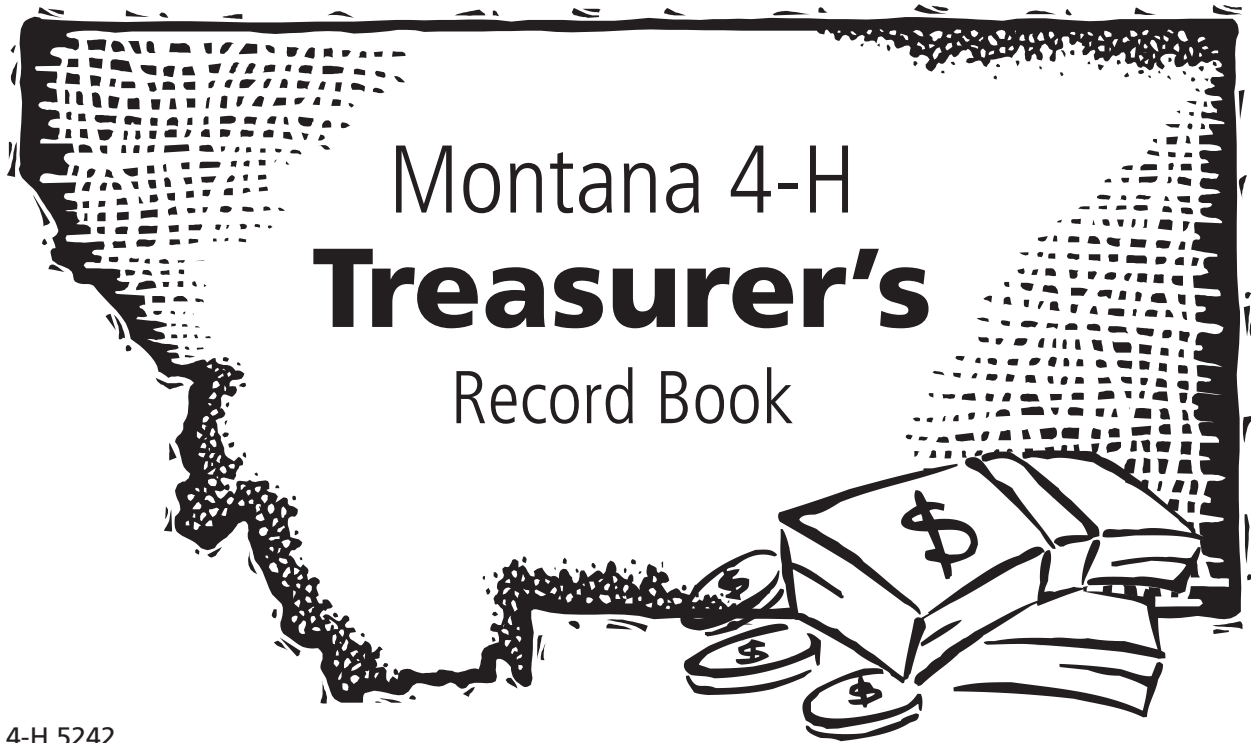




Montana 4-H Center
FOR YOUTH DEVELOPMENT



Montana 4-H **Treasurer's** Record Book

4-H 5242
Revised September 2012

County _____

Name of Club _____

Name of Club Treasurer _____

Year _____

MONTANA 4-H IS a part of Montana State University Extension which is a part of the U. S. Department of Agriculture and your local county government. 4-H members are youth who chose to participate in Extension sponsored educational programs which are open to all youth.

The goal of Montana 4-H is to develop life skills and educate youth and adults for living in a global and changing world by using the resources of the Land-Grant Universities and the U.S. Department of Agriculture.

Montana 4-H Educational programs are 4-H Clubs, after-school programs, 4-H camps, school enrichment, community service, events and activities for young people and adults as they work towards attaining life skills such as:

- Fostering positive self-concept
- Learning decision-making skills and responsibility for choices
- Developing an inquiring mind
- Relating to self and others
- Acquiring a concern for communities – both local and global

The emblem of the 4-H program is a green four-leaf clover with a white H in each leaf. The four H's stand for Head, Heart, Hands and Health and represent development of life skills.

HEAD: Learning to think, making decisions, understanding 'why', gaining new and valuable insights and acquiring knowledge.

HEART: Being concerned with the welfare of others, determining values and attitudes by which to live and learning how to work with others.

HANDS: Learning new skills, improving skills already developed, instilling pride in works, and earning respect for work accomplished.

HEALTH: Practicing healthful living, protecting the well-being of self and others, and making constructive use of leisure time.

This four-fold development is vital to every individual. Each of the H's should be an important part of the goals youth identify as they participate in 4-H sponsored programs and educational activities.

Material adapted by:
Lea Ann Larson
Montana State University

Adapted from materials shared by:
Ohio 4-H Youth Development, Ohio State University Extension
Texas 4-H and Youth Development, Texas A&M System
Kansas 4-H, K-State Extension
Oklahoma 4-H, Oklahoma Cooperative Extension Service
New Jersey 4-H, Rutgers Cooperative Extension
4-H Youth Development UW Extension, University of Wisconsin
Iowa 4-H, Iowa State University Extension

Designed by:
Montana State University Extension



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Congratulations on your newly elected office. You, and all other officers of your 4-H club, represent not only your club, but the 4-H program in your county and throughout the state. Your skills and abilities, standards and ideals, grooming, speech and even attitude represent all Montana 4-H members. Representing others is one of your most important responsibilities because it exists at all times – not just while you are at 4-H events.

