed' by a committee made up of at least two individuals NOT affiliated with the club.

Why raise money? A 4-H club should not raise money just for the sake of raising money. You need to have a reason! At the beginning of the 4-H year, the club should develop a financial plan. The club members should talk about which activities will need funds and how the funds should be raised. All club members should vote to approve the plan. After the decision is made, the *4-H Club Financial Plan Form* should be completed and submitted to the County 4-H Office.

Club Dues: No membership fees are required to join 4-H. However, some clubs may decide to collect dues from members to cover the cost of supplies or activities. Other clubs may decide to charge fees for a special activity. Any fees charged for 4-H programs or activities should only be used to cover the cost of expenses for that program!

Steps in planning and conducting a fundraising

Use the *4-H Fundraising Worksheet* and the *4-H Club Fundraising Proposal* to plan your club's fundraiser. Submit your club's proposal to the County 4-H Office prior to fundraising event.

Tax Liability

4-H Clubs are required to file an Electronic Notice Form 990-N (ePostcard) with the IRS regardless if earnings are $0 to $50,000. Groups grossing more than $50,000 are required to file Form 990. This annual electronic filing notice is the responsibility of the 4-H club leader and is due to the IRS by November 15 of each year. It is strongly encouraged that County 4-H faculty/staff remind and assist 4-H groups in filing the 990 or the 990-N. Failure to comply with this requirement is unlawful and can result in losing the 4-H Club Charter.

If Your Club Disbands

If your club disbands, the leader must immediately notify the county 4-H staff. All assets shall be assigned to the county 4-H program through the appropriate county 4-H advisory group, designated by the club and approved by county 4-H staff. Under no circumstances are 4-H funds or property transferred, divided, or distributed among individual members, parents, or adult leaders. This should be appropriately described in the club by-laws. All property of the club should be included in a written inventory and kept with the treasurer's permanent written records.

4-H CLUB MEMBER'S DUES RECORD

4-H Member's Name	Month												Total Dues
Total Dues Received for the Month													

Record the "Total Dues Received for the Month" as monthly income on that month's "4-H Club Monthly Financial Report" page in this record book.

HOW TO WRITE A CHECK

Happy Clovers 4-H Club	***1234***
c/o 123 Green Street	
Anywhere, NJ 12345	**Date** 1
Pay to the order of 2	**$** 3
4	**Dollars**
CLOVER BANK, N.A. **Anywhere, NJ**	
For 5	6
Bank Routing #	Bank Account #

1 = Enter the date the check is written

2 = Enter the name of the business or individual the check is being written to

3 = Enter the amount of the check in numerical form, for example, $25.50

4 = Enter the amount of the check written out in words (Twenty five and 50/100)

5 = Write a memo noting what the check was for, for example, "4-H catalog orders"

6 = The check should be signed only by the treasurer or the second signer on the account

7 = Record the check information in the checkbook ledger

Happy Clovers 4-H Club	***1234***
c/o 123 Green Street	
Anywhere, NJ 12345	**Date** *March 1, 2009*
Pay to the order of *National 4-H Supply Service*	**$** *25.50*
Twenty five and.....50/10 0 **Dollars**	
CLOVER BANK, N.A. **Anywhere, NJ**	
For *4-H Catalog Order*	*Mary Jane Green, Club Treasurer*
Bank Routing #	Bank Account #

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey

4-H CLUB MONTHLY FINANCIAL REPORT

Name of 4-H Club_____ Month_____

Treasurer's Name_____ Club Leader's Initials_____

STARTING BALANCE AT BEGINNING OF MONTH …… $_____

Monthly INCOME

Date	Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Income …… $_____

Monthly EXPENSES – Funds Spent

Date	Item (be specific: receipts are needed)	Amount
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____
_____	_____	$_____

Total Monthly Expenses …… $_____

-Continued-

MONTHLY FINANCIAL REPORT SUMMARY	Amount
Starting Balance ……	$_____
Total Monthly Income ……	$_____
Total Monthly Expenses ……	$_____
BALANCE AT END OF MONTH ……	$_____

New Jersey
4-H CLUB ANNUAL FINANCIAL PLAN

Name of 4-H Club_____ Financial Plan for the Year_____

*All 4-H Clubs with treasuries should complete and submit this form to the county 4-H office by **May 1** each year. Treasurer should keep a copy.*

STATUS OF TREASURY

Account Information: Checking account ☐ Savings account ☐

EIN _____

Name of Bank_____

List names of required signers
1._____

2._____

Balance On Hand $_____ as of (date) _____

PLANNED INCOME

Item (be specific: dues, type of fundraisers, etc.)	Amount
_____	$_____
_____	$_____
_____	$_____
_____	$_____
Total Anticipated Income……	$_____

