

4-H New Brunswick Treasurer's Book



Name of Club: _____

Year: _____

Treasurer's Name: _____

4-H Motto:

“Learn to do by Doing”

4-H Pledge:

“I pledge:

My HEAD to clear thinking,
My HEART to greater loyalty,
My HANDS to larger service,
My HEALTH to better living,

For my club, my community, my county and my world.”

4-H Grace:

(Tune of Auld Lang Syne)

“We thank thee Lord, for blessings great
On this, our own fair land.

Teach us to serve thee joyfully,
With head, heart, health and hand.”

Mission Statement:

“New Brunswick 4-H will develop life skills for its members and leaders,
and will improve the quality of life and increase the awareness of agriculture
and the environment, for all stakeholders.”

**“In all 4-H activities, the emphasis is to be on
participation and learning,
not winning.”**



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Table of Contents:

1. Responsibilities of the Treasurer
2. Writing a Cheque
3. Writing a Receipt
4. Writing a Deposit Slip
5. Member Dues
6. Glossary
7. How to Fill Out the Treasurer's Report
8. Example Treasurer's Regular Meeting Report
9. Treasurer's Regular Meeting Report
10. Treasurer's Annual Statement
11. Work Sheets

Responsibilities of the Treasurer:

The treasurer is the club's bookkeeper. They keep track of all money received and spent. The treasurer is responsible for the funds of the organization, and the treasurer gives a report of the funds and all money transactions at each meeting.

It is the duty of the treasurer to:

1. Collect all monies owed to the club
2. Keep a record of all the financial matters of the club, including receipts, and to prepare a financial statement for each meeting.
3. Deposit funds in a club financial institution. A minimal amount of cash may be kept on hand (Petty Cash) for the club by the treasurer, receipts are required.
4. Give a report of money collected and bills paid at each meeting, and must be ready to give an account of the funds at any time upon request of members, leaders, or the N.B. 4-H Council Ltd.
5. Act as a signing officer on all cheques. The treasurer, president and one other member or leader usually acts as co-signers; two signatures are required for all cheques.
6. Pay accounts approved by the organization and keep bank statements, invoices and receipts on file.
7. Keep a clear and complete ledger of all financial transactions.
8. Submit an annual report showing receipts, payments and balance on hand.

The treasurer must keep a record of all the money made and spent by the club.

Writing a Cheque:

1. The cheque stub should be filled out with the cheque number, the date, the amount, the name of the payee (who the cheque is payable to), and the purpose.
2. Date the cheque.
3. Write the name of the payee in the space provided on the cheque.
4. Write the amount of the cheque (in numeral form) in the box provided, then write out the amount of the cheque (in alphabetical form) in the space provided.
5. Make sure your club's name is either printed on the cheque or that you write it on the top left corner or in the center.
6. Sign the bottom of the cheque and have one other signing officer sign it as well.
7. Keep your stubs as a record of all cheques written.
8. Erasures and/or changes should be avoided in writing cheques. If a mistake is made while writing a cheque, the cheque should be destroyed and a new one written. In such cases the cheque with the mistake should have "VOID" written across it and should be torn into small pieces so that no one can make use of it and "VOID" should also be written on the cheque stub.

Sample copy of a cheque:

Organization Name And Address	No. 1
Pay to the Order of <u>John Doe</u>	Date: (dd/mm/yyyy) <div style="border: 1px solid green; padding: 2px; display: inline-block;">\$5.00</div>
Amount: <u>Five</u> /100 DOLLARS	
RE _____	Per <u>Jane Smith (President)</u> Per <u>Mary Brown (Treasurer)</u>

Cheque forms vary from one bank to another, but the information filled in on the illustration is required on most cheques.

