

# TREASURER

ILLINOIS 4 – H CLUBS

RECORD BOOK

Year

Club Name

Treasurer

Treasurer's Address

Phone



## Illinois 4-H Club Annual Financial Statement

In order to re-enroll, a completed financial statement and fiscal review must be submitted to the county Extension Office and approved by the County Extension Director.

\*\*PLEASE COMPLETE ALL SECTIONS\*\*

(Name and Location of Financial Institution)	
ee as of <b>September 1</b> , \$	
Income: *Itemization of Miscell	laneous Incom
\$	
\$	
eous - itemize*	
I line $A + B + C$ ) S	ted in Other
te plus Total Income (add line 1 + 2D) \$	
Expenses: Itemization of	of Miscellaneo
/ speaker fees \$ expenses (Re	
\$	
workshops \$	
\$	
\$	
nips \$	
e activities \$	
\$	
ous* \$	
dd lines A-I) \$	
(subtract Total Expenses line 4(J) from line 3) \$	
mounts that have not appeared on bank statements) \$	
ts that have not appeared on bank statements) \$	

<sup>\*\*</sup>If a contract or agreement is required, the Extension Business Office will obtain the signature for the document on behalf of the 4-H club.



#### Illinois 4-H Club Annual Financial Statement

In order to re-enroll, a completed financial statement and fiscal review must be submitted to the county Extension Office and approved by the County Extension Director.

Savings account balance at(Name and Locat	tion of Financial Institution)	
Savings account number		
1. Beginning Account Balance as of September	er 1	\$
2. Income Source:	Income:	
A. Donations	\$	
B. Fundraisers	\$	
C. Other / miscellaneous - itemize*	\$	
D. Total Income (add line $A+B+C$ )	\$	
3. Beginning Account Balance plus Total Income (a	add line 1 + 2D)	\$
4. Expense Categories:	<b>Expenses:</b>	
A. Transfer to checking account	\$	
B. Other:	\$	
C. Other:	\$	
D. Other:	\$	
E. Total Expenses (add lines A - D)	\$	
5. Balance as of <b>August 31</b> , (subtract Total E	Expenses line 4E from li	ne 3) <u>\$</u>
This certifies the above information is a correct staten	nent of financial activit	
(4-H Club Treasurer's signature)		(Date)
(4-H Club Leader's signature)		(Date)
Fiscal Review: (REQUIRED: Fiscal Review Committee should the account.)  We have examined the financial records including bank states.	statements, checks writt	
deposit slips, and receipts of this 4-H Club and find them	in good order.	
(Fiscal Review Committee signature)		(Date)
(Fiscal Review Committee signature)		(Date)
(Fiscal Review Committee signature)		(Date)





#### Illinois 4-H Club Annual Financial Statement—Checking Account

For Club to be re-enrolled, a completed annual financial statement and fiscal review must be submitted to the County Extension Office before September 30th of each new Extension year and approved by the County Extension Director.

\*\*For Clubs that only have one account type complete the appropriate form—ALL SECTIONS MUST BE COMPLETED\*\*