-continued-

PLANNED EXPENSES - plans for use of funds

Item (be specific, such as educational materials, equipment, educational field trips, speakers, shows, supplies/fees for county or state events, community service, other)

	Amount
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
Total Anticipated Expenses……	$_____

FINANCIAL PLAN SUMMARY	Amount
Starting Balance……	$_____
Total Anticipated Income……(*add)*	$_____
Total Anticipated Expenses……(*subtract)*	$_____
Proposed End of Year Balance……	$_____

Approved by Club_____ _____

(name of club) *(date)*

Treasurer's Name_____ Signature_____

Leader's Name_____ Signature_____

New Jersey
4-H CLUB TREASURY ANNUAL REVIEW

All 4-H club treasuries must be reviewed annually. This review is to be conducted by a committee made up of at least two individuals NOT affiliated with your club. Return this completed review form to the county 4-H office no later than ***November 1****.*

4-H Club Name _____ Year_____

Account Information: Checking account ☐ Savings account ☐

EIN _____

Name of Bank _____

ANNUAL FINANCIAL REVIEW	Amount
Balance on hand, beginning of year……	$_____
Total income for year……..(add)	$_____
Total expenses for year…….(subtract)	$_____
Balance on hand, end of year…….....(total)	$_____

CHECKLIST FOR REVIEWER

_____ Monthly Financial Reports are completed.
_____ All income is properly recorded.
_____ All expenses are properly recorded.
_____ Bank statements were reviewed.
_____ Bank checkbook ledger is reconciled.

List any expenses without receipts and/or receipts that raise questions

Date	Check #	Payee	Expense (list item)	Reason/concern
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

-continued-

Other Comments:

_____

_____

_____

I have examined the financial records of the above named club and have found them to be:

_____ In order.

_____ In order, but in need of better organization or record keeping.

_____ Not in order.

Suggestions for improvement: _____

_____

_____

Date review was conducted: _____

Reviewer's Name_____ Signature_____

Treasurer's Name_____ Signature_____

*Leader's Name _____ Signature_____

*Reminder: All 4-H club leaders must file the 990-N ePostcard or Form 990 with the IRS annually by November 15. Contact the county 4-H staff for assistance.

New Jersey
4-H FUNDRAISING WORKSHEET

Congratulations! Your club has decided to hold a fundraiser. Refer to 4-H Club Treasuries information sheet and the Guidelines for 4-H Club Fundraising information sheets for details. Use this worksheet to make sure you follow all important guidelines for holding a fundraiser.

- ☐ We have thoroughly reviewed the Guidelines for 4-H Club Fundraising information sheet and have contacted our county 4-H office with any questions.
- ☐ The goal for our fundraiser is to make money to pay for _____.
- ☐ The amount of money we would like to raise is $_____.
- ☐ The type of fundraiser we are going to have is _____.
- ☐ The date of our fundraiser is _____.
- ☐ We have completed the 4-H Club Fundraising Proposal and submitted it to the county 4-H office.
- ☐ We are working as a team to plan and conduct this fundraiser, with guidance and help from volunteer leaders and parents.
- ☐ We have done some research to check out local, county, or state laws regarding our fundraiser and have obtained proper licenses or permits.
- ☐ We understand the importance of safety when fundraising. There will be no door-to-door sales. Sufficient number of adults will be with the members during fundraising.
- ☐ We have rehearsed any "sales" speech needed for the fundraiser. We know our product.
- ☐ We plan to promote 4-H as a part of the fundraiser.
- ☐ We will make sure that all funds raised are accounted for according to procedures outlined in the 4-H Club Treasuries information sheet.
- ☐ We have a plan to evaluate the results of the fundraiser and make suggestions for improvement next time.
- ☐ We will HAVE FUN while conducting this fundraiser!

New Jersey
4-H CLUB FUNDRAISING PROPOSAL

Submit to the county 4-H office prior to fundraising event. See Guidelines for 4-H Fundraising for details. Use the 4-H Fundraising Worksheet to complete this proposal.

4-H Club Name_____ Date_____

Briefly describe the fundraiser

Purpose (why are you raising funds): _____

What you will do: _____

When: _____

Where: _____

Costs the club must cover to hold this fundraiser: _____

_____

_____ We have completed the 4-H Fundraising Worksheet.

_____ We agree to follow all 4-H policies and guidelines for fundraising. We will also abide by any local regulations that pertain, such as getting a license or permit.

Treasurer's Name_____ Signature_____

Leader's Name_____ Signature_____