Writing a Deposit Slip:

1. Fill out your account number, your club's name and the date on the spaces provided.
2. The person who is making the deposit (an officer or leader) must sign the slip in the space provided.
3. List the cheques received and to be deposited in the **cheque** area, and if there is room, what it was for. Also, write the total cheque amounts.
4. In the **cash** area, list the denominations receives and the quantity of each.
5. Write the total amount of cash in the **dollars** area for each denomination.
6. If there is any change, write the amount by **coin**.
7. Write the total amount by **total cash** and write the total amount of cheques by **total cheques and coupons**. Then, add the total cash and total cheques together and record the amount in the space provided.
8. If the club is taking out any money from a cheque received, write the amount to be taken out by **less cash received** and subtract that from the total of cash and cheques, then make a new total.
9. Finally, write the balance of your account and have the teller initial the slip.

Sample copy of a Deposit Slip:

Name of Bank		
Account Number: <u>1001-01</u>		
Name: <u>Riverside</u>		
Date: <u>May 4, 2021</u>		
Depositor's		
Signature <u>Mary Brown</u>		
<u>Cheques</u>	<u>Cash</u>	<u>Dollars</u>
John Doe	\$25.00	X \$1 coin
		X \$2 coin
		4 X 5 \$20.00
		6 X 10 \$60.00
		4 X 20 \$80.00
		X 50
		X 100
		COIN \$0.75
		Total Cash: \$160.75
		Total cheques and coupons: \$25.00
		Total cash and cheques: \$185.75
		Less cash received:
		Net
Deposit: \$185.75		
Balance of Account: \$650.25		
Teller's Initials: KO		

A slip like this is often used in the depositing of funds. If possible, get a duplicate and keep in your records.

Glossary:

1. Receipts (credits/incomes)- is any money that comes into the club. Ex. From club dues, a bake sale, or donation.
2. Expenditures (debits/expenses)- are the expenses that the club must pay out. Ex. Any bills or items that the club may buy.
3. Accounts Payable (accounts receivable)- are any bills that the club has received but has not yet paid.
4. Balance Forward- is the balance of the account after all receipts have been added to the amount and all expenditures have been subtracted from the total.

How to Fill Out the Treasurer's Report:

1. Record the balance of the account from the last meeting.
2. If the Riverside 4-H club collects \$160 in member dues and \$250 at a bake sale, then the money is regarded as receipts and is listed in the receipt section.
3. If the club buys food for a meeting for \$47 and a banner costing \$36, then these expenses are recorded in the expenditures section.
4. The total amount of the receipts is calculated and is subtracted from the new balance, and another new balance is calculated.
5. This second new balance is then written beside Balance Forward and it indicates the current balance in the account.
6. Any bills that need to be paid are listed under Accounts Payable.

Treasurer's Regular Meeting Report:

Club Name: Riverside

Date of Meeting: May 2004

Balance of account last meeting: \$650.25

Incomes:

Work Space:

Bake Sale \$250

Member Dues \$160

Total: \$410

Expenses:

Banner \$36

Food \$47

Total: \$83

Previous Balance: \$650.25

Incomes: + \$410

Total: \$1060.25

Expenses: -\$83

New Balance: \$977.25

Accounts Payable:

Hay \$45

Total: \$45

Treasurer's Signature: Mary Brown

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

_____ _____
_____ _____

Total: _____

Treasurer's Signature: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Regular Meeting Report:

Club Name: _____

Date of Meeting: _____

Balance of account last meeting: _____

Incomes:

Work Space:

Total: _____

Expenses:

Total: _____

Previous Balance: _____

Incomes: _____

Total: _____

Expenses: _____

New Balance: _____

Accounts Payable:

Treasurer's Signature: _____

Total: _____

Treasurer's Annual Statement:

Club: _____

Year: _____

Leader: _____

Balance of account at the start of the year: _____

Month:	Income Amount:	Expense Amount:
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
Totals		

Balance of account at years end: _____

Signed: _____ President

Signed: _____ Treasurer

Signed: _____ Leader

Note: for further information, refer to the monthly treasurer's reports.