



Stanislaus County 4-H

Welcome to
Club Treasurer Training

Please: Sign In using Chat Box
Have the following items handy:
4-H Treasurer's Manual
This year's treasurer book
Last year's treasurer book

September 19, 2020



Treasurer Manual Locations

- ▶ State 4-H website on the club officer's page:
<http://4h.ucanr.edu/Programs/Clubs/Officers/>
- ▶ Stanislaus County 4-H website on the club officer information page, under the treasurer information:
https://ucanr.edu/sites/Stanislaus4-H/Club_Officer_Information/Treasurer_Information/



General Duties (Treasurer Manual Page 3)

- ▶ Meet with your team of club officers and officer advisor(s) to develop a club budget for the year.
- ▶ Account fully for all money that is received and/or spent
- ▶ Pay all bills authorized for payment by the club budget or club members
- ▶ Maintain financial records including copies of all invoices, bills and cash receipts related to the funds and property of your club. Save your receipts; they are important!



General Duties, continued (Treasurer Manual Page 3)

- ▶ Keep accurate, up-to-date records in the ledgers or on a computer using accounting software.
- ▶ Balance (“reconcile”) the ledger reports with monthly bank statements. **Balance** refers to the money spent versus the money your club has.
- ▶ Keep an inventory list of club property and equipment.
- ▶ Participate in the annual treasurer training.



At Club Meetings (Treasurer Manual Page 3-4)

- ▶ Provide current ledger reports
- ▶ Report on all bills paid and all money received since the last meeting.
- ▶ Report on sub-account balances. **Sub-accounts** are the smaller accounts in one account that help you keep track of club money.
- ▶ Tell the membership the present club balance.
- ▶ Ask if there are any bills to be presented to members or adult volunteers to you for payment.
- ▶ Ask the club to take action on all bills that require a motion to pay – that is, expenses that were not included in the approved club budget.



End of Year Requirements

- ▶ Budget – Form 8.4 or Excel Sheet (if sub-accounts are used, budgets need to be submitted for them)
- ▶ Ledger Report – Form 8.1 or Excel Sheet
- ▶ Annual Financial Report – Form 6.3 or Excel Sheet
- ▶ Audit Report / Peer Review Team Report – Form 8.6 and Form 8.6
- ▶ Annual Inventory Report – Form 6.2 or Excel Sheet
- ▶ Monthly Bank Reconciliation Report – Form 8.3 or Excel Sheet
- ▶ State Financial on-line report completed (use bank statements for report)



Policies

- ▶ No more than 1 account per club is allowed. If there is a specific need for more than 1 account County Director approval is needed.
- ▶ Does a savings account make sense now? Interest earned is minimal.
- ▶ If you have more than one account, all accounts must be have their own ledger and be reported at the end of the year.



More Policies

- ▶ 4-H Office address is used for all club bank accounts.
- ▶ Statements are reviewed monthly by 4-H Staff.
- ▶ Statements must include checks or check images. Be sure to use the “Memo” line.
- ▶ Clubs may not have regular ATM or Credit Cards.
- ▶ Clubs may use “deposit only” ATM cards. Check with your bank.



More Policies

- ▶ Clubs or volunteers may not apply for or receive contracts and grants.
- ▶ Donations cannot be given to individuals or individual families. Sympathy gifts or flowers are limited to \$75.
- ▶ Donations to other organizations are restricted—check with 4-H office.
- ▶ Donations over \$1,000 to a club need County Director approval.



Other things...

- ▶ The County Office has provided each club with a binder, dividers for required documents, and monthly dividers.
- ▶ 4-H Staff or County Director are not required to be on your account as a signer.
- ▶ Mid Year Review—Optional
- ▶ End of Year Review—Mandatory
- ▶ Submit your online Annual Financial Report on the State webpage
- ▶ Tax Returns—State Office will do them



Book Requirements:

- ▶ Make your own cover page or use one provided.
- ▶ Include Club name, the 4-H year which is July 1, 2020 to June 30, 2021, Treasurer's name, President's name, Community Club Leader's name, and Treasurer advisor if you have one.



Book Requirements:

- ▶ [Club Budget](#), Form 8.4 (Sub Account budgets if you have them). [Excel Sheet](#)
- ▶ 2019-2020 budgets were with your completed Treasurer Book (if it wasn't included it is late)
- ▶ 2020-2021 budgets are due August 1, 2021 with your completed Treasurer Book.
- ▶ [Fundraising Approval](#), Form 8.7, are required to be submitted and approved prior to the fundraiser.



