Beyond Ready

COLORADO 4-H

Treasurer Book

Duties & Guidelines

	Year:
Club Name:	
County:	
President:	*Vice President:*
Secretary:	*Treasurer:*
Reporter:	*Historian/ Scrapbook:*

COLORADO STATE UNIVERSITY
EXTENSION

What is 4-H?

4-H is a community of young people across America learning leadership, citizenship, and life skills to become Beyond Ready in a changing world.

The 4-H Pledge

I pledge my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
my Health to better living,
for my club, my community, my country and my world.

The 4-H Motto

To Make the Best Better

The 4-H Club Emblem

The 4-H Emblem is a four-leaf clover with the letter "H" on each leaf. The four "H's" stand for Head, Heart, Hands and Health.

The 4-H Club Colors

GREEN: Nature's most common color is emblematic of springtime, life, and youth.
WHITE: Symbolizes purity and high ideals.

Congratulations!

Duties & Responsibilities of 4-H Club Treasurer

OVERVIEW

You, as the treasurer, and all the other officers of your 4-H club are representatives of your 4-H club or group and the 4-H program throughout the state. Your skills, abilities, values, standards, ideals, speech and smiles represent Colorado 4-H.

Responsibilities of the Treasurer

- **I will inform the bank in which my 4-H club's funds are deposited that I am the new treasurer, and sign the appropriate forms so I can write checks on the account.**
- **I will handle all money matters for my 4-H club.**
- **I will keep an accurate record in the treasurer's book of how all the money is used.**
- **I will deposit all funds that my group earns or receives in the bank as soon as possible after receiving them.**
- **I will pay all of the group's bills promptly as directed by the members and approved by the president.**
- **I will prepare and present a summary of income and expenses at each meeting.**
- **I will report the current balance of all accounts.**
- **I will complete the Project Budget/Fundraising plan and Annual Financial Plan at the end of the year and submit the report to the Club Leader.**

Money Management

Welcome to Your Role as 4-H Treasurer!

Did you know that 4-H clubs are public groups? We are proud to be open to everyone, regardless of race, color, national origin, gender, disability, religion, or age. Because 4-H is a public organization, it isn't "owned" by individuals or leaders the way a private business is. Instead, it belongs to the public. That means any money your club raises or receives from dues belongs to the club as a whole, not to any single person.

Because of this, your job as a 4-H treasurer is a bit different from a treasurer at a private company:

- **Private Company Treasurers** answer to company owners or stockholders to manage corporate assets like cash, buildings, and land.
- **4-H Club Treasurers** are accountable to their fellow club officers, members, adult leaders, County Government, Colorado State University Extension, and the Federal Government.

Keeping the Books

You are in charge of "keeping the books." This means managing the club's:

- **receipt book**
- **checkbook**
- **check register**
- **payment vouchers**
- **and bank statements**

The public expects a very high standard of honesty and accountability from public groups. Whether your treasury has 25 cents or $2,500, you can easily meet these high standards by learning and following the simple money-handling methods in this guidebook.

Receipts

Handling Money and Writing Receipts

Whenever you receive money—whether it is from club dues or a fundraising event—you must always write a receipt for it.

Taking a few moments to write a receipt is the best way to practice great record-keeping. It serves as your official proof that the club received the money, and it shows everyone that you are handling the club's finances responsibly and accurately.

Simple Rules for Managing Receipts

Use a Two-Part Book:
Your club should use a receipt book with pre-numbered, two-part pages (you can find these at any local office supply store). Give the original copy to the person who gave you the money, and keep the duplicate copy safely in your book.

How to Handle Mistakes:
If you make a mistake on a receipt, don't throw it away! Simply write "VOID" in large letters across both copies. Staple the two copies together and keep them right in your Treasurer's record book so every number is accounted for.