### County		This financial statement is for the period S	eptember 1,through Aug	gust 31,	
Name & Location of Financial Institution		4-H Club Name	Coun	ty	
1. Beginning Account Balance as of September 1,		Employer Identification Number	Checking ac	count number	
2. Income Source: Income: "Itemization of Miscellaneous Income A. Donations B. Fundraisers C. Other/miscellaneous - itemizations* D. Total Income (add line A + B + C) S. Beginning Account Balance plus Total Income (add line 1 + 2D) \$  4. Expense Categories Expenses: A. Meeting expenses/speaker fees B. Food/refreshments C. Project manuals/workshops D. 4-H Program Fees E. Trips F. Awards/Scholarships G. Community service activities H. Rental Fees** I. Other/Miscellaneous* - itemizations J. Total Expenses (add lines A-I) S. Balance as of August 31, 20 (subtract expense line 4J from line 3) 6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) 7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements)  This certifies the above information is a correct statement of financial activity for this 4-H Club.		Name & Location of Financial Institution_			
A. Donations B. Fundraisers C. Other/miscellaneous - itemizations* D. Total Income (add line A + B + C) S. Beginning Account Balance plus Total Income (add line 1 + 2D) S. Expense Categories Expenses: A. Meeting expenses/speaker fees B. Food/refreshments C. Project manuals/workshops D. 4-H Program Fees E. Trips F. Awards/Scholarships G. Community service activities H. Rental Fees** I. Other/Miscellaneous* - itemizations J. Total Expenses (add lines A-I) S. Balance as of August 31, 20 (subtract expense line 4J from line 3) G. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) S. Adjusted Balance (should agree with the end-of-year bank statement) This certifies the above information is a correct statement of financial activity for this 4-H Club.	1.	Beginning Account Balance as of Septeml	ber 1,		\$
B. Fundraisers C. Other/miscellaneous - itemizations* D. Total Income (add line A + B + C)  S. Beginning Account Balance plus Total Income (add line 1 + 2D)  4. Expense Categories Expenses:  A. Meeting expenses/speaker fees B. Food/refreshments C. Project manuals/workshops D. 4-H Program Fees E. Trips F. Awards/Scholarships G. Community service activities H. Rental Fees** I. Other/Miscellaneous* - itemizations J. Total Expenses (add lines A-I) S. Balance as of August 31, 20 (subtract expense line 4J from line 3) 6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) 7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements)  S. Majusted Balance (should agree with the end-of-year bank statement)  This certifies the above information is a correct statement of financial activity for this 4-H Club.	2.	Income Source:	Income:	*Itemization of Miscellaneous Income	
C. Other/miscellaneous - itemizations* D. Total Income (add line A + B + C) \$		A. Donations	\$		
D. Total Income (add line A + B + C) \$		B. Fundraisers	\$		
3. Beginning Account Balance plus Total Income (add line 1 + 2D) \$  4. Expense Categories Expenses:  A. Meeting expenses/speaker fees \$  B. Food/refreshments \$  C. Project manuals/workshops \$  D. 4-H Program Fees \$  E. Trips \$  G. Community service activities \$  H. Rental Fees** \$  I. Other/Miscellaneous* - itemizations \$  J. Total Expenses (add lines A-I) \$  Balance as of August 31, 20 (subtract expense line 4J from line 3)  6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) \$  7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements) \$  8. Adjusted Balance (should agree with the end-of-year bank statement) \$  This certifies the above information is a correct statement of financial activity for this 4-H Club.		C. Other/miscellaneous - itemization	ons*		
A. Meeting expenses/speaker fees \$		D. Total Income (add line A + B +C)	\$	Required if Income listed in Other	
A. Meeting expenses/speaker fees \$ B. Food/refreshments \$ C. Project manuals/workshops \$ D. 4-H Program Fees \$ E. Trips \$ F. Awards/Scholarships \$ G. Community service activities \$ H. Rental Fees** I. Other/Miscellaneous* - itemizations \$ J. Total Expenses (add lines A-I) \$ Required if Expense listed in Other \$ S. Balance as of August 31, 20 (subtract expense line 4J from line 3) \$ Coutstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ Coutstanding Checks (Add total of check amounts that have not appeare	3.	Beginning Account Balance plus Total Inc	ome (add line 1 + 2D)		\$
A. Meeting expenses/speaker fees \$	4.	Expense Categories	Expenses:		
C. Project manuals/workshops  D. 4-H Program Fees  E. Trips  F. Awards/Scholarships  G. Community service activities  H. Rental Fees**  I. Other/Miscellaneous* - itemizations  J. Total Expenses (add lines A-I)  S. Balance as of August 31, 20 (subtract expense line 4J from line 3)  6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements)  7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements)  8. Adjusted Balance (should agree with the end-of-year bank statement)  This certifies the above information is a correct statement of financial activity for this 4-H Club.		A. Meeting expenses/speaker fees	\$	*Itemization of Miscellaneous Expenses	
D. 4-H Program Fees  E. Trips  S  F. Awards/Scholarships  G. Community service activities  H. Rental Fees**  I. Other/Miscellaneous* - itemizations  J. Total Expenses (add lines A-I)  S. Balance as of August 31, 20 (subtract expense line 4J from line 3)  6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements)  7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements)  8. Adjusted Balance (should agree with the end-of-year bank statement)  This certifies the above information is a correct statement of financial activity for this 4-H Club.		B. Food/refreshments	\$		
E. Trips \$  F. Awards/Scholarships \$  G. Community service activities \$  H. Rental Fees** \$  I. Other/Miscellaneous* - itemizations \$  J. Total Expenses (add lines A-I) \$  Required if Expense listed in Other  5. Balance as of August 31, 20 (subtract expense line 4J from line 3) \$  6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) \$  7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements) \$  8. Adjusted Balance (should agree with the end-of-year bank statement) \$  This certifies the above information is a correct statement of financial activity for this 4-H Club.		C. Project manuals/workshops	\$		
