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

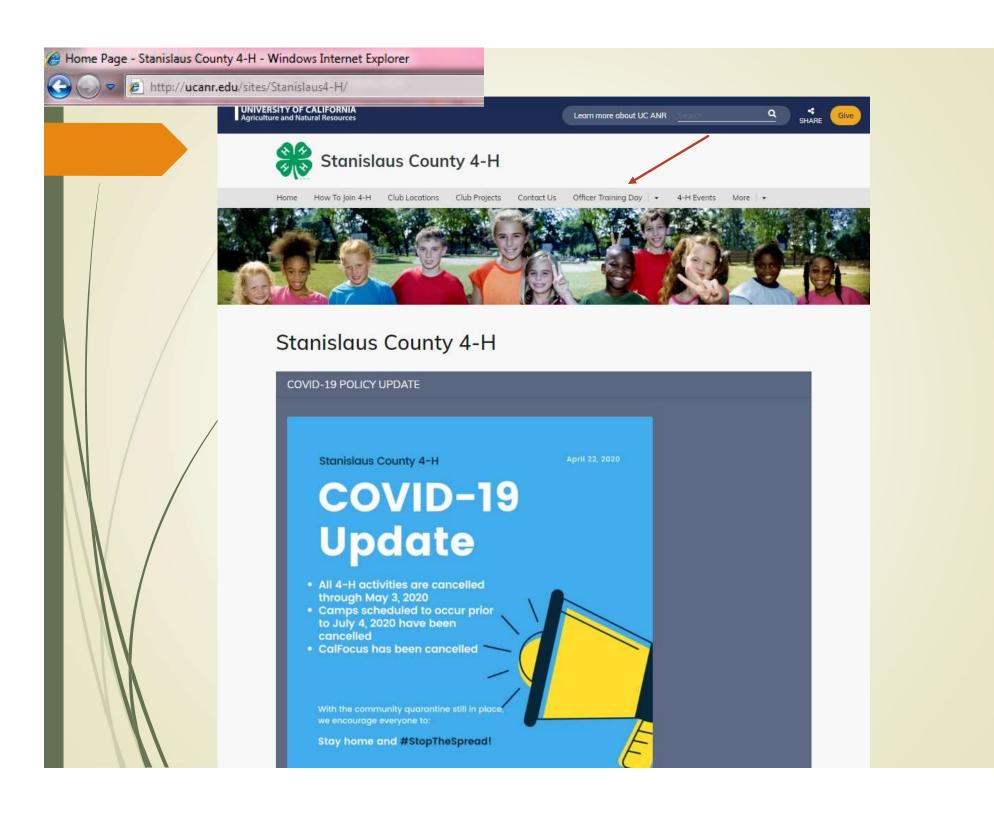
- Make your own cover page or use one provided.
- Include Club name, the 4-H year which is <u>July 1, 2020 to June 30, 2021</u>, Treasurer's name, President's name, Community Club Leader's name, and Treasurer advisor if you have one.

