



Missouri 4-H

University of Missouri
4-H Center for Youth Development

Missouri 4-H Treasurer Record Book

Name of 4-H group: _____

Treasurer: _____

County: _____

Year: _____

Emblem

The green four-leaf clover has a white *H* on each leaf to represent one of the four *H*s — Head, Heart, Hands and Health.

4-H Motto

“To Make the Best Better”

4-H Slogan

“Learning to Do by Doing”

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.

Colors

The white stands for purity. The green, nature’s most common color, represents life, springtime and youth.

Introduction

As a 4-H treasurer, you are responsible for protecting the good name of 4-H. This book will help you do a good job and will make sure you follow the necessary rules and guidelines. If you have questions concerning rules and policies regarding the use of the 4-H name and emblem, contact your local University of Missouri Extension center.

FOR THE CLUB LEADER

Name and emblem

The 4-H name and emblem and the youth program they represent have earned wide respect throughout the United States and the world. In order to protect and promote the good name of 4-H, the Congress of the United States passed laws concerning the use of the 4-H name and emblem. The Secretary of Agriculture, United States Department of Agriculture, is responsible for writing rules to implement those laws. Most of these rules have to do with fund raising and producing 4-H materials. Your state 4-H office has a complete set of these rules. Your local University of Missouri Extension center also has information on these rules.

All groups who use the 4-H name and emblem must follow these policies and rules. This includes, but is not limited to, 4-H clubs, county 4-H councils and advisory boards, 4-H teen or junior leader clubs, 4-H project clubs, and 4-H special interest groups. Groups that are established as separate legal entities, such as 4-H foundations, 4-H camping associations, and 4-H fair boards, are also subject to these policies and rules. Refer to this website for more details on

these policies and rules:
<http://nifa.usda.gov/program/4-h>

Financial policies for 4-H groups

A treasury is optional. Since most groups have bills to pay and other financial needs, it is best to have a treasurer responsible for handling the group's finances. A treasury system is also necessary if a 4-H group chooses to gather funds for a group goal, such as a field trip. Funds generated by special fundraisers or collected as dues should be recorded and deposited in a treasury.

The 4-H group should prepare a budget to plan fund raising and spending. The budget must be approved by the membership.

Any 4-H group that has annual receipts or expenditures of over \$50 should open a checking or savings account at a public financial institution (such as a bank).

- The 4-H group leader, officers, and/or treasurer should open the account. Account must have an EIN number, DO NOT use a social security number.

The 4-H group should have an Employee Identification Number (EIN). Read step-by-step instructions for completing the EIN application in Appendix A on page

8. Apply online for an EIN number at <https://sa.www4.irs.gov/modiein/individual/index.jsp> or download Form SS-4 as a PDF at <http://www.irs.gov/pub/irs-pdf/fss4.pdf> and mail it to the address indicated on the form. Form SS-4 also can be obtained from your bank or Internal Revenue Service office. An EIN is necessary for 4-H groups to receive certain grants, awards and gifts.

- The account should be set up so that all checks require two signatures. (Ask your banker about having three or four authorized signatures on file at the bank.) In the case of a 4-H club, authorized signers might be the club treasurer, one other club officer, and two adult club leaders.
- Whenever the treasurer is younger than age 21, the cosigner must be an adult. A parent and child from the same family **must** not be cosigners.
- Authorized signatures will need to be updated each time a new treasurer is elected or when leadership changes in the group.
- All bills paid by the club must be approved by the 4-H club membership in advance or

approved for payment after the fact, before a check can be written to pay the expense. That approval in either case must appear in the 4-H club minutes.

- Expenses approved in advance, should be included in the monthly Treasurer's report as having been either paid or as yet unpaid, and be reflected in the 4-H club minutes of the following club meeting.
- All payments should be made only when a written bill or invoice is in hand. In the case of reimbursement for expenses incurred by an individual purchasing something on behalf of the club, reimbursement may only be made to the individual if the individual provides receipts showing that the bill had been paid by them personally (and the club has approved the expense).

Missouri sales tax

4-H clubs can be exempt from Missouri state sales tax when making purchases in support of 4-H educational programs, but they typically do not apply for exemption. Clubs can seek permission to use exemption from Missouri sales tax under the umbrella of their local extension council. To file for tax-exempt status, 4-H clubs should go to the Missouri Department of Revenue website at <http://www.dor.mo.gov/forms> and complete Form 1746.

