Section 8: Financial Forms

Form 8.1 – 4-H Club Ledger

4-H CLUB LEDGER
Club Name:
Location:
Month: Year:

INCOME
Opening Account Balance: $

DATE	RECEIPT	FROM	PURPOSE	SUB-ACCOUNT TO:	AMOUNT	
				Total Income for Month: $		

EXPENSES

DATE	CHECK	TO	PURPOSE	SUB-ACCOUNT	AMOUNT	
				Total Expenses for Month:$		

NOTE
Keep the following with this report:
- Bank statements
- Receipts for income
- Canceled and voided checks
- Expenses for each month
- Statement of cash collections

Income + _____

Expense - _____

Total Closing Balance = $ _____