Book Requirements:

- ▶ Monthly Ledger Forms (you need one for each of the 12 months) Form 8.1.
- ▶ A Excel Spreadsheet that does the math for you is located at this website:
https://ucanr.edu/sites/Stanislaus4-H/Club_Officer_Information/Treasurer_Information/
 - ▶ Find the Officer Training Day Page then click on "Treasurer"



Stanislaus County 4-H

- Home
- How To Join 4-H
- Club Locations
- Club Projects
- Contact Us
- Officer Training Day
- 4-H Events
- More



Stanislaus County 4-H

COVID-19 POLICY UPDATE

Stanislaus County 4-H

April 22, 2020

COVID-19 Update

- All 4-H activities are cancelled through May 3, 2020
- Camps scheduled to occur prior to July 4, 2020 have been cancelled
- CalFocus has been cancelled



With the community quarantine still in place, we encourage everyone to:

Stay home and #StopTheSpread!



Stanislaus County 4-H



- President/Vice President
- Secretary
- Treasurer
- Sergeant at Arms/ Healthy Living/ Recreation
- Parliamentary Procedure
- Social Media



Stanislaus County 4-H

COVID-19 POLICY UPDATE

Stanislaus County 4-H April 22, 2020

COVID-19 Update

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- Camps scheduled to occur prior to July 4, 2020 have been cancelled
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Treasurer

[Treasurer's Manual](#)

Treasurer's Training Powerpoint

[4-H Treasurer Training 2020](#)

Ledger

[4-H Ledger 2020](#)



This MS Excel file has been programmed to do the math for your monthly report and transfer the numbers to the Annual Financial Report summary page.

What is required for your Treasurer's Book?

[Treasurer Book Check Sheet](#) (scoring form for treasurers book)

Also check [Treasurer Guidelines](#) for tips and recommended policies.



Book Requirements:

- ▶ Audit Report, [Year-End Club Peer Review](#), Form 8.5, and [Year-End Club Peer Review Checklist](#), Form 8.6.
- ▶ Peer Review Committee uses Forms 8.5 and 8.6
- ▶ Four people are required with two over 18 years of age. Cannot be relatives of the treasurer or anyone that has the authority to sign checks. Recommend two adults and two members.



Book Requirements:

- ▶ [Annual Inventory Report](#), Form 6.2 or design your own
- ▶ Bank Statements with reconciliation report.
[Checkbook Balancing](#), Form 8.3. Treasurer web page has two versions. Also included in the Ledger Excel spreadsheet.
- ▶ [Monthly Statement of Cash Collections](#), Form 8.8 or Excel spreadsheet for [deposits](#).
- ▶ [Club Check Request Form](#), Form 8.9 or Excel spreadsheet for reimbursements.
- ▶ [Missing Receipt Form](#), Form 8.10



Let's Practice

- ▶ Processing a reimbursement
- ▶ Depositing a check
- ▶ Completing the monthly ledger
- ▶ Reconciliation of bank statement



Process a Reimbursement

- ▶ Receipt is given to you by Mary Smith for refreshment expenses
- ▶ Fill out reimbursement form
- ▶ Attach receipt to form
- ▶ Write a check to Mary Smith
- ▶ Enter check in your September ledger (and checkbook register, if your club keeps one)



Fill Out the Reimbursement Form

_____ 4-H
Reimbursement and Expense Record

Date Submitted: _____

Payable to: _____

Address if needed: _____

Amount: _____

Check number: _____

Date Issued: _____

For (Purpose): _____

Receipt Attached YES No

If no, explain: _____

Attach receipt to form. Tape or staple to back. Tape or staple to a piece of paper also works.



Keeping track of receipts

- ▶ Use a form
- ▶ Why? You can attach small receipts to the form as well as more information about the expense
- ▶ PAPER TRAIL!!! You are spending someone else's money



Reimbursement for Expenses Request



Date Submitted: 6/24/19
 Payable to: David Kimball
 Amount: \$ 23.83
 Specific Item(s) Purchased: certificates, candy, cleaning wipes
 Receipt Attached: Yes No

If no please explain: _____

Sub Account:

<input type="checkbox"/> Insurance	<input type="checkbox"/> Printing/Newsletter	<input type="checkbox"/> Change
<input type="checkbox"/> Materials Fee	<input type="checkbox"/> Sign-up-Day	<input type="checkbox"/> Storage Shed
<input type="checkbox"/> Club Assessment	<input checked="" type="checkbox"/> Awards <u>\$16.49</u>	<input type="checkbox"/> Miscellaneous
<input type="checkbox"/> T-Shirts	<input type="checkbox"/> Club Officer	<input checked="" type="checkbox"/> Cleaning <u>committee</u> <u>7.31</u>
<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Scholarship	<input type="checkbox"/> Project _____
<input type="checkbox"/> Meeting Supplies	<input type="checkbox"/> Leaders Dinner	<input type="checkbox"/> Cloverbuds _____
<input type="checkbox"/> Potluck Supplies	<input type="checkbox"/> Offsite Activities	<input type="checkbox"/> Other _____

Please use one form for each project or event.
 Checks will be ready at our next SPD meeting.

