



**Douglas County 4-H**

# **TREASURER RESOURCE PACKET**

Being treasurer of your 4-H club is a very important role! The resources in this packet, along with the *Wisconsin 4-H Club Treasurer Handbook*, will help you keep records of your club's money in a safe and responsible way.

## **Packet Contents**

All the pages in this packet can be photocopied or printed from the Douglas County 4-H website: <http://www.uwex.edu/ces/cty/douglas/4h>

- 1. Receipt** – When someone gives your club money, you need to give them a receipt for their records. Fill out a receipt every time you receive cash or a check.
- 2. Deposit Slip** – When someone gives your club money, you should fill out a deposit slip before you take it to the bank. This will give you a record that you collected the money and help you add up money if it's from multiple individuals.
- 3. Reimbursement Request** – When someone wants you to reimburse them (e.g., they bought supplies for a 4-H activity using their own money), ask them to fill out a reimbursement request. They must attach the receipt from their purchase to the reimbursement request.
- 4. Invoice** – When someone owes your club money, you can bill them by giving them an invoice.
- 5. Treasurer's Report** – If you complete this form before each of your club meetings, club membership will be able to stay informed of financial activity.
- 6. Fund Raising Request** – When your club plans a fund raiser, someone will need to send this form to the 4-H Leader's Association Board at least one month beforehand for approval.
- 7. Fund Raising Event Receipt Report** – During your fundraiser, you should use receipts and deposit slips to track the money you make. After your fundraiser, you will need to complete this form and send it to the 4-H Leader's Association.
- 8. Solicitation Request** – When your club plans to solicit a local business for a donation, someone will need to send this form to the 4-H Leader's Association Board beforehand for approval.
- 9. Sample Budget** – A budget is a listing of how much money a club plans to make and spend each year. Using a budget will help your club reach its financial goals and stay on track.
- 10. Financial Record & Audit Report** – These two documents must be turned into the Extension Office every year for your club to remain chartered.



**Douglas County 4-H**

**Receipt**

Wisconsin

*Use a receipt every time you receive money.*

*Fill out the receipt and give it to the person who gave you money.*

Douglas County 4-H Group: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Received from: \_\_\_\_\_

For (what purpose): \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_



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*Use a receipt every time you receive money.*

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Douglas County 4-H Group: \_\_\_\_\_

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Amount: \$ \_\_\_\_\_

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For (what purpose): \_\_\_\_\_

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**Douglas County 4-H**

**Receipt**

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*Use a receipt every time you receive money.*

*Fill out the receipt and give it to the person who gave you money.*

Douglas County 4-H Group: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Received from: \_\_\_\_\_

For (what purpose): \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_



# Douglas County 4-H

## Deposit Slip

Wisconsin Use this form when collecting money, such as membership dues or for an activity.

Douglas County 4-H Group: \_\_\_\_\_

Purpose for collecting money: \_\_\_\_\_

Date: \_\_\_\_\_

Currency (Bills) \$ \_\_\_\_\_

Coins \$ \_\_\_\_\_

### Checks

No. \_\_\_\_\_ \$ \_\_\_\_\_

No. \_\_\_\_\_ \$ \_\_\_\_\_

No. \_\_\_\_\_ \$ \_\_\_\_\_

No. \_\_\_\_\_ \$ \_\_\_\_\_

No. \_\_\_\_\_ \$ \_\_\_\_\_

Less Cash Received \$ \_\_\_\_\_

Total to be Deposited \$ \_\_\_\_\_

Deposit made to: Checking \$ \_\_\_\_\_ Savings \$ \_\_\_\_\_

Date Deposited \_\_\_\_\_

Treasurer Signature \_\_\_\_\_

Keep this form with the 4-H group's financial records.



# Douglas County 4-H Reimbursement Request

Wisconsin *People may use this form when they need a 4-H group to reimburse them.*

Douglas County 4-H Group: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Your Name: \_\_\_\_\_

## Itemized Purchases

**\*Original receipts for each item must be attached\***

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

4. \_\_\_\_\_ \$ \_\_\_\_\_

5. \_\_\_\_\_ \$ \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Budget area to be charged: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Leader Signature \_\_\_\_\_

Treasurer Signature \_\_\_\_\_

Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

Keep this form with the 4-H group's financial records.



