



Treasurers Report at a Club/Group Meeting

The club/group treasurer must inform the 4-H club/group of all financial actions taken. This is reported regularly at the club/committee/group meeting. If the treasurer can not be at the meeting, it is their responsibility to provide the report to the officers or leader who should present it for you. Without a treasurers report, the club/group may not be able to take action.

It is recommended that you follow this format:

Date _____

1. Balance at last report _____

2. Money deposited _____

(Source of dollars: example dues received/fundraising dollars or donations received.)

	Source	Amount	Purpose
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- a.
- b.
- c.
- d.

3. Money paid out _____

(Who received what amount and for what.)

	Source	Amount	Purpose
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- a.
- b.
- c.
- d.

4. Balance today _____

The balance is recorded in the Secretary's minutes, along with any corrections. The President then asks that the report be filed for audit.

Additional Information

If the group has had a recent fundraiser, and the money hasn't been turned in, it would be appropriate to indicate that there will be income coming in from this source. *It isn't added into the report as dollars received until it is actually received.*

Anticipated income _____

If the group has had a recent event, but the expenses have not yet been turned in, it would be appropriate to indicate that there will be expenses coming.

Anticipated expenses _____