Check # 1249 Check Date 2/28/20



The Orange Blossom 4-H

Oakdale / Knights Ferry, California

Request for Reimbursement

Additional forms available at www.OrangeBlossom4h.org

Send Requests to:

Jesse Ruddy, Treasurer
11725 26 Mile Rd
Oakdale, CA 95361

Date:	9/19/19
Project:	Goats

Purchase Date:	Description	Receipt Number	Account Number	Amount
00/00/00	Should be a tangible item, property of the Orange Blossom 4-H.		0000	50.00
7/5/19	Supplies for Fair	see Attached	400	122.12
Make Check Payable, Send Payment to:				Total: 172.12
Shannon Ludlow PO Box 1678 Oakdale, CA 95361				

Club Leader Approval:		Date: 10/10/19
and/ Co-Leader Approval:		Date: 10/10/19
and/ Project Leader Approval:		Date:

Payments and reimbursements will be paid out of budgeted account with available funds. For special purchases without defined account number Community Club approval will be required prior to payment and may result in delayed payment or non-payment. Questions call the Community Club Leader. Payments and reimbursements for project items must have registered project leader's signature for approval. All items purchased must be tangible items and are property of the Orange Blossom 4-H and Stanislaus County 4-H Community Council. Payments and reimbursements can not apply toward: entry fees, disposable items or sponsorships; with exception for approved Club Correspondence, Member's Awards, College Scholarships and/or 4-H Conferences, Camps and Community Club Special Events (i.e. Rodeo Parade, Community Services). Receipt(s) must be attached to this form upon submission for payment / reimbursement.

Treasurer's Signature: Upon Payment	Jesse Ruddy	Date: 10/10/19
		Check #: 3278

Understanding A Check

Clovers 4-H
3800 Cornucopia Way, Ste A
Modesto, CA 95358

Date _____

555
00-5678
760

PAY TO THE
ORDER OF _____

\$

_____ DOLLARS

FINANCIAL INSTITUTION
YOUR CITY, CA, 92453

|: 760005678 |: 0555 34 5 " ' 678 9 0. ||

Write the Check

DOLLARS

Clovers 4-H
3800 Cornucopia Way, Ste A
Modesto, CA 95358

Date September 12, 2020

555
00-5678
760

PAY TO THE
ORDER OF

Mary Smith

\$ **74.88**

Forty-seven and 88/100

DOLLARS

FINANCIAL INSTITUTION
YOUR CITY, CA, 92453

Meeting Refreshments

Sam Jones

Sally Brown

|: 760005678 |: 0555 34 5 " ' 678 9 0. ||



Writing A Check

- ▶ 4-H requires two signatures. Why?
- ▶ If your bank does not allow youth to sign, **two unrelated adults must sign**
- ▶ Writing numbers...twenty-one to ninety-nine
- ▶ When the numbers don't match....



Who Can Sign?

- Usually the president, treasurer, club leader, and one other adult from your club
- Banks vary on their rules for Signature cards
- No two signatures should be from the same family. A signer cannot sign on a check made out to himself or herself.

If you make a mistake...

Clovers 4-H 3800 Cornucopia Way, Ste A Modesto, CA 95358	Date <u>September 22, 2012</u>	555 <u>00-5678</u> 760
PAY TO THE ORDER OF	<u>Mary Smith</u>	\$ <u>74.88</u>
	<u>Forty-seven and 88/100</u>	DOLLARS
	<u>Sam Jones</u>	
	<u>Meeting Refreshments</u>	<u>Sally Brown</u>
: 760005678 : 0555 34 5 " ' 678 9 0.		

Keep all voided checks. Write VOID on the check. Do not tear up or discard.

If you make a mistake...

Clovers 4-H 3800 Cornucopia Way, Ste A Modesto, CA 95358	Date <i>September 12, 2013</i>	555 <u>00-5678</u> 760
PAY TO THE ORDER OF <i>Mary Smith</i>		\$ 74.88
<i>Forty-seven and 88/100</i>		DOLLARS
FINANCIAL INSTITUTION YOUR CITY, CA, 92453 <i>Meeting Refreshments</i>	<i>Sam Jones</i> VOID <i>Sally Brown</i>	
: 760005678 : 0555 34 5 " ' 678 9 0.		

Keep a copy of the voided check in the Treasurer Book



Fill Out Reimbursement Form for Voided Check

_____ 4-H
Reimbursement and Expense Record

Date Submitted: **Voided Check**

Payable to: _____

Address if needed: _____

Amount: **\$0**

Check number: **555**

Date Issued: _____

For (Purpose): _____

Receipt Attached YES No

If no, explain: _____

Attach
Voided
check to
form. Tape or
staple to
back



What if a receipt is lost?