Federal tax-exempt status

Federal tax-exempt status entitles 4-H organizations to receive gifts from individual taxpayers and businesses who are then entitled to claim the contribution as a deduction on their federal income tax returns. Individuals should always consult with their tax preparer for details concerning the eligibility of donations. See Appendix A (at the end of the instructions) for information about federal tax-exempt status of 4-H organizations.

Fundraising by 4-H groups

Early in the program year, your 4-H group should set up a realistic budget. Consider these questions, "What do we want to do with our money? How much money do we have now? How much can we raise during the year?" Your group will need money to pay for expenses such as program supplies. You may also need funds to support community projects, to supplement the cost of member participation in special 4-H events, or to conduct a special field trip. The budget should be approved by the membership. For more information, contact your local MU Extension 4-H staff.

Fundraising ideas

There are a variety of ways 4-H groups can raise money. Some creative fundraising ideas are recommended below:

- Auctions
- Baby-sitting
- Bazaars
- Box suppers

Federal reporting

All 4-H clubs are **NOT** required to file an electronic 990-EZ form or a 990-N form. Contact your county extension center with any questions.

- Car washes
- Dinners
- Garage sales
- Home and yard care
- Ice cream Socials
- Paper drives
- Pet care and boarding
- Refreshment stands
- Skating parties
- Square dances
- Special movies
- Variety shows
- Vegetable sales
- Walk-a-thons

Fundraising guidelines

Your 4-H group should observe the following guidelines when planning or conducting a fundraiser.

- ✓ Receive advance approval from your local 4-H staff for each fundraiser that you plan. Remember, there are certain rules about the use of the 4-H name and emblem in fund raising. Use the 4-H name or emblem only on products your group has made or produced. If working with a fundraising company or business, be sure that they have approval to use the 4-H name and emblem.
- ✓ Check with local and state authorities on health, licensing, labeling, labor and tax laws. If you need help, check with the person responsible

for 4-H in your local University of Missouri Extension center. Beware of your community's reaction to and laws that govern door-to-door selling before using this method.

- ✓ Give people something for their money, or invite them to support specific educational activities or facilities. Try to plan activities that will encourage family involvement.
- ✓ Keep fund raising to a minimum. Fundraisers should last for a limited time and occur only once or twice a year. Consider making an event a tradition, such as an annual ice cream and cake social.
- ✓ Establish clear guidelines and due dates for members to use when fund raising. Have a system set up for keeping track of receipts and expenditures. Be sure you and your members know how to:
 - introduce yourselves to a customer,
 - explain the purpose of the fundraiser,
 - explain the program of your 4-H group, and
 - keep a record of the money received and write a receipt.

The annual audit

Each 4-H group that handles funds must have an annual audit by an auditing committee. The committee examines and verifies the accounts of the 4-H group at the end of the year, or when a new treasurer takes office, using the *4-H Group Audit Report Form* (Y672F). An auditing committee

prevents misunderstandings and protects the outgoing and incoming treasurers of the 4-H group.

The president of the 4-H group appoints the auditing committee. The chairperson of this committee reports the state of the treasury to the 4-H group. The secretary receives a written statement as a permanent record in the minutes.

Any and all financial records of 4-H clubs should be permanently retained in the county's University of Missouri Extension center.

FOR THE CLUB TREASURER

Duties of the treasurer

The 4-H treasurer handles group financial transactions (such as paying bills and depositing dues or other income) and keeps an accurate record of all accounts.

The treasurer must use the *Missouri 4-H Treasurer Record Book* (Y672). It is acceptable for the club to use commercial software or other means to keep 4-H financial records, as long as the information required in the *Missouri 4-H Treasurer Record Book* is maintained and policies outlined in Y672 are followed. The 4-H finance forms provided include:

1. Y672A, *4-H Club Leadership Information*
2. Y672B, *Monthly Summary Report*
3. Y672C, *Membership Dues*
4. Y672D, *Record of Finances*
5. Y672E, *Annual Financial Report*
6. Y672F, *Audit Report*

The duties of the 4-H treasurer are:

