



ANNUAL
4-H CLUB TREASURER'S REPORT

OFFICER'S NAME

OFFICER'S GRADE

CLUB NAME

CLUB ENROLLMENT

GRADES IN CLUB

4-H Treasurer's Report Contest Guidelines

The following information applies to the 4-H Club Treasurer's Report Contest on the financial activities of your club this 4-H year.

The report should be organized as follows:

1. Begin with basic information about your club; club name, address, enrollment and grade range of members.
2. Include all of the 4-H Treasurer's Report forms. You should have **five** (5) monthly report forms; November to March.
3. Complete the Summary forms as follows:
 - A. **Receipts**
 1. Fill in the name of your club
 2. Write the date of your first report in the "Beginning of the Year" Blank. Also, write in the amount of money your club started the school year with.
 3. List each of the receipts your club had during the year in the blanks. This should correspond with your monthly reports.
 4. Total up all money taken in and write it in the total receipts blank.
 - B. **Disbursements**
 1. List all expenses your club had this year. This should correspond with your monthly reports.
 2. Add up all of the money the club spent this year and write it in the TOTAL DISBURSEMENTS blank.
 3. Subtract the TOTAL DISBURSEMENTS from the TOTAL RECEIPTS to get your end of the year balance.
 4. Write the date that you completed your report and the BALANCE ON HAND.
 5. Don't forget to sign.
4. The report should be assembled in a sturdy binder. The 4-H record books cover is ideal. **DO NOT INCLUDE PICTURES, NEWS ARTICLES, BANK STATEMENTS OR ANY OTHER SUPPORTING MATERIAL.**

REMEMBER: This is not a contest to see which club has the most money or even how it is spent. The contest is on record keeping.

Today's Date _____

4-H TREASURER'S REPORT

Report of _____ 4-H Club

Last Month's Date

\$ _____
Balance on hand

Receipts (money taken in)

Total

\$ _____

Disbursements (money spent)

Total \$ _____

Today's Date

Balance on Hand

Signed by: _____

Treasurer

Today's Date _____

4-H TREASURER'S REPORT

Report of _____ 4-H Club

Last Month's Date

\$ _____
Balance on hand

Receipts (money taken in)

Total

\$ _____

Disbursements (money spent)

Total \$ _____

Today's Date

Balance on Hand

Signed by: _____

Treasurer

Today's Date _____

4-H TREASURER'S REPORT

Report of _____ 4-H Club

Last Month's Date

\$ _____
Balance on hand

Receipts (money taken in)

Total

\$ _____

Disbursements (money spent)

Total \$ _____

Today's Date

Balance on Hand

Signed by: _____

Treasurer

Today's Date _____

4-H TREASURER'S REPORT

Report of _____ 4-H Club

Last Month's Date

\$ _____
Balance on hand

Receipts (money taken in)

Total

\$ _____

Disbursements (money spent)

Total \$ _____

Today's Date

Balance on Hand

Signed by: _____

Treasurer

Today's Date _____

4-H TREASURER'S REPORT

Report of _____ 4-H Club

Last Month's Date

\$ _____
Balance on hand

Receipts (money taken in)

Total

\$ _____

Disbursements (money spent)

Total \$ _____

Today's Date

Balance on Hand

Signed by: _____

Treasurer

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4-H TREASURER'S REPORT
SUMMARY

RECEIPTS

(Money taken in during the year)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
11.	_____	\$ _____
12.	_____	\$ _____
13.	_____	\$ _____
14.	_____	\$ _____
15.	_____	\$ _____
TOTAL RECEIPTS		\$ _____

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SUMMARY

DISBURSMENTS

(Money spent during the year)

1.	_____	\$	_____
2.	_____	\$	_____
3.	_____	\$	_____
4.	_____	\$	_____
5.	_____	\$	_____
6.	_____	\$	_____
7.	_____	\$	_____
8.	_____	\$	_____
9.	_____	\$	_____
10.	_____	\$	_____
11.	_____	\$	_____
12.	_____	\$	_____
13.	_____	\$	_____
14.	_____	\$	_____
15.	_____	\$	_____

TOTAL DISBURSMENTS \$ _____

_____ \$ _____

TODAY'S DATE

BALANCE ON HAND

SIGNED _____

4-H CLUB TREASURER