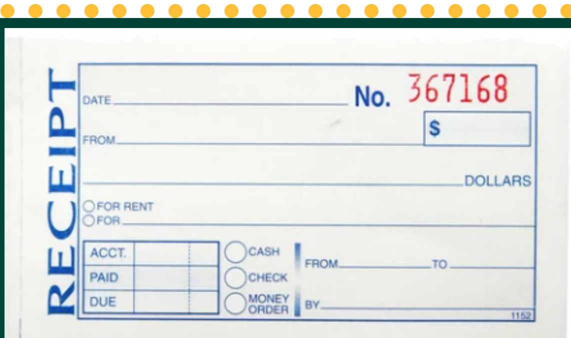

RECEIPT
DATE
No. 367168
FROM
$
DOLLARS
FOR RENT
FOR
ACCT.
PAID
DUE
CASH
CHECK
MONEY ORDER
FROM
TO
BY
1152

Figure 1: This is an example of a general receipt book slip. The top is for the person giving you money and the carbon copy slip underneath is for your Club's Financial Records.

Fundraiser Income Receipts

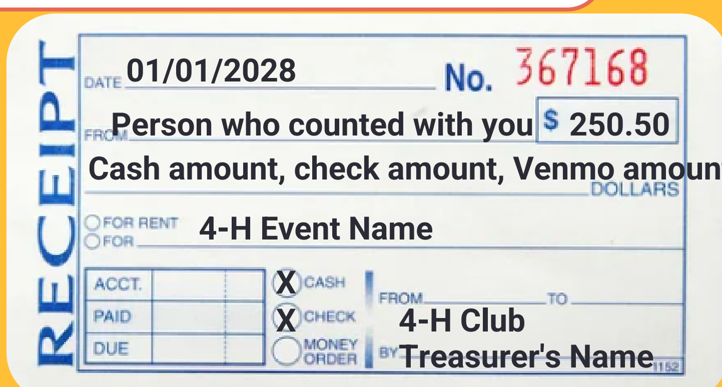
Managing Money from Fundraisers

For high-volume fundraisers like a bake sale or car wash, you do not need to write an individual receipt for every single cookie sold or car washed. Instead, a receipt should be written at the end of each shift or at the end of the day.

To ensure accountability, every group of event workers who handle money must account for the money they collected using these three steps:

1. **Count with a partner:** Two people from different families should count the money together and agree on the total.
2. **Hand over and verify:** When they turn the money (cash and checks) over to you, recount it in their presence to verify the amount.
3. **Issue a final receipt:** Once you both agree on the total, write a receipt for that specific group or shift leader (see Figure 2).

Figure 2: Fundraising Receipt Example


RECEIPT

DATE 01/01/2028 No. 367168

FROM Person who counted with you $ 250.50

Cash amount, check amount, Venmo amount DOLLARS

FOR RENT / FOR 4-H Event Name

ACCT. / PAID / DUE

X CASH / X CHECK / MONEY ORDER

FROM 4-H Club TO

BY Treasurer's Name

Money Management

Preparing Deposits

Whenever you receive money—whether it is from club dues or a fun fundraising event—you must always write a receipt for it.

Before heading to the bank, you need to make sure your paperwork matches your cash.

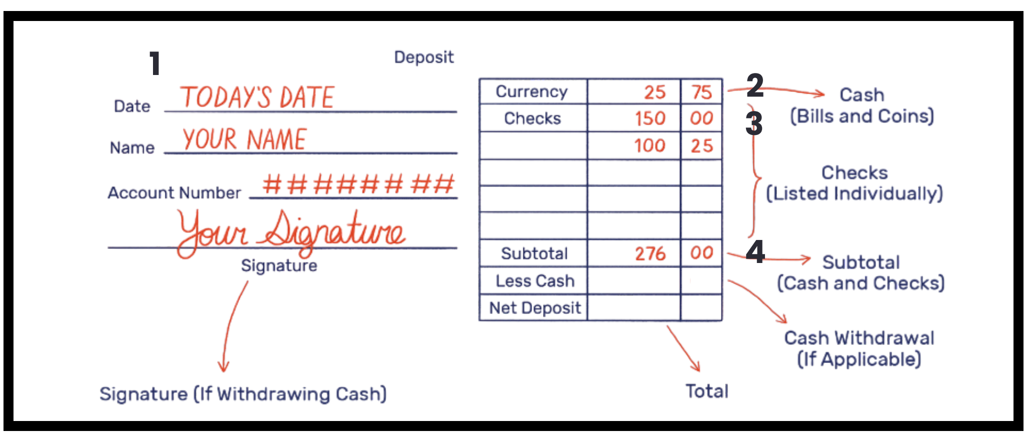
Add up all the receipts you have written since your last deposit. Compare that total to the actual cash, coins, and checks you are preparing to deposit. The two numbers <u>must match exactly</u>. If they don't, recount your money and re-add your receipts until you find the error.