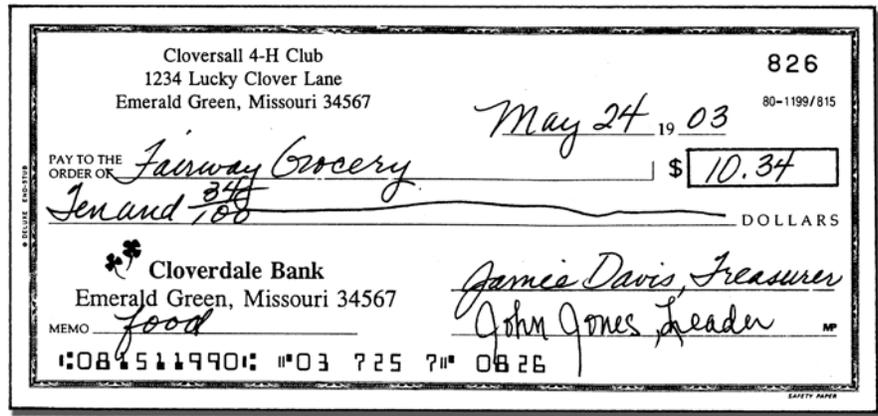
- Manage 4-H group funds and financial records.
- Work cooperatively with other 4-H officers.
- Keep accurate records of all receipts and expenditures on the *Record of Finances Form* (Y672D). Receipts (income/deposits/receipts/credits) are money deposited into the treasury. Expenditures are money paid out or spent on expenses (bills/payments/charges).
- Keep a separate record of dues paid in the *Membership Dues Form* (Y672C) and record as receipts in the *Record of Finances Form* (Y672C).
- Deposit all funds and pay all bills approved for payment by the 4-H group.
- Provide detailed, complete information about 4-H group finances at each meeting. Refer to the *Monthly Summary Report Form* (Y672B).
- Provide a complete financial report at the end of the year using the *4-H Annual Financial Report Form* (Y672E).
- Be responsible for the 4-H group's funds until a successor is elected. An auditing committee should approve the treasurer's accounts before they are turned over to a successor and before new signatures have been filed at the bank.

Records of the treasurer

Checks for expenses

When writing checks to pay bills or make purchases:

- Always have a written bill, invoice or statement before writing the check.
- Always have approval of the 4-H group.
- **Use ink.** Never erase. If you make a mistake, write VOID on the incorrect check, start a new one and record the voided check in the check-book register.
- Always date the check with the current date when it is written.
- Write the name of the check recipient (person or business) as close as possible to the words "Pay to the order of" followed by a line. (Adding a line is to prevent someone from adding another name and cashing the check.)
- In the box or space after the \$ sign, write the amount of the check in numbers. Do not leave a space between the dollars and cents numerals (again, to prevent someone from adding numbers). The amount can be written as *10.34* or *10 34/100*, however writing the cents amount over 100 prevents confusion between dollars and cents.
- To the extreme left of the dollar line, write the amount in words followed by a line. The cents can be written in numbers over 100. Examples: *Ten and 34/100* for \$10.34, or *One-hundred twenty-five and 55/100* for \$125.55. Be sure



Example of a check for a 4-H group

RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT		✓ T	FEE (if Any)	DEPOSIT/ CREDIT	BALANCE	
1152	5/24	Fairway Grocery	10	34				342	64
								332	30

Example of checking account register

- the written amount agrees with the number amount on the \$ line. Try to avoid writing checks for less than \$1.
- Sign the check with your authorized signature, the same way you signed the signature card at the bank. Another authorized person must also sign each check. (If the check has only one signature line, have the second person sign below the line.)
- Record the checks you have written in the checkbook register. Record the same information in the *Record of Finances Form* (Y672D). The *Record of Finances Form* is similar to a checking account register.
- Record the date of payment and the check number on the receipt or bill. Keep a copy

of each paid receipt with the permanent records.

A group that does not have a checking account should purchase a money order or cashier's check from a bank to make payments. Cash payments are **not** recommended. If payments must be made in cash, a written statement and receipt should be signed by both parties.

Bank deposits

Deposit all funds at least **monthly**. If receipts total more than \$10 at any time, deposit them within three days. Use deposit slips provided by the bank. On the deposit slip, record all the checks and cash to be deposited. On the *Record of Finances Form (Y672D)*, include the name of each donor/member in the description.

To deposit a check, it must be **endorsed (signed) on the back within 1½ inches of the top**. Using a restrictive endorsement (the check must be deposited in the group's bank account and not transferred to someone else) is the safest. The endorsement should be written as follows:

Pay to the order of
(bank name)

For deposit only
(name of group)

Account number

If a check is written from the 4-H group's account and is lost, notify the customer service department of the 4-H group's bank at once.