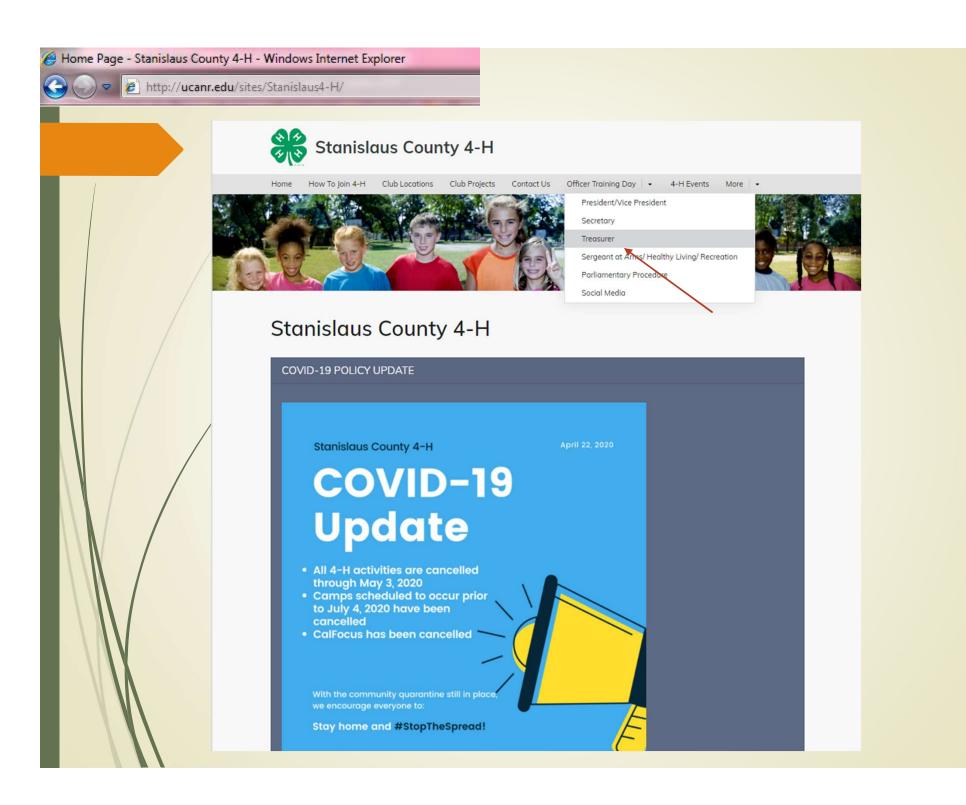
- Club Budget, Form 8.4 (Sub Account budgets if you have them). Excel Sheet
- 2019-2020 budgets were with your completed Treasurer Book (if it wasn't included it is late)
- 2020-2021 budgets are due August 1, 2021 with your completed Treasurer Book.
- Fundraising Approval, Form 8.7, are required to be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

- 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"











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.

- Audit Report, <u>Year-End Club Peer Review</u>, Form 8.5, and <u>Year-End Club Peer Review Checklist</u>, 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.

- Annual Inventory Report, Form 6.2 or design your own
- Bank Statements with reconciliation report. <u>Checkbook Balancing</u>, 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

Date Submitted:	
Payable to:	× <u> </u>
Address if needed:	
	·
Amount:	
Check number:	72
Date Issued:	P
For (Purpose):	
Receipt Attached	YESNo
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

Payee:		For Treasurer Use	
Address:		Check No.	
Date Requeste	ed:	Date of Issue: Amount of Check:	
Requested An	nount:	Amount of check.	
Budgeted Cat	egories:		
Date	Description		Amount
			TOTAL \$
Please attach	ORIGINAL receipts for all	expenses (No reimbursemen	t without a receipt or a
	issing Receipt Form 8.10)		
Approved by:		_	
		The section of the se	
Treasurer (pri	nt name)	Signature	Date
	Club Leader (print name)	Signature	Date



Reimbursement for Expenses Request



Date Submitted:		
Payable to: David	Kimball	
Amount: \$ 23.	83	
Specific Item(s) Purch	nased: certificates, ca	indy, cleaning wipe
Receipt Attached:	**	3
If no please explain:		
Present surplum _		
P		
5		
5	O Printing/Newsletter	O Change
Sub Account:		
Sub Account: O Insurance	O Printing/Newsletter	O Change
Sub Account: O Insurance O Materials Fee	O Printing/Newsletter O Sign-up-Day	O Change O Storage Shed O Miscellaneous
Sub Account: O Insurance O Materials Fee O Club Assessment	O Printing/Newsletter O Sign-up-Day Awards/16.49	O Change O Storage Shed O Miscellaneous Cleaning committee
Sub Account: O Insurance O Materials Fee O Club Assessment O T-Shirts	O Printing/Newsletter O Sign-up-Day Awards 16.49 O Club Officer	O Change O Storage Shed O Miscellaneous