Once your totals match, you are ready to fill out a deposit slip (see Figure 3). If your club has a checking account, you can find deposit slips at the back of your checkbook or pick them up in the bank lobby.

Follow these steps to fill out and record your deposit:

1. Date the deposit slip.
2. Fill in the amount of currency (bills) and coins you are depositing.
3. List each check number and its amount separately using the back of the slip if necessary.
4. Record the deposit in the checking account register.
5. Complete a duplicate of the deposit slip and keep the duplicate with the bank receipt.

Figure 3: Deposit Slip Example



Bill Payment & Checkbook Managment

Review and Payment of Bills

Part of your job during the treasurer's report is to ask club members for their approval to pay any outstanding bills. Once the club votes and approves the expenses, you can write a check for each approved bill.

Writing a check is the standard and safest way to pay bills. Never hold back cash from a deposit to pay bills. Paying with cash leaves no paper trail and provides no proof of payment. Paying by check creates an automatic record, which is the best practice as an organized and trustworthy treasurer.

How to Write a Check

Always use a blue or black ink pen—never use a pencil. If you make a mistake, do not erase or cross it out. Write "VOID" in large letters across the front of the check, save it in your records, and start a new one.

Follow these steps to fill out a check correctly:

Step #1: Date the check. Write the current date in the top right corner.

Step #2: Start writing the name of the person or business as close to the "Pay to the Order of" text as possible. This prevents anyone from adding another name in front of it.

Step #3: Write the total amount in numbers (like $25.00) in the small box. Start your numbers close to the dollar sign so no one can add an extra digit to change the amount.

Step #4: On the line below the payee, write out the amount in words starting at the extreme left edge (for example: Twenty-five and 00/100). Draw a straight line through any remaining blank space to the word "Dollars" so nothing else can be added.

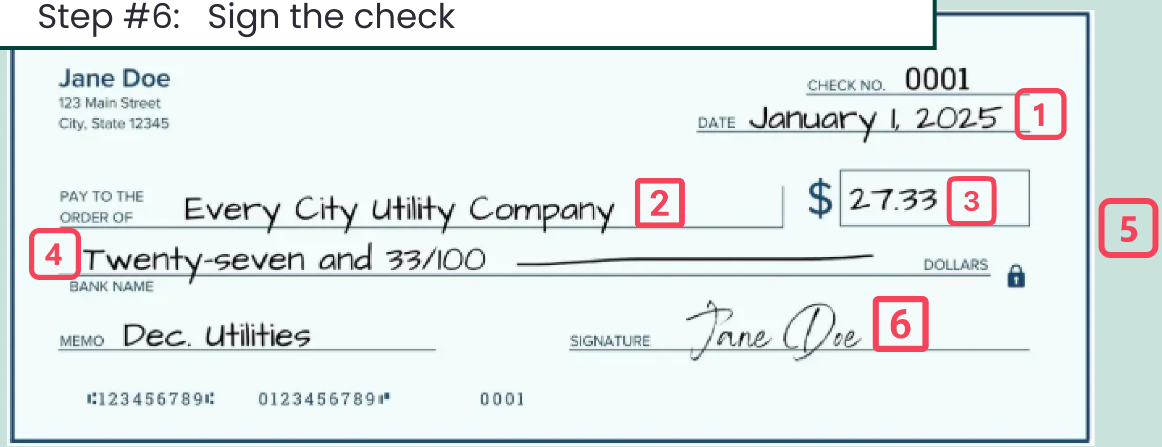
Step #5: Make sure the amount written in words matches the number amount in the box exactly.

Step #6: Sign your name on the bottom right line. Use your authorized signature—the exact same way you signed the signature card at the bank when you became treasurer. The check is not valid without your signature on it.

Checkbook Management

Example of how to write a check:

Step #1: Date
Step #2: Fill in the Payee
Step #3: Write the number amount
Step #4: Write out the word amount for the dollars. The cent amount will look like this: 33/100
Step #5: Double-check your numbers
Step #6: Sign the check



Pro Tip:

Leave no blank space on the amount lines:

When filling out the dollar box and the written amount line, start writing at the extreme left edge and draw a straight line through any empty space at the end. This simple step prevents someone else from adding extra words or numbers to fraudulently change the value of the check (like turning a **$5.00** check into a **$500.00** check).

