

Maryland 4-H Youth Development

To Make the Best Better

University of Maryland Extension



MONTHLY TREASURER'S REPORT

4-H Club/Authorized Group: _____ Month & Year: _____

1. State the beginning balance: Checking: _____ Total: _____
 Date: _____ Savings: _____ (Checking + Savings)

Income:

Date	Received from	Description	Cash or Check #	Amount	Account
Total amount received for the month:					

Expenses:

Date	Paid to	Description	Check #	Amount	Account
Total amount of expenses for the month:					

Add additional rows if needed.

2. Indicate closing balance: Checking: _____
 Date: _____ Savings: _____

For checking account, do the following:

- Add total of outstanding checks that have not shown up on the bank statement: _____
- Subtract total of deposits not showing up on bank statement: _____
- Adjusted balance should agree with bank statement: _____*

*Attach bank statement, receipts, and cancelled checks (if applicable).

Prepared by: _____ Accepted by: _____

Club Treasurer: _____ Club President: _____

Date: _____ Date: _____

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Created By: Lacie Ashby, 4-H Educator; Jody Parrish, Administrative Assistant
 The University of Maryland, College Park, (AGNR), (UME), (AES) programs are open to all citizens and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.

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