If you wish to bank by mail, ask your banker for envelopes, deposit slips and any other materials you might need. Ask your banker to show you how your checks should be endorsed for banking by mail.

When the group receives cash or checks, the treasurer must write receipts for all money received and provide this to the member, customer or donor. The receipt should include your organization's information (name, address), the name of the donor/member, the amount given, the date and what the funds were for (such as a membership, card sale, car wash). A thank-you, in

DEPOSIT TICKET		CASH	CURRENCY		
Cloversall 4-H Club 1234 Lucky Clover Lane Emerald Green, Missouri 34567			COIN		
DATE _____ 19____		LIST CHECKS SINGLY			
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL					
SIGN HERE FOR CASH RECEIVED (IF REQUIRED)					
Cloverdale Bank Emerald Green, Missouri 34567		TOTAL FROM OTHER SIDE			
		TOTAL			
		LESS CASH RECEIVED			
		NET DEPOSIT			

80-1199/815

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

⑆0815119901⑆ ⑆03 725 7⑆ 9973

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

Example of a checking account deposit ticket (or deposit slip)

addition to a receipt, should be written for any donation or gift. For a non-cash donation (such as supplies or small items), a receipt and written thank-you should also be given. Accept non-consumable donations (such as equipment or animals) only if the group can take responsibility of ownership. These responsibilities include the care, maintenance and insurance for the item or animal. Before accepting non-cash donations, consult with your 4-H specialist and a local attorney

Record of finances

Begin the *Record of Finances Form (Y672D)* with the ending balance (checkbook balance) which should be the same as on the *4-H Annual Financial Report form (Y672E)* from the previous year. On each line of the form, write the deposits and checks that were written. Use one line for each transaction.

The **ending balance**, plus the deposits, minus the expenses should give you the **current balance** and should match your balance in the checkbook ledger. (*Previous balance + deposits – expenses = current balance.*)

The **actual balance** is the amount after subtracting the outstanding bills from the current

or ending balance.

(*Current balance – outstanding bills = actual balance*)

The check mark (✓) column allows you to mark on your checkbook register and Record of Finances Form when a check has cleared the bank (has been processed and recorded on the bank statement). For instructions on how to balance a checkbook with the bank statement, refer to the bank statement or ask your banker for instructions.

Appendix A

Federal tax exempt status of 4-H organizations authorized to use the 4-H name/ emblem

Federal tax exempt status is available to 4-H organizations authorized to use the 4-H name and emblem. This privilege entitles 4-H organizations to receive gifts from individual taxpayers and businesses who are then entitled to claim the contribution as a deduction on their federal income tax returns.

The ruling that contributions to 4-H organizations are deductible by donors was issued to the University of Missouri by the Internal Revenue Service on May 25, 1972, and states that the donors may deduct contributions to the extension councils or the 4-H clubs for exclusively public purposes as provided in Section 170 of 1954 IRS Code. The contributions may be in cash or in the form of bequests, legacies, devises, transfers, or gifts if they meet the applicable provision of Sections 2055, 2106, and 2522 of the 1954 IRS Code.

Extension councils were established as part of the University of Missouri pursuant to the provisions of Section 262,561, RS MO 1959. The 4-H clubs are not separate entities but are part of the youth development programs of University of Missouri Extension. As a department of a political subdivision of the State of Missouri the extension councils and the 4-H clubs are not subject to federal income tax.

Tax exempt status is contingent on meeting the requirements of affirmative action guidelines and use of the 4-H name and emblem. Extension personnel and leaders must certify that 4-H units are in compliance. This certification can be accomplished by accurately completing Y633, *4-H Name and Emblem Request* form. Your 4-H club leader will complete this form.

If a 4-H club or council establishes a bank account, they must obtain an EIN (employer identification number) by filing out Form SS-4. This form is available from the Internal Revenue Service or the Social Security office. The employer identification number serves the same purpose for an organization that a Social Security number does for an individual by providing the computer with an identifying number to which interest is credited, and later for the IRS computer to check to see if the interest was reported.