- ▶ Reimbursement cannot be given unless the Missing Receipt Form, Form 8.10 is completed.
- ▶ A receipt is not needed if the club votes to provide reimbursement for a conference, camp, scholarship, etc. A reason needs to be provided on the reimbursement form.



Practice Making a Deposit

- ▶ Need Deposit Record Form
- ▶ Deposit Slip
- ▶ Endorsement Stamp
- ▶ Entry Monthly Ledger
- ▶ Entry in Check Register, if your club uses one

Making Deposits

DEPOSIT TICKET

Clovers 4-H
3800 Cornucopia Way, Ste A
Modesto, CA 95358

DATE *September 21, 2020*
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE IF CASH RECEIVED FORM DEPOSIT

YOUR FINANCIAL INSTITUTION
YOUR CITY, CA 92453

DO NOT USE FOR AUTOMATIC PAYMENT OR
CHECK TRANSACTIONS

:760005678 : 12395 87890.:

TO BE USED FOR DEPOSIT TRANSACTIONS ONLY, SUBMIT A CHECK FOR AUTOMATIC PAYMENT SET UP.

00-5678
760

CURRENCY
COIN
C
L
I
E
K
S
00-5678
OR TOTAL
FROM REVERSE
SUBTOTAL
LESS CASH
RECEIVED
NET
DEPOSIT

89	0	0
89	0	0


Additional check can go here
or list up to about 15 on back.



Endorsing Checks for Deposit

- ▶ Endorsement Stamp Preferred—Available from your bank for about \$25
- ▶ Can write the name and account number on the back of each check

Use Stamp
to Save
Time



ENDORSE HERE

Clovers 4-H

For Deposit Only

345 - 67890

DO NOT SIGN, WRITE, OR STAMP BELOW THIS LINE. FOR FINANCIAL INSTITUTION USE ONLY




Depositing Several Checks In One Deposit

- ▶ Option 1: Use the back of the deposit slip and list all checks by bank number
- ▶ Option 2: Use an adding machine with a paper tape and total all checks. Put the total on front of deposit slip. Write "See Tape" Be sure your account number is on the tape or use your endorsement stamp



More about deposits

- ▶ Make **separate** deposits for different sources of income. For example, money received for insurance fees and money received from supply sales
- ▶ MAKE DEPOSITS PROMPTLY...7 days recommended. Why?



Complete the ledger for the month

- ▶ Enter the deposits as income
- ▶ Enter the reimbursements as expenses
- ▶ Enter checks in month they are written—not when they clear the bank!!
- ▶ Balance with your bank statement and keep in your book behind the statement.

An Excel Spreadsheet is available



Review of Excel Page

Treasurer Ledger

4-H YDP CLUB LEDGER

CLUB NAME Turlock Hoof N Horns
LOCATION Stanislaus County
MONTH & YEAR July 1, 2019

OPENING BALANCE	\$6,025.03
CASH ON HAND	\$0.00
TOTAL OPENING BALANCE	\$6,025.03

INCOME

DATE	RECEIPT	FROM	PURPOSE	SUB-ACCOUNT TO	AMOUNT
7/25/19	NA	Various	Supply Sales	General	\$67.00
TOTAL INCOME FOR MONTH					\$67.00

EXPENSES

DATE	CHECK	TO	PURPOSE	SUB-ACCOUNT TO	AMOUNT
7/10/2019	1393	Crista Brown	County Meeting Snacks	General	\$19.98
7/10/19	1394	Crista Brown	Camp Nametag Supplies	General	\$22.29
7/10/19	1395	Crista Brown	Window Display Supplies	General	\$39.87
7/10/19	1396	Crista Brown	Community Meeting Supplies	General	\$84.61
7/30/19	1397	Albert Silva	Fair Supplies	Swine/Goats/Sheep	\$502.35
TOTAL EXPENSES FOR MONTH \$					\$669.10

INCOME +	\$67.00
EXPENSES -	\$669.10
CLOSING BALANCE =	\$5,422.93
CASH ON HAND +	\$0.00
TOTAL CLOSING BALANCE =	\$5,422.93

4-H YDP PROJECT LEDGER (SUB-ACCOUNTS)

CLUB NAME Turlock Hoof N Horns
 LOCATION Stanislaus County, CA
 MONTH & YEAR July 1, 2019

