



LSU AGCENTER
LOUISIANA COOPERATIVE EXTENSION SERVICE
1010 LAFAYETTE ST., STE. 325
LAFAYETTE, LA 70501
337-291-7090
(FAX) 337-291-7099
www.lsuagcenter.com

ANNUAL 4-H TREASURER'S REPORT

CLUB NAME

ADDRESS

CLUB ENROLLMENT

GRADES IN CLUB

4-H Club Treasurer's Report Contest Guidelines



The following information applies to the 4-H Club Treasurer's Report Contest on the financial activities of your club this 4-H year.

The report should be organized as follows:

1. Begin with basic information about your club; club name, address, enrollment and grade range of members.
2. Include all of the 4-H Treasurer's Report forms. You should have **five** (5) monthly report forms; November to March. If your April report is ready by Achievement Day, it can be included also.
3. Complete the Summary forms as follows:
 - A. **Receipts**
 1. Fill in the name of your club
 2. Write the date of your first report in the "Beginning of the Year" Blank. Also, write in the amount of money your club started the school year with.
 3. List each of the receipts your club had all during the year in the blanks. This should correspond with your monthly reports.
 4. Total up all money taken in and write it in the total receipts blank.
 - B. **Disbursements**
 1. List all expenses your club had this year. This should correspond with your monthly reports.
 2. Add up all of the money the club spent this year and write it in the TOTAL DISBURSEMENTS blank.
 3. Subtract the TOTAL DISBURSEMENTS from the TOTAL RECEIPTS to get your end of the year balance.
 4. Write the date that you completed your report and the BALANCE ON HAND.
 5. Don't forget to sign your name on the bottom of the page.
4. The report should be assembled in a sturdy binder. The 4-H record book cover is ideal. **DO NOT INCLUDE PICTURES, NEWS ARTICLES, BANK STATEMENTS OR ANY OTHER SUPPORTING MATERIAL.**

REMEMBER: This is not a contest to see which club has the most money or even how it is spent. The contest is on record keeping.

TODAY'S DATE

4-H TREASURER'S REPORT

Report of _____ 4-H Club

Last Month's Date

\$ _____
Balance on hand

Receipts (monies take in)

Total

\$ _____

Disbursements (monies spent)

Total

\$ _____

Today's Date

\$ _____
Balance on hand

Signed _____

Treasurer

**ANNUAL
4-H TREASURER'S REPORT
SUMMARY**

REPORT OF THE _____ 4-H CLUB

AS OF _____ \$ _____
Beginning of year date Balance on hand

RECEIPTS

(Money taken in during the year)

- | | | |
|-----|-------|----------|
| 1. | _____ | \$ _____ |
| 2. | _____ | \$ _____ |
| 3. | _____ | \$ _____ |
| 4. | _____ | \$ _____ |
| 5. | _____ | \$ _____ |
| 6. | _____ | \$ _____ |
| 7. | _____ | \$ _____ |
| 8. | _____ | \$ _____ |
| 9. | _____ | \$ _____ |
| 10. | _____ | \$ _____ |
| 11. | _____ | \$ _____ |
| 12. | _____ | \$ _____ |
| 13. | _____ | \$ _____ |
| 14. | _____ | \$ _____ |
| 15. | _____ | \$ _____ |

TOTAL RECEIPTS \$ _____

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SUMMARY**

DISBURSEMENTS

(Money spent during the year)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
11.	_____	\$ _____
12.	_____	\$ _____
13.	_____	\$ _____
14.	_____	\$ _____
15.	_____	\$ _____
	TOTAL DISBURSEMENTS	\$ _____

TODAY'S DATE

\$ _____
BALANCE ON HAND

Signed _____
4-H CLUB TREASURER