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

Check # 1248 Check Date 2/28/20





Make Check Pavable, Send Pavment to: Should be a tangible item, property of the Orange Blossom 4-H. Make Check Pavable, Send Pavment to: Shound Date: Ood 17. Make Check Pavable, Send Pavment to: Shound Date: Ood 17. Total: Total: Date: Ood 17. Date: Ood 17. Date: Ood 17. Date: Ood 18. Date: Ood 19. 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 one-payment. Questions call the Community Club Leader. Payments and reimbursements for project items must have reproject leader's signature for approval. All items purchased must be tangible items and are property of the Orange Blos and Stanislaus County 4-H Community Cound. Payments and reimbursements can not apply toward: entry fees, dispose items or sponsorships; with exception for approved Club Correspondence, Member's Awards, College Scholarships and, Conferences, Camps and Community Club Special Events (i.e. Rodeo Parade, Community Services). Receipt(s) must be a to this form upon submission for payment / reimbursement.	end Requests	to:			uest for l		
Project: Graats Account Number And O0000 St. Graats Project: Graats Project: Graats Project: Graats Account Number And O0000 St. Graats Project: Graats Project: Graats Project: Graats Account Number And O0000 St. Graats Project: Graat	locc	a Rudd	v Treasurer		Date:	919/10	7
Purchase Date: Description					Project:	Goats	5
Make Check Pavable, Send Pavment to: Shawan Ladlow Club Leader Approval: and/ Project Leader Approval: and/ Project Leader Approval: Approved to the Orange Blossom 4-H. Date: Da	3000						
Make Check Pavable, Send Pavment to: Sharran Ludlow Po Box 1678 Club Leader Approval: and/ Co-Leader Approval: and/ Project Leader Approval: Date: 10 10 14 Date: 10 14 Dat	Purchase Date:		Description		Receipt Number	Account Number	Amount
Make Check Pavable, Send Pavment to: Sharry Ludlow Po Bcx 1478 49536 Club Leader Approval: and/ Co-Leader Approval: 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 paymen non-payment. Questions call the Community Club Leader. Payments and reimbursements for project items must have reproject leader's signature for approval. All items purchased must be tangible items and are property of the Orange Blos and Stanislaus County 4-H Community Council. Payments and reimbursements can not apply toward: entry fees, disposs items or sponsorships; with exception for approved Club Correspondence, Member's Awards, College Scholarships and, Conferences, Camps and Community Club Special Events (i.e. Rodeo Parade, Community Services). Receipt(s) must be a to this form upon submission for payment / reimbursement.	00/00/00			Blossom 4-H.	1		\$0.00
Make Check Pavable, Send Pavment to: Shawan Ludlow Po Box 1678 Club Leader Approval: and/ Co-Leader Approval: and/ Project Leader Approval: Date: Dat	115/19	Suppl	ies for Fair		Su Akild	400	122.12
Club Leader Approval: and/ Co-Leader Approval: and/ Project Leader Approval: Date: 10 10 19 Date: 10 10 19					7		
Club Leader Approval: and/ Co-Leader Approval: Date: 10 10 19 Date: 10 10 1		and a second D				Total:	13.2.13
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 paymer non-payment. Questions call the Community Club Leader. Payments and reimbursements for project items must have reproject leader's signature for approval. All items purchased must be tangible items and are property of the Orange Blos and Stanislaus County 4-H Community Council. Payments and reimbursements can not apply toward: entry fees, dispositems or sponsorships; with exception for approved Club Correspondence, Member's Awards, College Scholarships and, Conferences, Camps and Community Club Special Events (i.e. Rodeo Parade, Community Services). Receipt(s) must be a to this form upon submission for payment / reimbursement.	SE	hanno o Box oakda					1./19
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 paymer non-payment. Questions call the Community Club Leader. Payments and reimbursements for project items must have reproject leader's signature for approval. All items purchased must be tangible items and are property of the Orange Blos and Stanislaus County 4-H Community Council. Payments and reimbursements can not apply toward: entry fees, dispos items or sponsorships; with exception for approved Club Correspondence, Member's Awards, College Scholarships and, Conferences, Camps and Community Club Special Events (i.e. Rodeo Parade, Community Services). Receipt(s) must be a to this form upon submission for payment / reimbursement.			A and)		with	10/19
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 paymer non-payment. Questions call the Community Club Leader. Payments and reimbursements for project items must have reproject leader's signature for approval. All items purchased must be tangible items and are property of the Orange Blos and Stanislaus County 4-H Community Council. Payments and reimbursements can not apply toward: entry fees, dispositems or sponsorships; with exception for approved Club Correspondence, Member's Awards, College Scholarships and, Conferences, Camps and Community Club Special Events (i.e. Rodeo Parade, Community Services). Receipt(s) must be a to this form upon submission for payment / reimbursement.			J. Joseph C			Date:	10114
11661	defined accounon-payment. project leader and Stanislaus items or spons Conferences, (to this form up	nt number Com Questions call t 's signature for a c County 4-H Cor sorships; with ex Camps and Com pon submission 's Signature:	munity Club approval will be require he Community Club Leader. Paymen approval. All items purchased must t mmunity Council. Payments and rein cception for approved Club Correspo munity Club Special Events (i.e. Rode for payment / reimbursement.	d prior to payr ts and reimbur e tangible iter abursements on ndence, Memi eo Parade, Con	ment and may re rsements for pro ns and are prope an not apply tow ber's Awards, Co	sult in delayed p ject items must l rty of the Orang ard: entry fees, llege Scholarship). Receipt(s) mu	have registere te Blossom 4-h disposable os and/or 4-H
Upon Payment 06556 Kuddy 10/10/1 Check #: 3278	Upon	Payment	Desse Kudel	y	Check #:	3278	3