PROJECT NAME: Arts and Crafts-Advanced				BEGINNING BALANCE	\$64.06
DATE	RECEIPT	INCOME FROM	AMOUNT	BALANCE	
			\$0.00	\$64.06	
			\$0.00	\$64.06	
			\$0.00	\$64.06	
DATE	RECEIPT	EXPENSE DESCRIPTIC	AMOUNT	BALANCE	
			\$0.00	\$64.06	
			\$0.00	\$64.06	
			\$0.00	\$64.06	
ENDING BALANCE				\$64.06	

PROJECT NAME: Arts and Crafts-Beginning (DIY)				BEGINNING BALANCE	-\$4.48
DATE	RECEIPT	INCOME FROM	AMOUNT	BALANCE	
			\$0.00	-\$4.48	
			\$0.00	-\$4.48	
			\$0.00	-\$4.48	
DATE	RECEIPT	EXPENSE DESCRIPTIC	AMOUNT	BALANCE	
			\$0.00	-\$4.48	
			\$0.00	-\$4.48	
			\$0.00	-\$4.48	
ENDING BALANCE				-\$4.48	

PROJECT NAME: Clothing and Textiles				BEGINNING BALANCE	\$239.19
DATE	RECEIPT	INCOME FROM	AMOUNT	BALANCE	
			\$0.00	\$239.19	
			\$0.00	\$239.19	
			\$0.00	\$239.19	
DATE	RECEIPT	EXPENSE DESCRIPTIC	AMOUNT	BALANCE	
			\$0.00	\$239.19	
			\$0.00	\$239.19	
ENDING BALANCE				\$239.19	

PROJECT NAME: Aquariums				BEGINNING BALANCE	\$200.00
DATE	RECEIPT	INCOME FROM	AMOUNT	BALANCE	
			\$0.00	\$200.00	
			\$0.00	\$200.00	
DATE	RECEIPT	EXPENSE DESCRIPTIC	AMOUNT	BALANCE	
			\$0.00	\$200.00	
			\$0.00	\$200.00	
			\$0.00	\$200.00	
ENDING BALANCE				\$200.00	

4-H YDP PROJECT LEDGER (SUB-ACCOUNTS)

CLUB NAME Turlock Hoof N Horns



4-H YDP CLUB LEDGER SUMMARY

July 1, 2019

Arts & Crafts-Adv.	\$64.06
Arts & Crafts-DIY	-\$4.48
Clothing and Textile	\$239.19
Aquariums	\$200.00
Future Project	\$0.00
Future Project	\$0.00
Foods	\$203.73
Goats	\$121.05
Future Project	\$0.00
Leadership	\$31.10
Photography	\$100.00
Poultry	\$41.58
Primary	\$13.03
Rabbits	\$37.00
Sheep	\$36.54
Swine	\$881.73
Vegetables	\$93.57
Woodworking	\$52.25
General	\$3,312.58
Total all Subaccounts	
Month End	\$5,422.93

QUESTIONS? PLEASE CALL 209-929-1600 OR 800-941-1494

1365007028

BUSINESS STANDARD CHECKING

SUMMARY *****

Previous Balance	7-31-20	64,765.95
+ Deposits/Credit	10	2,986.50
- Checks/Debits	11	2,237.02
- Service Charge		.00
Current Balance		65,515.43
Days in Current Period	31	

DESCRIPTIVE TRANSACTIONS *****

Date	Tracer	Description	Amount
8-04	1	MOBILE REMOTE DEP	1294.00
8-04	1	MOBILE REMOTE DEP	275.00
8-04	1	MOBILE REMOTE DEP	40.00
8-19	1	MOBILE REMOTE DEP	444.00
8-19	1	MOBILE REMOTE DEP	101.00
8-19	1	MOBILE REMOTE DEP	116.00
8-19	1	MOBILE REMOTE DEP	74.50
8-19	1	MOBILE REMOTE DEP	55.00
8-19	1	MOBILE REMOTE DEP	24.00
8-20	1	MOBILE REMOTE DEP	500.00

CHECKS PAID *****

Serial	No.	Date	Amount	Serial No.	Date	Amount
3382	8-31	433.00	3390*	8-17	288.90	
3383	8-03	433.00	3392*	8-04	19.51	
3384	8-17	433.00	3393	8-31	100.00	
3386*	8-11	112.67	3394	8-21	50.00	
3387	8-10	283.00	3395	8-18	50.00	
3388	8-19	33.94				

DAILY BALANCE SUMMARY *****

Date	Balance	Date	Balance	Date	Balance
7-31	64765.95	8-03	64332.95	8-04	65922.44
8-10	65639.44	8-11	65526.77	8-17	64804.87
8-18	64754.87	8-19	65598.43	8-20	66098.43
8-21	66048.43	8-31	65515.43		

