

# TREASURER'S BOOK

## Sample Book Set-Up

### Preface

Treasurer's Responsibilities

Treasurer's Check List

### Budget

Budget form from beginning of the year\*

Fundraising Request forms

### Activity

Can be set up by each month

1. Ledger report
2. Bank statement
3. Checkbook balancing form
4. Deposit slips
5. Income receipts
6. Expense bills and receipts
7. Canceled checks or
8. Check copies

### Reports

General and End-of-Year Reports

1. Annual Financial Report\*
2. Annual Inventory Report\*
3. Signature card for new officers / leaders
4. Peer Review Report\*

\* **Mandatory**: These items must be turned in by the deadline to the UCCE office to continue as a 4-H Unit. All other forms are required for club charter seals and office book awards.

### **Treasurers may:**

- ✍ make copies and use forms in the Treasurer's Manual.
- ✍ download forms from the State 4-H website, PDF or in Excel.  
*<http://fourh.ucdavis.edu/4hresource/forms/manuals/TreasurerForms2003.xls>*
- ✍ create their own computer generated form (Ex. Quicken), but it must include all of the necessary information.

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### Sample Book Set-Up

#### Sample #1

4-H Treasurer's Reports page  
Treasurer's Oath/Certification  
Story  
Treasurer's Check Sheet  
Budget for the Year  
Tabs set up for each month (July – June)  
    Behind each tab  
        Ledger Report  
        Bank statement  
        Checkbook Balancing form  
        Deposit slips  
        Copies of checks written  
        Canceled checks (if your bank returns them)  
        Receipts  
Tab for Year-End Reports  
    Annual Financial Report  
    Annual Inventory Report  
    Audit Report

#### Sample #2

4-H Treasurer's Reports page  
Treasurer's Oath/Certification  
Story  
Budget for the Year  
Tabs set up for each item  
    Ledger Reports  
    Bank statements  
    Checkbook Balancing forms  
    Deposit slips  
    Copies of checks written  
    Canceled checks (if your bank returns them)  
    Receipts  
Tab for Year-End Reports  
    Annual Financial Report  
    Annual Inventory Report  
    Audit Report