Updating the Check Register

Directions for the Check Register

When Writing a Check (Spending Money)

1. **Log the Basics:** Write the check number and the date you wrote it in the first two columns.
2. **Name the Payee:** In the "**Description of Transaction**" column, write the name of the person or business the check was made payable to.
3. **Subtract the Amount:** Enter the check amount in the "**Payment/Debit (-)**" column. Subtract this number from your previous balance on the line above, and write your new total in the "**Balance**" column.

Managing Special Columns (Fees & Balancing)

4. **The 'Fee' Column:** If the bank charges your club a service fee (which will show up on your monthly statement), list it in the "Fee" column. **Remember to subtract this fee from your balance.**
5. **The 'T' (Checkmark) Column:** Leave this blank day-to-day. You will only use this column at the end of the month when you compare your register to your bank statement. Put a checkmark here for every check or deposit that has officially cleared the bank.

Check Register Example:

	CHECK #	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT	FEE (4)	✓ (5)	DEPOSIT AMOUNT	Beginning Balance $200.00
		6/6/26	Robert Wilson Club dues	$			$ 25.00	225.00
1	1234	6/19/26	2 Club Meeting Space	60.00			3	(60.00) 91.43

Checkbook Management and Monthly Treasurer's Report

Monthly Treasurer's Report

The Monthly Treasurer's Report keeps club members informed about all the financial activity that happened over the past month.

When it is your turn to present during the business meeting, follow these steps:

1. **Share the paperwork:** Pass around a completed copy of your Monthly Treasurer's Report along with the latest bank statement so members can review them.
2. **Read the totals:** Stand up and read your starting balance, total income, total expenses, and ending balance for the month.
3. **Present upcoming bills:** Read aloud any new or outstanding bills that need to be paid in the coming month so the club can approve them.
4. **Official Club Action:** Once the group has reviewed the report and bills, a club member will make a motion to approve the report and authorize you to pay the new bills. After the motion is seconded, the club will vote.

Tip for Special Events:

If your club holds a major fundraiser or a large event, you can use the Income and Expense Supplement Pages to track those specific project budgets separately without cluttering your main monthly report.

Annual Financial Report

Every 4-H Club, Advisory Group, Council, and Board treasurer must complete an Annual Financial Report and other 4-H Charter documents and submit it to their local County Extension Office.

This annual report is essential because it fulfills our responsibility for financial transparency and accountability to the residents of Colorado. Specifically, this report:

- **Creates a trusted public record:**
  As a nonprofit youth organization, 4-H receives public donations and is exempt from paying sales tax. This report proves that funds are being used responsibly.

- **Meets official requirements:**
  It satisfies the strict financial accounting standards required by both Colorado State University and the federal government.

Note:
Your completed Annual Financial Report and Charter documents are due to your local County Extension Office on the date they set.
Contact your office every year for the exact due date.

4-H Club and Group Chartering

As club treasurer, please work with your 4-H leader or Extension Specialist to complete the documents highlighted in yellow below for annual chartering.

Required Chartering Documents:

- Constitution & Bylaws (Only CSU-accepted version)
- Annual Financial Report (typed Excel form) + Year-End Bank Statement
- "No Bank Account" Letter (if applicable)
- Asset List (items > $50)
- Annual Budget
- Annual Plan of Activities
- Annual Review of Funds Checklist (club President signs this)

📌 **Clubs must have a bank account if they handle money.**

Click for the Annual State Chartering Checklist

4-H Club and Group Chartering

Guidelines for Clubs and Groups without Bank Accounts

Some 4-H clubs operate without a formal checking or savings account. Even without a bank account, your club is still required to follow all Chartering requirements, including submitting a "No Bank Account" letter.