OVERDRAFT CHARGES/REFUNDS SUMMARY *****

	This Cycle	YTD
Total Net Returned Item Fees	.00	.00
Total Net Overdraft Fees	.00	.00
Total Net Fees Charged	.00	.00

4-H YDP CLUB LEDGER

STANISLAUS COUNTY LEADERS COUNCIL		OPENING BALANCE	\$57,661.99
LOCATION	Stanislaus County	CASH ON HAND	\$0.00
MONTH & YEAR	August 2020	TOTAL OPENING BALANCE	\$57,661.99

INCOME

DATE	RECEIPT FROM	LINE	PURPOSE	UB-ACCOUNT TO	AMOUNT
8/3/20	Mt. View 4-H		Enrollment 19-20		\$1,294.00
8/3/20	CM Construction & Maint		Leaders Dinner Live Auction		\$275.00
8/3/20	Mt. View 4-H		Mailing & Office Fees 19-20		\$40.00
8/19/20	Ceres 4-H		Enrollment 19-20		\$444.00
8/19/20	Wood Colony 4-H		Enrollment 19-20		\$116.00
8/19/20	Pam Marquez		Enrollment 20-21		\$74.50
8/19/20	Shooting Stars 4-H		Enrollment 19-20		\$164.00
8/19/20	Westport 4-H		Enrollment 19-20		\$24.00
8/19/20	Ceres 4-H		Mailing & Office Fees 19-20		\$55.00
8/19/20	Ca 4-H Foundation		Donation to Turlock Eagles 4-H		\$500.00
TOTAL INCOME FOR MONTH					\$2,986.50

EXPENSES

DATE	CHECK	TO	LINE	PURPOSE	UB-ACCOUNT TO	AMOUNT
8/1/20	3388	Staples		Leaders Training Supplies		\$33.94
8/1/20	3389	Araceli Hernandez		Laptop Charger		\$97.08
8/1/20	3390	Shop 4-H/National 4-H Council		Outreach Supplies		\$288.90
8/1/20	3391	Yolanda Cruz		Leaders Council Checks		\$29.09
8/1/20	3392	Pam Marquez		Treasurer Book Supplies		\$19.51
8/5/20	3393	UC Regents		SLC Payment		\$100.00
8/5/20	3394	Cailin Casey		SLC Reimbursement		\$50.00
8/5/20	3395	Cailee Flood		SLC Reimbursement		\$50.00
8/5/20	3396	Daisy Houx-Miller		SLC Reimbursement		\$50.00
8/20/20	3397	Turlock Eagles		Pass through donation		\$500.00
8/20/20	3398	City of Oakdale		Deposit - Leaders dinner hall rental		\$400.00

3382	8-31	433.00	3390*	8-17	288.90
3383	8-03	433.00	3392*	8-04	19.51
3384	8-17	433.00	3393	8-31	100.00
3386*	8-11	112.67	3394	8-21	50.00
3387	8-10	283.00	3395	8-18	50.00
3388	8-19	33.94			

EXPENSES	\$1,010.00
CLOSING BALANCE	\$59,029.97
CASH ON HAND	\$0.00
TOTAL CLOSING BALANCE	\$59,029.97

Check #3388, 3390, 3392, 3393, 3394, and 3395 clear the bank. Others are outstanding

Monthly Bank Reconciliation Month Ending August 31, 2020

Bank Statement Date: 8/31/2020

Ending Balance from Bank Statement - Regular Business Checking \$65,515.43

Add Deposits in Transit:

Deposit Date	Amount	Deposit Date	Amount
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
Total Deposits in Transit			\$0.00

Subtotal **\$65,515.43**

Subtract Outstanding Checks:

Check Number	Amount	Issued To
3311	\$21.95	Chatom 4-H
3330	\$500.00	Waterford 4-H
3377	\$111.34	Michele Wolfe
3385	\$4,776.00	UC Regents
3389	\$97.08	Araceli Hernandez
3391	\$29.09	Yolanda Cruz
3396	\$50.00	Daisy Houx-Miller
3397	\$500.00	Turlock Eagles 4-H
3398	\$400.00	City of Oakdale

List outstanding checks from previous months that have not cleared, plus the ones from the current month

Total Outstanding Checks **\$6,485.46**

Computed Book Balance **\$59,029.97**

Balance per Your Books / Ledger \$59,029.97

Difference **\$0.00**

If the difference is not zero, there is an error and you need to reconcile it.



