

4-H Club or Committee Treasurer's Report

The treasurer's report informs the membership of the group's financial activity since the last meeting. **A written treasurer's report should be presented at each meeting.** This report should be prepared by the Treasurer, Assistant Treasurer and/or team of adult 4-H volunteers & youth responsible for the 4-H club's or committee's finances. All treasurer's reports should be filed for audit purposes. Give a copy to the club/committee secretary at each meeting.

_____ **4-H Club or Committee Name**

Treasurer's Report for: _____ (Date of Meeting)

Money Received: **Beginning Balance** _____ *is the Ending balance from date of _____ previous meeting)*

Date	Check #	Amount	From Whom	For What

_____ **Total Money Received**

Payments Made:

Date	Check #	Amount	To Whom	For What

_____ **Total Payments Made** **Ending Balance** _____

Treasurer's Report Submitted by: _____ **Title:** _____