**Douglas County 4-H**

**Invoice**

Wisconsin

*Use an invoice when you need someone to pay your 4-H group for something.  
Fill out the invoice and give it to the person who owes you money.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

For (what purpose): \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Mail payment to:

Douglas County 4-H Group: \_\_\_\_\_

Address: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_



**Douglas County 4-H**

**Invoice**

Wisconsin

*Use an invoice when you need someone to pay your 4-H group for something.  
Fill out the invoice and give it to the person who owes you money.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

For (what purpose): \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Mail payment to:

Douglas County 4-H Group: \_\_\_\_\_

Address: \_\_\_\_\_

Treasurer Signature: \_\_\_\_\_



# Douglas County 4-H Treasurer's Report

Wisconsin Use this form to report to your group at your business meetings.

Douglas County 4-H Group: \_\_\_\_\_

### Checking account beginning balance:

Date of last report: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

### Money received:

Amount: \$ \_\_\_\_\_ For (what purpose): \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For (what purpose): \_\_\_\_\_

Amount: \$ \_\_\_\_\_ For (what purpose): \_\_\_\_\_

Total received: \$ \_\_\_\_\_

### Payments:

Amount: \$ \_\_\_\_\_ To: \_\_\_\_\_

For (what purpose): \_\_\_\_\_

Amount: \$ \_\_\_\_\_ To: \_\_\_\_\_

For (what purpose): \_\_\_\_\_

Amount: \$ \_\_\_\_\_ To: \_\_\_\_\_

For (what purpose): \_\_\_\_\_

Total payments: \$ \_\_\_\_\_

### Ending balance:

Today's date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Treasurer Signature \_\_\_\_\_

Keep this form with the 4-H group's financial records.



# Douglas County 4-H Fund Raising Request

Wisconsin Use this form every time your 4-H group would like to plan a fund raiser.

**You must have this form approved by the 4-H Leader's Association Board before conducting your fund raiser. Submit this form at least one month prior to your fund raiser or you will not receive approval.**

REMINDER: A copy of your "Fund Raising Event Receipt Report" must be submitted to the 4-H Leader's Association Board after your fund raiser.

Douglas County 4-H Group: \_\_\_\_\_

Event Name & Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Your Name & Phone #: \_\_\_\_\_

Your Address: \_\_\_\_\_

1. What is the purpose of this fund raising event and how will it benefit the 4-H group?

2. How much do you hope to raise at this event? \$ \_\_\_\_\_

3. What is the total amount of money you plan to raise for this purpose? \$ \_\_\_\_\_

4. What other sources of financial assistance do you plan to use? (If soliciting local businesses, you must complete a "Solicitation Request" form.)

5. Will you be conducting a raffle?  Yes  No

If yes, have you requested a raffle license?

Yes  No, I need more information about this.

6. Name and location of the account where this money will be deposited:

Submit this form to: Douglas Co. 4-H Leader's Association  
107 Courthouse, 1313 Belknap St.  
Superior, WI 54880

**For Leader's Association Use ONLY**

Approved  Yes  No

Reviewer Initials \_\_\_\_\_

Date \_\_\_\_\_

Actual Amount Raised \$ \_\_\_\_\_



**Douglas County 4-H**

**Fund Raising Event Receipt Report**

Wisconsin Use this form every time your 4-H group holds a fund raiser.

Douglas County 4-H Group: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Your Name: \_\_\_\_\_

**Change for event**      Check # \_\_\_\_\_      Date \_\_\_\_\_

Currency (Bills)      \$ \_\_\_\_\_

Coins      \$ \_\_\_\_\_

Total Change      \$ \_\_\_\_\_

**Receipts from event (include beginning change)**

Currency (Bills)      \$ \_\_\_\_\_

Coins      \$ \_\_\_\_\_

Checks      \$ \_\_\_\_\_

**Total to be Deposited**      \$ \_\_\_\_\_

Minus beginning change      \$ \_\_\_\_\_

Total Raised      \$ \_\_\_\_\_

Leader Signature \_\_\_\_\_

Treasurer Signature \_\_\_\_\_

Deposit made to:    Checking \$ \_\_\_\_\_    Savings \$ \_\_\_\_\_    Date Deposited: \_\_\_\_\_

Account Name: \_\_\_\_\_    Financial Institution: \_\_\_\_\_

**A copy of this form must be submitted to:**

Douglas Co. 4-H Leader's Assoc.  
107 Courthouse, 1313 Belknap St.  
Superior, WI 54880

Keep the original with the 4-H group's financial records.