Budgets

- ▶ Club must vote on spending
- ▶ Voting to pass a budget will approve many routine expenses at one time
- ▶ Fundraising Approval forms are required
- ▶ Show your fundraiser estimated income
- ▶ Copy of your budget goes in the Treasurer's book
- ▶ The actual income and expenses for the year need to be included.
- ▶ Turn into the 4-H office by August 1st

Budget



4-H YDP CLUB BUDGET			
CLUB NAME			
LOCATION		TOTAL OPENING BALANCE	\$2,000.00
YEAR			
ESTIMATED INCOME (SOURCE, USE, PURPOSE)		BUDGETED	ACTUAL
Pancake Breakfast Ticket Sales		\$1,200.00	\$0.00
Pancake Breakfast Ad Sales		\$1,000.00	\$0.00
Supply Sales		\$200.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
PROJECTS (SUB-ACCOUNTS)		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
	TOTAL INCOME	\$2,400.00	\$0.00
ESTIMATED EXPENSES (DESCRIBE)		BUDGETED	ACTUAL
Pancake Breakfast Supplies		\$400.00	\$0.00
Club Purchase of Supplies		\$200.00	\$0.00
Printing and Postage		\$200.00	\$0.00
Camp Scholarships		\$500.00	\$0.00
Leaders Dinner		\$300.00	\$0.00
End of year Pizza Party		\$600.00	\$0.00
		\$0.00	\$0.00
PROJECTS (SUB-ACCOUNTS)		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
		\$0.00	\$0.00
	TOTAL EXPENSES	\$2,200.00	\$0.00
	TOTAL CLOSING BALANCE	\$2,200.00	\$0.00
We certify that this budget was approved by the club/unit meeting on (date) _____			
Club President's Signature: _____		Treasurer's Signature _____	
Club Leader's Signature: _____			

Kiernan Klovers Budget 2019-2020

<u>Income:</u>		<u>Budgeted</u>
Carryover	2018/2019 Year	\$3,800.00
Fundraiser	Bake Sale	\$200.00
	Texas Roadhouse	\$1,500.00
	Tri Tip Dinner and Silent Auction	\$4,000.00
	Yogurt Mill	\$75.00
	Panda Express	\$150.00
Member fees	Member fees	\$1,575.00
Total Income		\$11,300.00
Expenses:		
Administration	Copies/Paper	\$100.00
	Postage/Stationary	\$35.00
	Checks	\$35.00
Club Supplies	Awards	\$400.00
	Prize Fund	\$150.00
Community Service	Soroptimist Tree	\$375.00
	Community Relief Fund	\$75.00
Projects	Fair Display	\$600.00
	Fair Insurance/Tack Area	\$175.00
	Equipment	\$500.00
Leaders	Conference	\$0.00
	Leaders Dinner	\$250.00
Meeting Expenses	Officer/Leader	\$150.00
	Officer Retreat	\$100.00
Membership Fees	Forecast	\$125.00
	Insurance	\$1,150.00
	Assessment	\$300.00
	Leaders/Returning Members 25% fees covered by club	\$1,570.00
Club Events	Family Fun Day	\$1,500.00
	Open House - Ice Cream Social	\$100.00
	December Potluck	\$30.00
	End of Year Potluck	\$30.00
Outreach	Parades	\$150.00
	Window Display	\$100.00
Scholarship/Donations	Scholarships	\$750.00
	Camp	\$1,500.00
	Conferences	\$1,050.00
Total Expenses:		\$11,300.00

4-H YDP CLUB BUDGET 2020 - 2021

CLUB NAME Turlock Eagles 4-H
 LOCATION Turlock TOTAL OPENING BALANCE \$3,437.50
 YEAR 2020-2021

ESTIMATED INCOME (SOURCE, USE, PURPOSE)		BUDGETED	ACTUAL
Enrollment - Members	Estimate of \$60 each x 50 + \$30 from qualifying returning members (20-30)	\$3,600.00	\$0.00
Mailing Fees		\$125.00	\$0.00
Fundraiser 1	Total Ticket Sales for Dinner	\$4,000.00	\$0.00
Misc Fundraisers		\$1,000.00	\$0.00
Donations		\$1,000.00	\$0.00
Incentive Award County 4-H		\$200.00	\$0.00
Meeting Food	Donations by families	\$800.00	\$0.00
T-Shirts		\$1,000.00	\$0.00
Projects		\$0.00	\$0.00
Camp		\$0.00	\$0.00
		\$0.00	\$0.00

TOTAL INCOME \$11,725.00 \$0.00

ESTIMATED EXPENSES (DESCRIBE)		BUDGETED	ACTUAL
Enrollment	Club pays all leaders + 1/2 returning members (estimate of 30)	\$5,000.00	\$0.00
Mailing Fees		\$100.00	\$0.00
Club Assessment		\$400.00	\$0.00
Meeting Expenses		\$300.00	\$0.00
Community Service		\$200.00	\$0.00
Club Events		\$200.00	\$0.00
Fundraiser Expenses	Cost of Drive Thru Dinner	\$2,000.00	\$0.00
Leadership Events/Meetings		\$500.00	\$0.00
Projects	Shared by all projects, up to \$100 per project; higher expenses require motion	\$1,000.00	\$0.00
Awards/Incentives		\$400.00	\$0.00
Leader dinner		\$50.00	\$0.00
Primary		\$200.00	\$0.00
Fair Expenses	Insurance, signs, supplies	\$200.00	\$0.00
Marketing	Flyers, printing	\$100.00	\$0.00
Meeting Food		\$800.00	\$0.00
T-Shirts		\$1,000.00	\$0.00

