

Please photocopy as needed

DETAILED CASH RECORD OF THE _____ 4-H CLUB

and

Annual Summary Financial Report

(Submit by June 30 each year to County Extension Office)

The cash record is kept by the Treasurer, and is a detailed account of all the cash received (income) or paid out (expenses) of the 4-H Club Treasury, such as payment of: purchase of equipment or materials, sale of tickets/receipts, and payment of transportation.

The _____ 4-H Club Savings/Checking Account is at the _____ (Name of Account)

_____. The account number is _____. (Name of Institution) (Account Number)

Club funds should be banked in the name of the 4-H Club. Two persons' signatures should be used to authorize a check or to draw against the account(s). The signatures will usually be the organizational leader, assistant leader or Club Treasurer. This suggestion is made in order to obtain security of club's funds and to give access to the club's funds in case the organizational leader is called away or unable to sign checks. This record, or a copy of it, should be transferred from one organizational leader to another as the leadership of the club changes; from one club treasurer to another as the office changes. Checks should not be made out to cash. All funds collected should be deposited. All disbursements should be by check only with a receipt to document each expense.

REPORTING PERIOD FROM ___ / ___ / ___ TO ___ / ___ / ___

Table with 6 columns: Date, Check No., Item/Explanation/Description, Income, Expenses, Balance. The table contains 20 empty rows for data entry.

