

APPENDIX

Montana 4-H
Treasurer's
Forms & Reports



4-H CLUB _____ BUDGET

(year)

A tentative budget should be set by the officers and leaders at the beginning of the 4-H year as soon as a new club is organized. The tentative budget should be presented to the club at the first possible meeting, discussed and approved. Depending on the club's needs, you can use this form or make your own. Remember to include a copy with your *Treasurer's Book*.

Income

(List fundraising event plans, approximate date of event and estimated profit)

	EVENT	DATE	ESTIMATED INCOME
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
TOTAL INCOME			\$ _____

Expenses

(Include items such as: club outings, donations to worthy causes, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, Montana 4-H Foundation donations, etc.)

	NEED	DATE	ESTIMATED EXPENSE
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
6.	_____	_____	\$ _____
7.	_____	_____	\$ _____
8.	_____	_____	\$ _____
9.	_____	_____	\$ _____
10.	_____	_____	\$ _____
11.	_____	_____	\$ _____
12.	_____	_____	\$ _____
TOTAL EXPENSES			\$ _____

Estimated surplus or shortfall
(total income minus total expenses)

\$ _____

CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook ledger to make sure they are balanced (equal) each month.

OUTSTANDING DEPOSITS

(Not included in your statement)

DATE	AMOUNT
Total Outstanding Deposits	

Total A

STEPS TO RECONCILE/BALANCE ACCOUNT

1) Ending balance from your checkbook ledger		_____
2) Subtract total outstanding deposits (A)		_____
-		_____
3) Add total outstanding checks (B)	+	_____
4) Subtract bank fees*	-	_____
5) Add interest earned*	+	_____
6) Adjusted balance (should equal bank statement)	=	_____

OUTSTANDING CHECKS

(Not included in your statement)

Check #	Written to:	Amount
Total Outstanding Checks		

Total B

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.

Treasurer's Report

The Treasurer's Report informs members of the club's financial activity since the last meeting. Complete the Treasurer's Report and present it to the club for each meeting.

4-H Club Name

Treasurer's Report for _____
(Date of Meeting)

1. Beginning account balance: \$ _____ (closing balance from previous meeting)

Date of Previous Meeting: _____

2. Money received:

\$ _____ from _____ for what purpose _____

Total money received \$ _____

3. Expenses:

\$ _____ to _____ for what purpose _____

Total expenses \$ _____

4. Closing balance: \$ _____

5. Submitted by: _____
(Treasurer)