F. Awards/Scholarships G. Community service activities H. Rental Fees**  I. Other/Miscellaneous* - itemizations J. Total Expenses (add lines A-I)  Sequired if Expense listed in Other  5. Balance as of August 31, 20 (subtract expense line 4J from line 3)  6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements)  7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements)  8. Adjusted Balance (should agree with the end-of-year bank statement)  7. This certifies the above information is a correct statement of financial activity for this 4-H Club.		D. 4-H Program Fees	\$		
G. Community service activities  H. Rental Fees**  I. Other/Miscellaneous* - itemizations  J. Total Expenses (add lines A-I)  Sequired if Expense listed in Other  Required if Expense listed in Other  Sequired if Expense listed in Other  Coutstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements)  Coutstanding Checks (Add total of check amounts that have not appeared on bank statements)  Adjusted Balance (should agree with the end-of-year bank statement)  This certifies the above information is a correct statement of financial activity for this 4-H Club.		E. Trips	\$		
H. Rental Fees**  I. Other/Miscellaneous* - itemizations  J. Total Expenses (add lines A-I)  Sequired if Expense listed in Other  Sequired if Expense listed in Other  Sequired if Expense listed in Other  Coutstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements)  Coutstanding Checks (Add total of check amounts that have not appeared on bank statements)  Adjusted Balance (should agree with the end-of-year bank statement)  This certifies the above information is a correct statement of financial activity for this 4-H Club.		F. Awards/Scholarships	\$		
I. Other/Miscellaneous* - itemizations \$  J. Total Expenses (add lines A-I) \$  Required if Expense listed in Other  5. Balance as of August 31, 20 (subtract expense line 4J from line 3) \$  6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) \$  7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements) \$  8. Adjusted Balance (should agree with the end-of-year bank statement) \$  This certifies the above information is a correct statement of financial activity for this 4-H Club.		G. Community service activities	\$		
J. Total Expenses (add lines A-I) \$ Required if Expense listed in Other  5. Balance as of August 31, 20 (subtract expense line 4J from line 3) \$   6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) \$   7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements) \$   8. Adjusted Balance (should agree with the end-of-year bank statement) \$   This certifies the above information is a correct statement of financial activity for this 4-H Club.		H. Rental Fees**	\$		
5. Balance as of August 31, 20 (subtract expense line 4J from line 3) \$  6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) \$  7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements) \$  8. Adjusted Balance (should agree with the end-of-year bank statement) \$  This certifies the above information is a correct statement of financial activity for this 4-H Club.		I. Other/Miscellaneous* - itemizat	ions \$		
5. Balance as of August 31, 20 (subtract expense line 4J from line 3) \$ \$  6. Outstanding Deposits (subtract total of deposit amounts that have not appeared on bank statements) \$ \$  7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements) \$ \$  8. Adjusted Balance (should agree with the end-of-year bank statement) \$ \$  This certifies the above information is a correct statement of financial activity for this 4-H Club.		J. Total Expenses (add lines A-I)	\$	Required if Expense listed in Other	
7. Outstanding Checks (Add total of check amounts that have not appeared on bank statements) \$  8. Adjusted Balance (should agree with the end-of-year bank statement) \$  This certifies the above information is a correct statement of financial activity for this 4-H Club.	5.	Balance as of August 31, 20 (subtract	expense line 4J from line 3)	Required if Expense listed in Other	\$
8. Adjusted Balance (should agree with the end-of-year bank statement) \$  This certifies the above information is a correct statement of financial activity for this 4-H Club.	6.	Outstanding Deposits (subtract total of de	eposit amounts that have not	appeared on bank statements)	\$
This certifies the above information is a correct statement of financial activity for this 4-H Club.	7.	Outstanding Checks (Add total of check a	mounts that have not appear	ed on bank statements)	\$
This certifies the above information is a correct statement of financial activity for this 4-H Club.	8.	Adjusted Balance (should agree with the	end-of-year bank statement)		\$
<u> </u>	Thi	· · · · · ·		ity for this 4-H Club	,
(4-H Club Treasurer's signature) (Date) (4-H Club Leader's Signature) (Date)	••••	is certified the above information is a conte	et statement of infancial activ	rey for this 4 ff class.	
	(4-H	H Club Treasurer's signature)	(Date)	(4-H Club Leader's Signature)	(Date)
FISCAL REVIEW (REQUIRED: Committee should include a combination of youth and adults without signatory rights on the account.)	FIS	SCAL REVIEW (REQUIRED: Committee should	ld include a combination of yo	uth and adults without signatory rig	hts on the account.)
We have examined the financial records including bank statements, checks written, copies of bills paid, itemized deposit slips, and receipt			_	written, copies of bills paid, itemize	ed deposit slips, and receipt
on this 4-H Club and find them in good order.	on	uns 4-ri Ciub and find them in good order.			
(Fiscal Review Committee Signature) (Date) (Fiscal Review Committee Signature) (Date)	(Fiso	cal Review Committee Signature)	(Date)	Fiscal Review Committee Signature)	(Date)
(Fiscal Review Committee Signature) (Date)	(Fise	cal Review Committee Signature)	(Date)		