SS-4 instructions for MU Extension 4-H clubs

Instructions for completing a downloaded PDF or print SS-4 form

<u>Line number</u>	<u>Answer</u>
1-5b	Complete
7a-b	Complete only if bank requires this. Typically 4-H club leader's information, but leadership changes.
8a	No
8a-c	Leave blank
9a	State/local government (This answer is critical for the correct IRS status.)
9b	Leave blank
10	Banking purpose — Checking account
11-7	Skip
18	No if new for club; Yes if information for club is being resubmitted

Instructions for completing the SS-4 form online

Make sure you go to the irs.gov site. Other sites pop up if you just search for IRS and they do not give you the option you need. The official site is: <https://sa.www4.irs.gov/modiein/individual/index.jsp>

- Click “Begin Application” and the next page asks “What type of legal structure is applying for an EIN?”
- Click “View Additional Types, Including Tax-Exempt and Governmental Organizations”
- Click “Government, State/Local” (Make sure to select this option, as it will affect your IRS status.)
- Click on “Continue” on next page explaining Government Organizations
- Click “Banking Purposes”
- Choose “Individual”
- Click "Continue"
- Complete the fields and then click “I am a duly authorized member, officer or employee of the organization or government entity.
- Complete address fields. Many of the counties have you put the address for the local extension office to maintain a record and to facilitate transferring of duties from one treasurer to the next. If you put the extension center down for the address, put your club’s name in the space “in care of.”
- Tell us about the Government, State/Local:
Fill out the name of the 4-H club, county, state, and month and year your club started.
- Answer "no" to all questions about owning a motor vehicle; being involved in gambin; filing Form 720; selling or manufacturing alcohol, tobacco or firearms; or having employees.
- Answer “Other” for "What does your business or organization do?"
- Select "Organization"
- Select "Other" and type in “Youth Education”
- Select whether you would like confirmation of your EIN online or by mail

(reviewed 2015)

4-H Club Leadership Information

Date: _____

Name of 4-H group: _____

Address: _____

Club/Group Leader: _____

Address: _____

President: _____

Vice President: _____

Secretary: _____

Treasurer: _____

Reporter: _____

Recreation Leader: _____

Other officers: _____

Cosigners on checking account: _____



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 \$_____.

4-H Membership Dues 20_____

Amount of dues _____

Name of member	Date joined	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
		Date and amount paid											
Example: Mary Alberts	12/12/01	1/25 \$12.50					6/10 \$12.50						

SAMPLE
4-H Record of Finances 2010

Treasurer's name - Jamie Davis

Number	Date	Description of transaction	Payment		Fee (if any)	Deposit/ credit	Balance	
							346	15
1152	5/24	Fairway Grocery (refreshments)	10	34			335	81
	5/25	Deposit (t-shirt sales)				123	459	77
1153	5/29	Dollar Mart (horse project supplies)	8	37			451	50
	6/01	Check charge (new checks)			8.26		443	24
1154	6/03	ABC Awards (award ribbons)	29	76			413	48
	6/05	Deposit (entry fees from horse show)				236	650	41
		June balance					650	41

Record all charges or credits that affect your account

4-H Annual Financial Report

(Submit to local University of Missouri Extension center each year.)

Year:			
County		E.I.N. (Employee Identification Number)	
Club/group		Type of group (community/project/council/other)	
Report for (date) to (date)		Date report given	
Treasurer		Phone	
Cosigner		Phone	

Account activity	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)

Signature of treasurer	
Signature of leader	
Signature of external auditor (professional not required)	

4-H Audit Report

(to be completed by the audit committee)

Club name	Organizational leader
Current 4-H year Sept. 1, _____ to Aug. 31, _____	

Treasurer Report

Name of financial institution	
Address of financial institution	
Names/signatures on file	
Treasurer forms are complete <input type="checkbox"/> yes <input type="checkbox"/> no	
Signature of treasurer	Date

Auditor Report

	Treasurer totals	Auditor totals
Beginning balance		
Income		
Dues		
Deposits/receipts		
Total		
Expenses		
Bank fees		
Payments/bills		
Total		
Ending balance		
The ending balance is reconciled with the bank statement. <input type="checkbox"/> yes <input type="checkbox"/> no		
The 4-H financial records have been reviewed and are found to be accurate and complete. <input type="checkbox"/> yes <input type="checkbox"/> no		
All transactions have been made in keeping with the organizations budget goals and policies. <input type="checkbox"/> yes <input type="checkbox"/> no		
Comments		
Signature of auditor	Date	

