



4-H Monthly Summary Report

The monthly summary is submitted by the treasurer to the secretary at business meetings.

Club name: _____

Treasurer: _____ Date: _____

| Date: | Amounts | Directions |
|---|---------|---|
| Previous balance | | ending balance from the last report |
| Income | | |
| Dues | | membership dues |
| Deposits/receipts | | money received |
| Total | | total of income |
| Expenses | | |
| Bank fees | | bank charges |
| Payments/bills | | money paid |
| Total | | total of expenses |
| Ending Balance | | balance + income - expenses = ending balance (checkbook balance) |
| Outstanding bills | | money owed but not paid |
| Actual balance | | ending balance - outstanding bills = actual balance (money available) |
| Explanation (more details about items above if needed) | | |

Sample Verbal Report

The treasurer's report is given by the treasurer at business meetings.

Our 4-H club/group has \$_____ at the end of last month. I have **received** \$_____ in dues and \$_____ from other receipts. This, added to our balance, makes a total of \$_____. We **spent** \$_____ for_____, \$_____ for_____ (state expenses in whatever detail needed). This, subtracted from our balance, makes a total of \$_____ as of today's date of _____. **Outstanding bills** to date are:

\$_____ for an actual balance of \$_____.