\*\*If a contract or agreement is required, the Extension business office will obtain the signature for the document on behalf of the 4-H club.





#### Illinois 4-H Club Annual Financial Statement—Savings Account

For a Club to be re-enrolled, a completed annual financial statement and fiscal review must be submitted to the County Extension Office before September 30th of each new Extension year and approved by the County Extension Director.

\*\*For Clubs that only have one account type complete the appropriate form—ALL SECTIONS MUST BE COMPLETED\*\*

	This financial statement is for the period Sept	tember 1,through	n August 31,	
	4-H Club Name		County	
	Employer Identification Number		Savings account number	
	Name & Location of Financial Institution			
1.	Beginning Account Balance as of September	1,		\$
2.	Income Source:	Income:	*Itemization of Miscellaneous Income	
	A. Donations	\$	_	
	B. Fundraisers	\$		
	C. Other/miscellaneous—itemizations*	\$		
	D. Total Income (add line A + B +C)	\$	Required if Income listed in Other	
3.	Beginning Account Balance plus Total Incom	e (add line 1 + 2D)		\$
3.	Expense Categories	Expenses:		
	A. Transfer to checking account	\$	*Itemization of Miscellaneous Expenses ——	
	B. Other:	\$		
	C. Other:	\$		
	D. Other:	\$		
	E. Total Expenses (add lines A-D)	\$		
			Required if Expense listed in Other	
5.	Balance as of August 31, 2023 (subtract expe	ense line 4E from line 3	3)	\$
Th	is certifies the above information is a correct s	statement of financial a	activity for this 4-H Club.	
			•	
(4-	H Club Treasurer's signature) (	Date)	(4-H Club Leader's Signature)	(Date)
FIS	SCAL REVIEW ( <b>REQUIRED</b> : Committee should i	nclude a combination (	of youth and adults without signatory rig	hts on the account.)
W	e have examined the financial records includir	g bank statements, ch	ecks written, copies of bills paid, itemize	d deposit slips, and receipts
on	this 4-H Club and find them in good order.			
(Fis	scal Review Committee Signature)	(Date)	(Fiscal Review Committee Signature)	(Date)
(Fis	scal Review Committee Signature)	(Date)		





## Record of Club Finances

Record all charges or credits that affect your account

Check Number	Date	Description of Transaction	Payment/Debit (-)	V	Deposit/Credit (+)	Balance

<sup>\*</sup>Include name of person receiving check and the reason for the payment OR for deposits, list the source of the deposits (person and reason)



## **Record of Club Finances**

Record all charges or credits that affect your account

Check Number	Date	Description of Transaction	Payment/Debit (-)	<b>V</b>	Deposit/Credit (+)	Balance
				<u> </u>		
				<u> </u>		
				<u> </u>		
				<u> </u>		
				<u> </u>		

<sup>\*</sup>Include name of person receiving check and the reason for the payment OR for deposits, list the source of the deposits (person and reason)



## **Record of Club Finances**

Record all charges or credits that affect your account

Check Number	Date	Description of Transaction	Payment/Debit (-)	<b>V</b>	Deposit/Credit (+)	Balance

<sup>\*</sup>Include name of person receiving check and the reason for the payment OR for deposits, list the source of the deposits (person and reason)

## Illinois 4-H Club Inventory

List all items that belong to the 4-H club, whether purchased with club money or received as gifts. Place an asterisk (\*) by items that were purchased or received as gifts this year. Include the name of the person or business that provided the gift. All club donations should be acknowledged in writing to the donor. A copy of the acknowledgement should be kept in the treasurer's records.

Quantity	Item
1	Gavel, donated by Mary Jones Family



#### 4-H PLEDGE

I pledge my *HEAD* to clearer thinking;

my **HEART** to greater loyalty;

my *HANDS* to larger service;

and my **HEALTH** to better living

for my club, my community, my country, and my world.

#### 4-H MOTTO

To Make The Best Better





Urbana-Champaign, Illinois

8/2023