Understanding A Check

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

PAY TO THE
ORDER OF

S

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

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

|: 760005678|: 0555 345" '678 9 0.||

Sally Brown

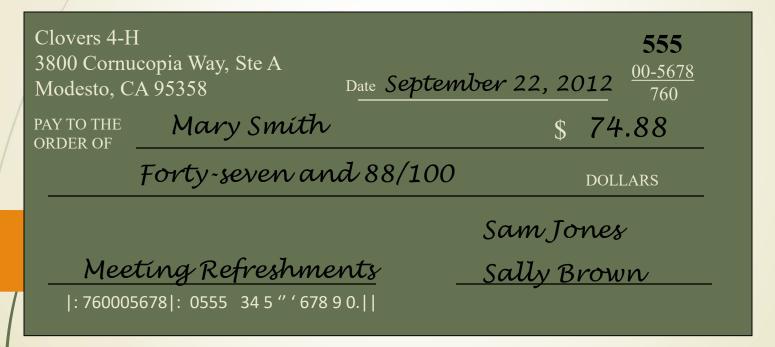
Writing A Check

- 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?

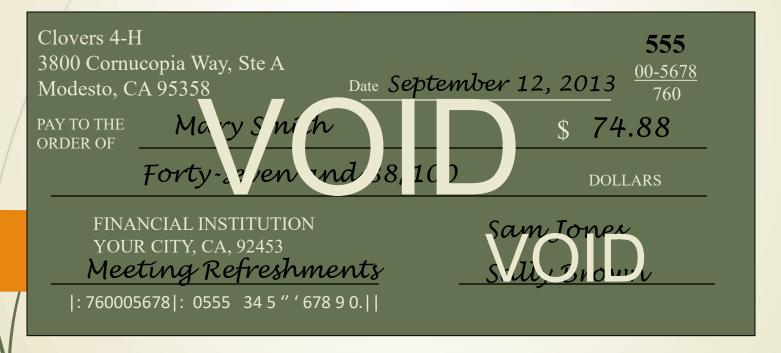
- Usually the president, treasurer, club leader, and one other adult from your club
- Banks vary on their rules for Signature cards
- No two signatures should be from the same family. A signer cannot sign on a check made out to himself or herself.

If you make a mistake...



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

If you make a mistake...



Keep a copy of the voided check in the Treasurer Book

Fill Out Reimbursement Form for Voided Check

Date Submitted:	Voided Check	
Payable to:	<u> </u>	95
Address if needed:	(c)	
Amount:	\$0	
Check number:	555	
Date Issued:	15 <u>-</u>	
For (Purpose):	1-	
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

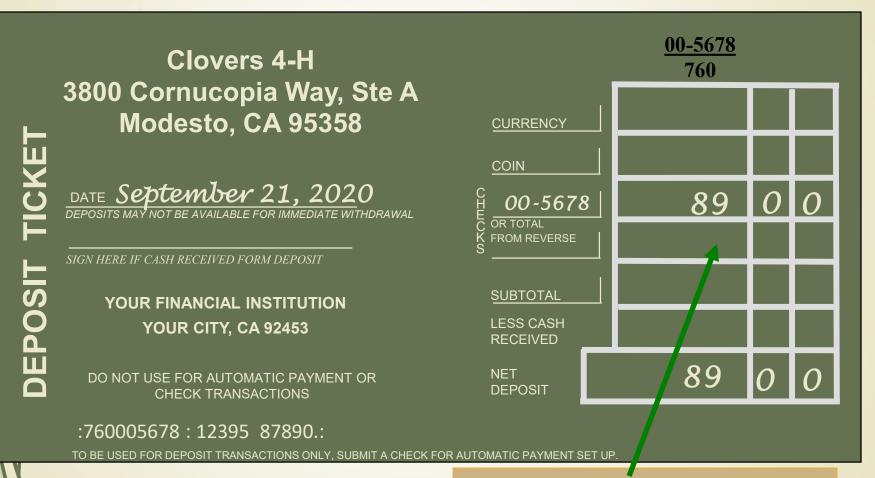
Deposit Record

		Deposit Record	Date: Amount:	
Date of check	Check Number	Received From		Amount
For: _				
Comments _				

Keep a list of checks you deposit and make a copy of the checks.

