

**Treasurer's Monthly Report Form**

#91615

Make additional copies for each meeting.

<p><i>Monthly Treasurer's Report for</i> _____</p> <p style="text-align: right;"><i>4-H Club</i></p>		
1. Balance brought forward from _____ (date)		
2. INCOME		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10. Total income for month (add lines 3 thru 9)		
11. Adjusted balance (add line 1 and line 10)		
12. Expenses		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20. Total expenses for month (add lines 13 thru 19)		
21. Balance as of _____ (date)		
<p>Prepared by _____ Date _____</p> <p align="center">(Treasurer's signature)</p>		

## Annual Summary Financial Report

Name of 4-H Club \_\_\_\_\_

Name of Bank \_\_\_\_\_

For the 4-H Year beginning October 1, \_\_\_\_\_ and ending September 30, \_\_\_\_\_

1. <b>Balance at Beginning of Year</b>		
<b>INCOME</b> (By event of activity)		
2.		
3.		
4.		
5.		
6.		
7. <b>Total Income for Year</b> (Add lines 2 through 6)		
8. <b>Adjusted Balance</b> (Add line 1 and line 7)		
<b>EXPENDITURES</b> (By event of activity)		
9.		
10.		
11.		
12.		
13.		
14.		
15. <b>Total Expenditures for Year</b> (Add lines 9 through 14)		
16. <b>Balance at End of Year</b> (Subtract line 15 from line 8)		
<i>If line 16 doesn't agree with bank statement, complete lines 17, 18 and 19</i>		
17. Add checks that haven't cleared the bank		
18. Subtract deposits that haven't cleared the bank		
19. <b>Adjusted Balance</b> (Should agree with bank statement)		

Prepared by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Organizational Leader \_\_\_\_\_ Date \_\_\_\_\_

Extension Educator \_\_\_\_\_ Date \_\_\_\_\_



**CLUB ASSETS DISBURSEMENT FORM**  
**4-H \$ MANAGEMENT**  
**FORM 4**

(Please return a copy of this form to the Extension office)

Any club that handles money or acquires material assets should have a clearly defined and known procedure for disposing of the funds or assets if the club should disband. Money or assets acquired in the name of 4-H should continue to be used for that purpose even if the original club disbands. The following options are recommended:

- Your County 4-H Leader's Council
- University of Idaho 4-H Endowment
- Your County 4-H Builders' Club
- 4-H Award - Please Specify \_\_\_\_\_

Disbursement among the members and leaders of the club is not acceptable.

**DIRECTIONS:** Complete the form. Keep a copy in you club and send a copy to your County Extension System Office. Please complete and return the form annually - even if your club currently has no money or assets.

Club Name: \_\_\_\_\_

Leader Name: \_\_\_\_\_

Our club has discussed the above information and choose that, should the club disband, all money and material assets will be disbursed in the following manner or allocated by percentage (%):

- \_\_\_\_\_ University of Idaho 4-H Endowment
- \_\_\_\_\_ Your County 4-H Leaders' Council
- \_\_\_\_\_ Your County 4-H Builders' Club
- \_\_\_\_\_ 4-H Award - please specify \_\_\_\_\_

Club Leader: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Club President: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Club Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature