Please photocopy as needed **DETAILED CASH RECORD OF THE**

(Name of Account)

(Name of Institution)

The

4-H CLUB

Annual Summary Financial Report (Submit by June 30 each year to County Extension Office)

The cash record is kept by the Treasurer, and is a detailed account of all the cash received (income) or paid out (expenses) of the 4-H Club Treasury, such as payment of: purchase of equipment or materials, sale of tickets/receipts, and payment of transportation.

. The account number is

4-H Club Savings/Checking Account is at the

(Account Number)

against the a is made in o away or una leadership or	account(s). The sign rder to obtain securi ble to sign checks. If the club changes; f	the name of the 4-H Club. Two persons atures will usually be the organizational ty of club's funds and to give access to This record, or a copy of it, should be trom one club treasurer to another as the osited. All disbursements should be by	eader, ass the club's ansferred e office ch	sistant leader or C funds in case the from one organiz anges. Checks s	Club Treasurer. This e organizational lead attional leader to and should not be made	suggestion der is called other as the out to cash.
	REPOR	TING PERIOD FROM /	/	ТО	/ /	
Date	Check No.	Item/Explanation/Descriptio	n	Income	Expenses	Balance
		·			•	

Date	Check No.	Item/Explanation/Descript	ion	Income	Expenses	Balance		
-								
-								
-								
Signatures on Accounts								
Indicate whether one or both signatures are required Both required One required								
I have personally prepared this record and believe it to be correct.								
Signature	of Club Treasur	er	Dat	е				
I have reviewed this record and believe it to be correct.								
Oi mare t	- A Onno 1' - 1'	all ander						
Signature	of Organization	ai Leader	Dat	е				

Signature of Organizational Leader

DETAILED CASH RECORD OF THE

4-H CLUB

Annual Summary Financial Report for Electronically kept Club Financial Records

(Submit by June 30 each year to County Extension Office)

e cash record is kept by the Treasurer, and is a detailed account of all the cash received (income) or paid out (expenses) of the 4-

The (Name of Account) . The account number is (Account Number) Club funds should be banked in the name of the 4-H Club. Two persons' signatures should be used to authorize a check or to against the account(s). The signatures will usually be the organizational leader, assistant leader or Club Treasurer. This suggi is made in order to obtain security of club's funds and to give access to the club's funds in case the organizational leader is away or unable to sign checks. This record, or a copy of it, should be transferred from one organizational leader is away or unable to sign checks. This record, or a copy of it, should be transferred from one organizational leader is away or unable to sign checks. This record, or a copy of it, should be transferred from one organizational leader is away or unable to sign checks. This record, or a copy of it, should be transferred from one organizational leader is away or unable to sign checks. This record, or a copy of it, should be transferred from one organizational leader is away or unable to sign checks. This record and believe in another as the office changes. Checks should not be made out to All funds collected should be deposited. All disbursements should be by check only with a receipt to document each expense. Please attach this form to computer printout or ledg of detailed record of income and expenses (receipt and disbursements. Signatures on Accounts Indicate whether one or both signatures are required Both required One required. I have personally prepared this record and believe it to be correct. Signature of Club Treasurer Date I have reviewed this record and believe it to be correct.	H Club Treasury, such as payment of: purchase of ed		
(Name of Institution) (Name of Institution) (Account Number) Club funds should be banked in the name of the 4-H Club. Two persons' signatures should be used to authorize a check or to against the account(s). The signatures will usually be the organizational leader, assistant leader or Club Treasurer. This suggi is made in order to obtain security of club's funds and to give access to the club's funds in case the organizational leader is away or unable to sign checks. This record, or a copy of it, should be transferred from one organizational leader to another as the office changes. Checks should not be made out to All funds collected should be deposited. All disbursements should be by check only with a receipt to document each expense. Please attach this form to computer printout or ledg of detailed record of income and expenses (receipt and disbursements. Signatures on Accounts Indicate whether one or both signatures are required Both required One required. I have personally prepared this record and believe it to be correct. Signature of Club Treasurer Date		4-H Club Savings/Checking A	ccount is at the
Club funds should be banked in the name of the 4-H Club. Two persons' signatures should be used to authorize a check or to against the account(s). The signatures will usually be the organizational leader, assistant leader or Club Treasurer. This suggis made in order to obtain security of club's funds and to give access to the club's funds in case the organizational leader is away or unable to sign checks. This record, or a copy of it, should be transferred from one organizational leader to another a leadership of the club changes; from one club treasurer to another as the office changes. Checks should not be made out to All funds collected should be deposited. All disbursements should be by check only with a receipt to document each expense. Please attach this form to computer printout or ledg of detailed record of income and expenses (receipt and disbursements. Signatures on Accounts Indicate whether one or both signatures are required Both required One required I have personally prepared this record and believe it to be correct. Signature of Club Treasurer Date		. The account number is	
against the account(s). The signatures will usually be the organizational leader, assistant leader or Club Treasurer. This sugg is made in order to obtain security of club's funds and to give access to the club's funds in case the organizational leader is away or unable to sign checks. This record, or a copy of it, should be transferred from one organizational leader to another as leadership of the club changes; from one club treasurer to another as the office changes. Checks should not be made out to All funds collected should be deposited. All disbursements should be by check only with a receipt to document each expense. Please attach this form to computer printout or ledg of detailed record of income and expenses (receipt and disbursements. Signatures on Accounts Indicate whether one or both signatures are required Both required One required. I have personally prepared this record and believe it to be correct. Signature of Club Treasurer Date	(Name of Institution)	(Account Nu	umber)
of detailed record of income and expenses (receipt and disbursements. Signatures on Accounts Indicate whether one or both signatures are required Both required One required I have personally prepared this record and believe it to be correct. Signature of Club Treasurer Date	against the account(s). The signatures will usually be is made in order to obtain security of club's funds are away or unable to sign checks. This record, or a colleadership of the club changes; from one club treasure.	e the organizational leader, assistant leader or on the toriginal of the club's funds in case the py of it, should be transferred from one organization of the changes. Checks the control of the changes of the changes.	Club Treasurer. This suggesting organizational leader is callous attional leader to another as the should not be made out to cas
Indicate whether one or both signatures are required Both required One required I have personally prepared this record and believe it to be correct. Signature of Club Treasurer Date	of detailed record of	income and expens	•
I have personally prepared this record and believe it to be correct. Signature of Club Treasurer Date	Signatures on Accounts		
Signature of Club Treasurer Date	Indicate whether one or both signatures ar	re required Both required	One required
	I have personally prepared this record and	believe it to be correct.	
I have reviewed this record and believe it to be correct.	Signature of Club Treasurer	Date	
	I have reviewed this record and believe it t	o be correct.	

Date