Date	Name (First & Last)	Fundraising Activities	Donations	Gifts	Other	Total Amount
		\$	\$	\$	\$	\$
						-
	TOTAL INCOME	\$	\$	\$	\$	\$
avab	ertify that I have receive	d the encount of				
ust be s	signed by two individual	s, one being an u	nrelated adult.)	r trie stated	ourpose.

Making Deposits



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

Endorsing Checks for Deposit

ENDORSE HERE

- 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

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 <u>separate</u> 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

<u>Treasurer Ledger</u>

4-H YDP CLUB LEDGER

 CLUB NAME
 Turlock Hoof N Horns
 OPENING BALANCE
 \$6,025.03

 LOCATION
 Stanislaus County
 CASH ON HAND
 \$0.00

 MONTH & YEAR
 July 1, 2019
 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
		1			
				_	
			TOTAL II	NCOME FOR MONTH	\$67.00

EXPENSES

DATE	CHECK	TO	PURPOSE	SUB-ACCOUNT TO	AMOUNT
7/10/2019	1393	Crista Brown	County Meeting Snacks	General	\$19.9
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	\$84.6
7/30/19	1397	Albert Silva	Fair Supplies	Swine/Goats/Shee p	\$502.35
			TOTAL EXPENS	SES FOR MONTH \$	\$669.1

| 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 & YEAF 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 DESCRIPTION	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-B	EGINNING BALANCE	-\$4.48
DATE		INCOME FROM	AMOUNT	BALANCE
			\$0.00	-\$4.48
			\$0.00	-\$4.48
			\$0.00	-\$4.48
DATE	RECEIPT	EXPENSE DESCRIPTION	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 DESCRIPTION	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 DESCRIPTION	C 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

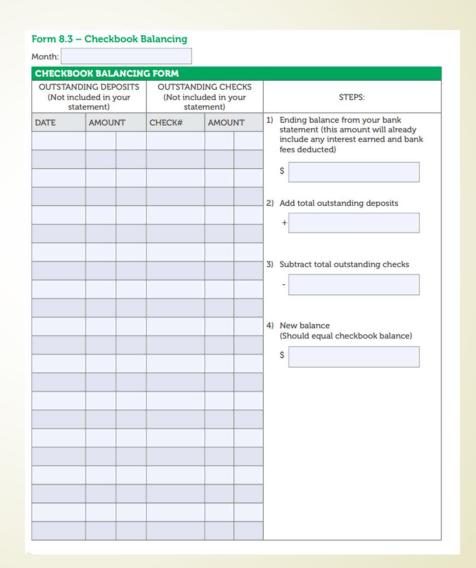
General \$3,312.58

Total all Subaccounts

Month End \$5,422.93

Balancing your checkbook

- Look on the back of your bank statement or use Form 8.3
- Use one of the balancing tools on the Treasurer page
- Ledger spreadsheet



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

Previous Bala + Deposits/C - Checks/Deb	redit its	7-31-20 10 11	64,765.9 2,986.5 2,237.0	2	
- Service Ch Current Balan Days in Curre	ce	31	65,515.4	3	
DESCRIPTIVE TRA Date 8-04 8-04 8-04 8-19 8-19 8-19 8-19 8-19 8-19 8-19 8-20	NSACTIONS *Tracer 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Description MOBILE REMOTI	E DEP E DEP E DEP E DEP E DEP E DEP E DEP E DEP	******	*********** Amount 1294.00 275.00 40.00 444.00 164.00 116.00 74.50 55.00 24.00 500.00
CHECKS PAID *** Seria No 338 338 338 338 338 338	Date 8-31 8-03 8-17 6* 8-11 7 8-10	Amount 433.00 433.00 433.00 112.67 283.00 33.94	Serial No. 3390	Date * 8-17 * 8-04 8-31 8-21	Amount 288.90 19.5: 100.00 50.00
DAILY BALANCE S Date 7-31 8-10 8-18 8-21	UMMARY **** Balance 64765.95 65639.44 64754.87 66048.43	8-11 8-19	**************************************	******** Date 8-04 8-17 8-20	**************************************
OVERDRAFT CHARG	ES/REFUNDS S	OPERA	**************************************		**************************************

DN & YEAR	Stanislaus County August 2020			PENING BALANCE	\$57,661.99	
:	August 2020	-		CASH ON HAND	\$0.00	
			TOTAL OP	PENING BALANCE	\$57,661.99	
RECEIP	T FROM	LINE	PURPOSE	:UB-ACCOUNT TO	AMOUNT	
	Mt. View 4-H		Enrollment 19-20		\$1,294.00	
	CM Construction & Maint		Leaders Dinner Live Auction		\$275.00	
	Mt. View 4-H		Mailing & Office Fees 19-20		\$40.00	
	Ceres 4-H		Enrollment 19-20		\$444.00	
	Wood Colony 4-H		Enrollment 19-20		\$116.00	
	Pam Marquez		Enrollment 20-21		\$74.50	
	Shooting Stars 4-H		Enrollment 19-20		\$164.00	
	Westport 4-H		Enrollment 19-20		\$24.00	
	Ceres 4-H		Mailing & Office Fees 19-20		\$55.00	
	Ca 4-H Foundation		Donation to Turlock Eagles 4-1	1	\$500.00	
			TOTAL INCO	ME FOR MONTH	\$2,986.50	Check
					1	CHECK
ES						#3388, 339
CHECK	то	LINE	PURPOSE	UB-ACCOUNT TO	AMOUNT	π 3300, 337
3388	Staples		Leaders Training Supplies	 	\$33.94	3392, 3393,
3389			Laptop Charger		\$97.08	0072, 0070,
3390	Shop 4-H/National 4-H Co	uncil	Outreach Supplies		\$288.90	3394, and
3391	Yolanda Cruz		Leaders Council Checks		\$29.09	
3392	Pam Marquez		Treasurer Book Supplies		\$19.51	3395 clear
		l .				
3393	UC Regents	_	SLC Payment		\$100.00	
3393 3394	UC Regents Cailin Casey		SLC Payment SLC Reimbursement		\$100.00 \$50.00	
						the bank.
3394	Cailin Casey		SLC Reimbursement		\$50.00	the bank.
3394 3395	Cailin Casey Cailee Flood		SLC Reimbursement SLC Reimbursement		\$50.00 \$50.00	
	3388 3389 3390	Ceres 4-H Wood Colony 4-H Pam Marquez Shooting Stars 4-H Westport 4-H Ceres 4-H Ca 4-H Foundation ES CHECK TO 3388 Staples 3389 Araceli Hernandez 3390 Shop 4-H/National 4-H Co 3391 Yolanda Cruz	Ceres 4-H	Ceres 4-H	Ceres 4-H	Ceres 4-H

Monthly Bank Reconciliation Month Ending August 31, 2020

			Bank Statement Date:		8/31/2020	
Endi	ng Balance from E	Bank Statement	- Regular Business Che	ecking		\$65,515.43
Add [Deposits in Trans	it:				
	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	
Т	otal Deposits in T	ransit				\$0.00
Subt	otal					\$65,515.43
Subti	ract Outstanding (Checks:				
<u>C</u>	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 \$400.00 City of Oakdale 3398

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

Total Outstanding Checks	If the difference is	\$6,485.46
Computed Book Balance	not zero, there is an	\$59,029.97
Balance per Your Books / Ledger	error and you need	\$59,029.97
Difference	to reconcile it.	\$0.00