If your club does not use a bank, you will handle your transactions by:

- **Working with your county Extension office on the best money management practices for clubs and groups without bank accounts.**
- **Sometimes funds can be run through a county council or other club/group that does have a bank account.**

Please visit Colorado 4-H Financial Policies and Best Practices for more information - including the Colorado 4-H Policy on:

- debit and credit cards
- fundraising

Date:____________

4-H Club Monthly Treasurer Report

Club Name:______________________________

	Beginning Balance	$
Income Received: (Include from whom & reason)	**Amount**	
		Total Income:
		+$
Month Expenses (Paid to whom & reason)	**Amount**	
		Total Expenses:
		-$
	End of Month Balance	=$
	Subtract checks which have not appeared on statement	-
	Adjutsted Balance should agree with statement	=$

Attach to this report: Bank statements, bills, Receipt copies

Notes:		
Treasurer's Signature:		Date:
President's Signature:		Date:

Colorado 4-H Organization Financial Report for Adult Leader

4-H Club/Group Annual Plan

4-H Calendar Year: ____________________

Club Name: ______________________________

MONTH	BUSINESS AGENDA	PROGRAM AGENDA	RECREATION AGENDA	COMMUNITY SERVICE PROJECT	ESSENTIAL ELEMENTS	SPECIAL EVENTS
	Events	Educational activity	Singing	Project	B - Belonging	Club
	Activities	Speakers	Games		I - Independence	County
	Items for group's	Demonstrations	Team Building		G - Generosity	Region
	decision making		Refreshments		M - Mastery	State
October						
November						
December						
January						
February						
March						
April						
May						
June						
July						
August						
September						

4-H Club or Group Budget

Date: ____________

Club Name: ____

Start Date: ____________ **End Date:** ____________

Total Opening Balance: ____________

A budget for each 4-H club or group is required for Chartering if the 4-H club or group accepts or disburses any money.

The budget can be as simple or complex as needed for 4-H club or group members to clearly understand how 4-H club or group funds are received and spent. All budgets should be approved annually by the 4-H club or group membership and a copy needs to be provided to the club leader and county Extension office.

Estimated Income (Source, Use, Purpose)	Budgeted

Total Income: ____________

Estimated Expenses (Describe)	Budgeted

Total Expenses: ____________

Closing Balance: ____________

We certify that this proposed budget was approved by the club or group members on (Date) ____________.

President's or Treasurer Signature and Date: ____________________

Extension Staff's Signature and Date: ____________________

Date: ____________

4-H Annual Financial Report

Club Name: ________________________________

CLUB YEAR BEGINNING BALANCE	Date:	$
INCOME: Categorized by Source	Amount	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	Total Income	+$
EXPENSES: Categorized by Source	Amount	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	$	
	Total Expenses	-$
	End of Year Balance	=$
	Uncleared checks	$
	Adjusted balance should match statement	$
Attach to this report: Bank Statements, Bills, Receipt Copies		
Treasurer Signature:	Date:	
President Signature:	Date:	
Club Leader Signature:	Date:	

Money Management

5 RULES FOR MANAGING RECEIPTS AND REIMBURSEMENTS

Rule #1: Document Every Single Check or Financial Transaction

Every check or transaction must have a matching receipt or invoice kept in your files. On each receipt, clearly write the date paid, the amount, and the check number.

Example: If you pay Store LLC for club supplies, write on their store receipt: "Paid $142.38, 10/15/26, Check #721."

Rule #2: Require Receipts for Personal Reimbursements

If you write a check to reimburse a member or volunteer for club expenses, they must provide the original receipts. Attach those receipts to your records and write the check details on them, just like in Rule 1.

Note: Simply writing a note on the check's "memo" line is not enough proof for an audit.

Rule #3: Handle Multiple Receipts Clearly

If someone submits multiple receipts to be paid back with a single check, write the same check number and date on every receipt, but note the specific amount that applies to that individual receipt.

Rule #4: Itemize Mixed Receipts

If a receipt includes both club expenses and personal items, clearly circle and label the club's portion.

Example: If someone submits a $650 grocery receipt, but only $28.66 was for 4-H workshop supplies, write "Club Expense: $28.66" on the receipt, along with the date and check number.

Rule #5: Never Sign Your Own Check

To protect everyone involved, no one should ever write and sign a reimbursement check to themselves. There are legal consequences that could occur if this happens.

Example: If you (the treasurer) are being reimbursed for club supplies, have a second approved leader or adult account signer review your receipts, approve the expense, and sign the check for you.