



Treasurer *OFFICER WORKSHEET*

K-STATE
Research and Extension

 Post Rock
District

Refer to "The 4-H Treasurer's Record Book" for information about being the Treasurer (<https://bookstore.ksre.ksu.edu/pubs/4H474.pdf>). If you submit your completed worksheet to your local Extension Office, we will review it and provide feedback. Then, it can count as a district-level officer training.

Name: _____ 4-H Club: _____

Writing a Check

All 4-H Club expenses should be approved by the _____ before a check can be written. Any decision to spend club funds should be included in the secretary's _____.

A receipt or invoice is required before writing a check. The receipt or invoice should be included in the treasury records.

Write all checks in ink. If you make a mistake write _____ in large letters across the check and save it. Then write a new check.

Each check is required to have TWO designated signatures.

All checks need to be recorded in _____.

Let's Practice

The 4-H Club has agreed to pay for club t-shirts and to pay the bill to Creative Corner for \$182.50. Fill out the blank check below and the checkbook transaction register.

Clover Kids 4-H Club	Date _____	396
PAY TO THE ORDER OF _____		\$ _____
_____		DOLLARS
HOMETOWN CLOVER BANK		
FOR _____		_____
:005275084: 000 . 000 . 0 000339966		


Checking Account Register

Record the name of the person or business the check was written to in the "Description of Transaction" column. Below the name write a description for why you received the check.

Write the amount in the "Payment/Debit" column if you are writing a check to someone and subtract the amount from the previous balance and write in the new balance.

Write the amount in the "Deposit/Credit" column if you are depositing money into your account and add the amount from the previous balance and write in the new balance.

Place a checkmark in the appropriate column when each transaction appears on the monthly bank statement.

Checkbook Transaction Register						
Record all charges or credits that affect your account.						
Check Number	Date	Description of Transaction	Payment/Debit (-)		Deposit/Credit (+)	Balance
						\$347.23

Making Deposits

To deposit a check, it must first be endorsed or signed on the back right before they are deposited at the bank. Checks paid to the 4-H Club must be endorsed (signed) by who? _____

When depositing cash only, fill in the amount of currency (dollar bills), the amount of coins, and the total.

When depositing check only, draw a line through the currency and coin rows, list each check on an individual line, and the total.

When depositing checks and cash, list both on the same deposit slip.

All deposits need to be recorded _____.

Let's Practice

Your 4-H Club had it's annual fundraiser and you need to deposit the money in the bank. There is one \$20 bill, two \$10 bills, four quarters, and two dimes. Kevin Clover wrote a check for \$10.25 and Susie Sunshine wrote a check for \$15.75. Fill out the deposit slip to take to the bank and add this deposit to the register above.

Deposit Slip		
Name	_____	
Date	_____	
HOMETOWN CLOVER BANK		
CURRENCY		
COINS		
TOTAL		