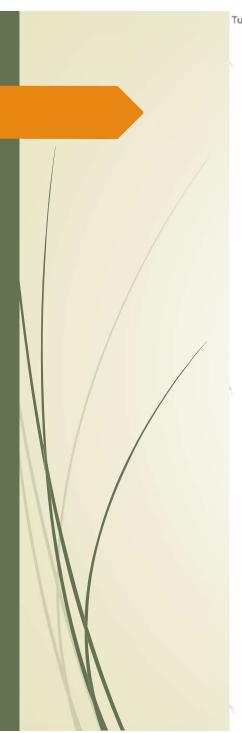
Budgets

- 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 BUDG	=1		
CLUB NAME			
LOCATION	TOTAL OPEN	IING BALANCE	\$2,000.0
YEAR	TOTAL OF E	IIIO DALAIICE	φ2,000.0
TEAK			
ESTIMATED INCOME (SOURCE, USE,	PURPOSE	BUDGETED	ACTUAL
Pancake Breakfast Ticket Sales		\$1,200.00	\$0.0
Pancake Breakfast Ad Sales		\$1,000.00	\$0.0
Supply Sales		\$200.00	\$0.0
		\$0.00	\$0.0
		\$0.00	\$0.0
		\$0.00	\$0.0
		\$0.00	\$0.0
PROJECTS (SUB-ACCOUNTS)		\$0.00	\$0.0
		\$0.00	\$0.0
	la de	\$0.00	\$0.0
		\$0.00	\$0.0
	TOTAL INCOME	\$2,400.00	\$0.0
		10.000.1	- 12
ESTIMATED EXPENSES (DESCRIBE)		BUDGETED	ACTUAL
Pancake Breakfast Supplies		\$400.00	\$0.0
Club Purchase of Supplies		\$200.00	\$0.0
Printing and Postage	4	\$200.00	\$0.0
Camp Scholarships		\$500.00	\$0.0
Leaders Dinner		\$300.00	\$0.0
End of year Pizza Party		\$600.00	\$0.0
		\$0.00	\$0.0
PROJECTS (SUB-ACCOUNTS)		\$0.00	\$0.0
		\$0.00	\$0.0
		\$0.00	\$0.0
	1	\$0.00	\$0.0
	TOTAL EXPENSES	\$2,200.00	\$0.0
-	OTAL CLOCING DALANCE	\$2,200.00	do 4
	OTAL CLOSING BALANCE	\$2,200.00	\$0.0
We certify that this budget was approv	ed by the club/unit meeting on (d	ate)	
Chule Dragidantla Circ di	T	wanta Ciar -t	
Club President's Signature:	ireası	urer's Signature	
Club Leader's Signature:			
	82/0		

		Kiernan Klovers Budget 2019-2020	
	Income:	Budgeted	
	Carryover	2018/2019 Year	\$3,800.00
	Fundraiser	Bake Sale Texas Roadhouse Tri Tip Dinner and Silent Auction Yogurt Mill Panda Express	\$200.00 \$1,500.00 \$4,000.00 \$75.00 \$150.00
	Member fees	Member fees	\$1,575.00
	Total Income		\$11,300.00
	Expenses:		
	Administration	Copies/Paper Postage/Stationary Checks	\$100.00 \$35.00 \$35.00
	Club Supplies	Awards Prize Fund	\$400.00 \$150.00
	Community Service	Soroptomist Tree Community Relief Fund	\$375.00 \$75.00
	Projects	Fair Display Fair Insurance/Tack Area Equipment	\$600.00 \$175.00 \$500.00
	Leaders	Conference Leaders Dinner	\$0.00 \$250.00
	Meeting Expenses	Officer/Leader Officer Retreat	\$150.00 \$100.00
	Membership Fees	Forecast Insurance Assessment Leaders/Returning Members 25% fees covered by club	\$125.00 \$1,150.00 \$300.00 \$1,570.00
	Club Events	Family Fun Day Open House - Ice Cream Social December Potluck End of Year Potluck	\$1,500.00 \$100.00 \$30.00 \$30.00
\\\X	Outreach	Parades Window Display	\$150.00 \$100.00
	Scholarship/Donations	Scholarships Camp Conferences	\$750.00 \$1,500.00 \$1,050.00
	Total Expenses:		\$11,300.00



4-H YDP CLUB BUDGET 2020 - 2021

CLUB NAME Turlock Eagles 4-H

\$3,437.50 DTAL OPENING BALANCE LOCATION Turlock

YEAR 2020-2021

ESTIMATED INCOME (S	OURCE, 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

\$11,725.00 \$0.00 TOTAL INCOME

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/Meeting	ngs	\$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: Clavissa Margal
Club Treasurer's Signature: Margal
Club Leader's Signature: Acrey & May

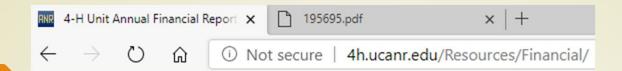
Fundraising Information

- 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 <u>Fundraising to Benefit Groups or</u> <u>Organizations by 4-H Units and VMOs</u>.

