

4-H CLUB/AUTHORIZED GROUP

MONTHLY TREASURER'S REPORT

1. State the beginning balance:

Date: _____ Beginning Balance: _____

RECEIPTS				EXPENSES			
Date	From What Source	Amount		Date	For What Purpose	Amount	
Total Received				Total Expenses			

2. Indicate closing balance:

Date: _____ Closing Balance: _____

If the club has a checking account, do the following:
 Add back checks that have not shown up on the bank statement. plus _____
 Subtract deposits not showing up on bank statement. minus _____
 Adjusted balance should agree with bank statement. equals _____
 Include copy of bank statement that agrees with the total adjusted balance, directly above.

Prepared by: _____ Accepted by: _____

 Club Treasurer's Signature

 Club President's Signature

Date: _____

Date: _____