TOTAL EXPENSES \$12,450.00 \$0.00

TOTAL CLOSING BALANCE \$2,712.50 \$0.00

We certify that this budget was approved by the club at meeting on (date) 8-Jun-20

Club President's Signature: Clairissa Mangal

Club Treasurer's Signature: Meredith Cotton

Club Leader's Signature: Nancy L. Mayes



Fundraising Information

- ▶ There are limitations on fundraising (see page 17)
- ▶ Funds raised by a 4-H club or group must include careful record keeping and be used only to support the 4-H Youth Development Program directly.
- ▶ Money and property are considered gifts if they are given to the club as charitable donations.
- ▶ Gifts donated to your 4-H club must be acknowledged by your club. One large part of receiving gifts is acknowledging these donations.
- ▶ If you are raising funds for others, it has to be clearly stated. See FAQ [Fundraising to Benefit Groups or Organizations by 4-H Units and VMOs.](#)



RETAIN FOR TAX PURPOSES

TAX YEAR: _____

RECEIPT VALUE*: _____

University of California EIN # 94-3067788

For questions, contact information for local 4-H Offices is available at <http://4h.ucanr.edu>

4-H Donation Receipt

NAME: _____
DATE: _____
ADDRESS: _____

ITEMS DONATED:

**This receipt confirms that you received no goods or services for your contribution and that your gift is fully tax deductible. The donor determines the fair market value of the items donated.*

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/169224.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.



RETAIN FOR TAX PURPOSES

TAX YEAR: _____

AUCTION ITEM

SALE PRICE*: _____

University of California EIN # 94-3067788

For questions, contact information for local 4-H Offices is available at <http://4h.ucanr.edu>

4-H Donation Receipt for Auctions

NAME: _____
DATE: _____
ADDRESS: _____

AUCTION ITEM:

**This receipt confirms that you received no goods or services for your contribution and that your gift is fully tax deductible. The donor determines the fair market value of the items donated.*

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/169224.pdf>) Inquiries regarding ANR's nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.

- Home
- Resources
 - Member Resources
 - Volunteer Resources
 - For Staff
 - Branding Toolkit
 - California 4-H Policies
 - Learning and Development
 - Teens-as-Teachers
 - 4-H Evaluation
 - 4-H Curricula
 - Financial Reporting**
 - Enrollment Forms
 - 4-H Manuals & Publications
 - Research
 - Latino Initiative Resources

4-H Unit Annual Financial Reporting

Today is September 12, 2020

Currently accepting reports for program year: July 1, 2019 - June 30, 2020

- [Unit Sign-in](#)
- [County Sign-in](#)
- [State Sign-in](#)

[Trouble signing-in?](#)
 This application requires a browser that supports the latest security standards. If you are not using the latest browser then you may experience an issue accessing the ANR Portal. It is recommended to use the latest browser version available.

Recommended browsers are: [Firefox](#), [Chrome](#), or any other browser that supports modern standards.

Here's [more information](#).

Important Dates	
July 1, 2020	System opens for 4-H Units for report entry for 2019-2020.
July 1, 2020	System opens for County 4-H Staff to review 4-H Unit Annual Financial Reports submitted for 2019-2020 program year.
September 15, 2020	Last day for 4-H Units to login to Annual Financial Reporting system and submit reports for 2019-2020.
September 16, 2020	System no longer accessible for 4-H Units to submit Annual Financial Reports online.
November 1, 2020	Reporting system information is still available to County 4-H Staff as view-only. All 4-H unit reports must be Complete.

[DONATE NOW](#)



Review points

- ▶ Leaders Council will not accept money from anyone to pay club expenses except by a club check.
- ▶ The Treasurer will keep all voided checks. Write VOID on the check. Do not tear up or discard.
- ▶ Two members and/or adults from the club, not including the Treasurer or their family, shall audit the club's books at least once per year.



Web Tools

- ▶ <http://ucanr.org/sites/Stanislaus4-H>
- ▶ Club Officer Information
- ▶ Treasurer Information
- ▶ State 4-H: <http://ca4h.org>



Need help?

- ▶ Haille Margarite, 4-H Program Representative
hamargarite@ucanr.edu
- ▶ Council Treasurer is Pam Marquez