# Douglas County 4-H Solicitation Request

Use this form every time your 4-H group would like to solicit local businesses for donations. You do not need to complete this form if a donation is unsolicited.

**You must have this form approved by the 4-H Leader’s Association Board before soliciting any businesses or organizations for donations.**

Douglas County 4-H Group: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Complete this section now:		Complete this section for your records after this form has been approved:	
Donor Name	Items or Amount to Request	Actual Items or Amount Received	Date Received

*Attach additional sheets if necessary.*

1. What is the purpose of asking these businesses for donations and how will it benefit the 4-H group?

2. What other sources of financial assistance do you plan to use? (If planning a fund raiser, you must complete a "Fund Raising Request" form.)

3. Name and location of the account where this money will be deposited:

Submit this form to: Douglas Co. 4-H Leader’s Association  
107 Courthouse, 1313 Belknap St.  
Superior, WI 54880

<b>For Leader’s Association Use ONLY</b>			
Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date _____ Reviewer Initials _____



# Douglas County 4-H

## Sample Budget

Wisconsin

Use a budget to determine the amount of money your group will raise and spend each year. The budget should be voted on and approved by your total group membership in the fall. The projected income and projected expenses should match.

Douglas County 4-H Group: \_\_\_\_\_

Year: \_\_\_\_\_

### INCOME

Dues \$ \_\_\_\_\_

Fundraiser \$ \_\_\_\_\_

Donation \$ \_\_\_\_\_

Total Projected Income: \$ \_\_\_\_\_

### EXPENSES

#### *Operations*

Printing (reports, flyers, minutes) \$ \_\_\_\_\_

Sunshine fund \$ \_\_\_\_\_

#### *Activities*

Community Service \$ \_\_\_\_\_

Junior Camp \$ \_\_\_\_\_

Ski Night \$ \_\_\_\_\_

Picnic \$ \_\_\_\_\_

Trip \$ \_\_\_\_\_

Awards Ceremony \$ \_\_\_\_\_

#### *Promotion*

Fair display \$ \_\_\_\_\_

T-shirts \$ \_\_\_\_\_

Total Projected Expenses: \$ \_\_\_\_\_

Date Approved \_\_\_\_\_

Keep this form with the 4-H group's financial records.



# Douglas County 4-H Financial Record

Submit this form or a similar one to the UW-Extension Office by December 1.

Club \_\_\_\_\_ Date \_\_\_\_\_  
 Report for \_\_\_\_\_ October 1, \_\_\_\_\_ through \_\_\_\_\_ September 30, \_\_\_\_\_  
 (Year) (Year)

Individuals preparing record \_\_\_\_\_

INCOME (Line item)	AMOUNT	EXPENSES (Line item)	AMOUNT
<b>TOTAL INCOME</b>	\$	<b>TOTAL EXPENSES</b>	\$

**BALANCE ON SEPTEMBER 30:**



# Douglas County 4-H Audit Report

Submit this report to the UW-Extension Office by December 1.

Club \_\_\_\_\_ E.I.N. \_\_\_\_\_  
 Report for \_\_\_\_\_ October 1, \_\_\_\_\_ through \_\_\_\_\_ September 30, \_\_\_\_\_  
 (Year) (Year)

**Checking Account**

Beginning Balance \$ \_\_\_\_\_  
 Ending Balance \$ \_\_\_\_\_

**Savings Account**

Beginning Balance \$ \_\_\_\_\_  
 Ending Balance \$ \_\_\_\_\_

**Other (specify) \_\_\_\_\_**

Beginning Balance \$ \_\_\_\_\_  
 Ending Balance \$ \_\_\_\_\_

\_\_\_\_\_  
 Treasurer Signature

\_\_\_\_\_  
 Leader Signature

*"I have reviewed the pertinent records relating to the above financial accounts, verified the information and believe that the balances shown are correct."*

\_\_\_\_\_  
 4-H Youth Development Educator Signature