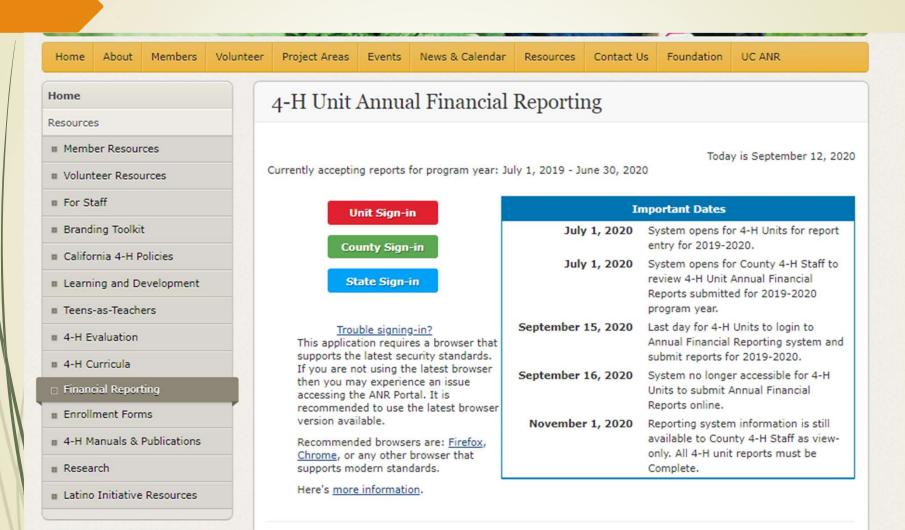
88	RETAIN FOR TAX PURPOSES TAX YEAR:	University of California EIN # 94-3067788
Z 11 5	RECEIPT VALUE*:	For questions, contact information for local
		4-H Offices is available at http://4h.ucanr.edu
	4-H [Oonation Receipt
NAME:		ITEMS DONATED:
DATE:		
ADDRESS:		
is the policy of t arassment of a ttp://ucanr.edu/ ffirmative Action	he University of California (UC) and the UC Division any person in any of its programs or acti sites/anrstaff/files/169224.pdf) Inquiries regardir	ivities (Complete nondiscrimination policy statement can be found ng ANR's nondiscrimination policies may be directed to Linda Marie Manto
is the policy of t arassment of a ttp://ucanr.edu/ ffirmative Action	he University of California (UC) and the UC Division any person in any of its programs or acti sites/anrstaff/files/169224.pdf) Inquiries regardir	on of Agriculture & Natural Resources not to engage in discrimination against in titles (Complete nondiscrimination policy statement can be found any and any statement can be found any and street and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 75
is the policy of t arassment of a ttp://ucanr.edu/ ffirmative Action	he University of California (UC) and the UC Division any person in any of its programs or activities/anrstaff/files/169224.pdf) Inquiries regarding Contact, University of California, Davis, Agriculting RETAIN FOR TAX PURPOSES	ivities (Complete nondiscrimination policy statement can be found ng ANR's nondiscrimination policies may be directed to Linda Marie Manto
is the policy of to arassment of a ttp://ucanr.edu/ ffirmative Action	he University of California (UC) and the UC Division any person in any of its programs or actisites/anrstaff/files/169224.pdf) Inquiries regarding Contact, University of California, Davis, Agriculta RETAIN FOR TAX PURPOSES TAX YEAR:	ivities (Complete nondiscrimination policy statement can be found ng ANR's nondiscrimination policies may be directed to Linda Marie Manto ture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 75 University of California EIN # 94-3067788
is the policy of t arassment of a ttp://ucanr.edu/ ffirmative Action	he University of California (UC) and the UC Division on the UC Division of the UC Divisio	University of California EIN # 94-3067788 For questions, contact information for local
is the policy of t arassment of a ttp://ucanr.edu/ ffirmative Action	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
is the policy of t arassment of a ttp://ucanr.edu/ ffirmative Action	RETAIN FOR TAX PURPOSES TAX YEAR: AUCTION ITEM SALE PRICE*:	University of California EIN # 94-3067788 For questions, contact information for local
arassment of a	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

*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.



ON ATE NO



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