Being elected your 4-H club Treasurer is an honor and a responsibility. The members who elected you know that you’ll serve as a trustworthy and hard working leader. This book is designed to share suggestions and expectations for doing your job accurately and effectively. Since your position involves money, there are financial management rules that must be followed at all times so ask questions of anything you don’t understand and work with a leader who will help you process financial information correctly. This book teaches you how to manage finances – a skill that will serve you well throughout your life. You are providing your club and yourself a great service by offering your services and learning new skills.

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Understanding what is expected of you and knowing how to do it is a key to being successful in this important position. This section of the booklet guides you through your roles and responsibilities, how to do your job effectively and how to present information clearly. There are also sections which give you opportunities to learn and practice keeping financial records. Good luck as you take on this important role.

Treasurer's Job Description

- Handle all money matters of the club - maintaining current and accurate financial records.
 - Keep an accurate record of all income and expenses. It is recommended that this book and all the club financial records be kept in a three ring binder.
 - Deposit all funds in the bank as soon as possible – and ideally within a week.
 - Pay all bills promptly after approval by the club. Pay by check only, and have background paperwork for all bills paid.
 - Collect dues (if your club has them) and keep accurate records of dues paid.
 - Write receipts for all money collected and maintain a copy of receipts in your records.
- Prepare a budget to guide the club, with the help of the Finance Committee and club leader.
- Prepare an accurate Treasurer's report for each meeting.
- Complete your Treasurer's Record Book, including the Year-end Financial Summary Report (Appendix, page 43) for review by the Financial Review Committee. They will need your completed Treasurer's record book along with the
 - Club budget
 - Check register
 - Bank statements
 - Cancelled checks and deposit slips
 - Receipts of all income
 - Bills for all expenses
 - List of any physical property the club owns
 - Copy of Secretary's Minutes authorizing financial transactions

- After the Financial Review Committee completes their review, they will turn in a signed copy of the Year-end Financial Summary Report to the county Extension office for their records.
- Check with your county office for deadlines and what supporting documentation they would like with the report. It varies from county to county.

Best Practices for Treasurers

- Never mix your own money with club money. Never use club money for your personal needs. Both of these practices are illegal.
- Spend money with club approval only – a motion, second and passing vote must be included in the meeting minutes before you spend anything.
- If an unforeseen situation comes up and money must be spent before an official business meeting can take place, get the approval of the entire Executive Committee (President, Vice-President, Secretary, as well as the Organizational Leader) in writing or by e-mail.



TREASURER'S RESPONSIBILITIES

Beginning of the Year

At the beginning of the 4-H year, obtain the club funds and records from the previous Treasurer. This will need to be done after the Financial Review Committee has finished its annual review.

1. Check to be sure the amount of money you receive agrees with the Year-end Financial Summary Report and the previous Treasurer's records.
 2. In the Record of Club Finances or the Check Register (depending on which form your club uses) date column, write the month you begin to serve as Treasurer. Then write on the line "Balance on hand \$____," the amount of money in the club treasury when you received the records. The Record of Club Finances form can be found in the Appendix on page 39.
 3. Update the bank account information for the club.
 - a. Make sure the bank account(s) are in the name of your 4-H club and that the club has an Employer Identification Number (EIN) on file at the bank for the club. A club treasury must never be under the name of a leader or other individual or their personal Social Security number.
 - b. With the help of the Organizational Leader, go to the bank and update the signature card and address for the bank account. **It is a State 4-H policy that all 4-H accounts must have two signatures on all checks.**
 - c. A majority of clubs list the Treasurer, President and an adult leader as signatories. The club may have guidelines or a bylaw provision for who is allowed a signature on the account.
 - d. Some banks will not accept a minor as a signatory. In these cases, it may be necessary to have three leaders (from different families) as signatories.
 - e. If the Treasurer is not a signatory on the bank accounts, he/she should write out the checks and then have two of the people who are signatories sign them.
 - f. Monthly bank statements should be sent to a leader who is not a signatory on the account. This leader should review the statement, and then give it to the treasurer to reconcile with Record of Club Finances or the Check Register. A sample Reconciliation Form can be found in the Appendix on page 40.
 4. Work with your Finance Committee and club leader to put together a tentative budget to present to the whole club as soon as possible in the new 4-H year. The club should discuss and approve the budget. There is a sample budget sheet in the Appendix on page 38 or you can make your own.
 - a. The budget is a financial guide just as the Yearly Program Plan (see the *Secretaries Handbook*, 4-H 5327) is a program guide for the club. When setting up the budget, looking at the historic numbers will help decide the amounts. Also look at the Yearly Program Plan to see where and when the club will be spending or making money.
 - b. Receipts include dues, potential fundraising events, and estimated profit. *Example:* If the club has traditionally had a fundraiser that brings in about \$100, then an estimate of \$100 in income could be recorded on the budget.
 - c. Expenses include items such as club outings, donations to worthy causes, meeting location rental fees, refreshments for parties, fair decorations, supplies for community service activities, postage, etc. *Example:* the club helps a local charity with sorting and giving away toys; last year the club also gave money to purchase toys for the charity. The members would like to do that again this year as their service project. The budget should reflect the anticipated donation.
 5. Keep all records up-to-date monthly and give a financial report at each club meeting.
- To make record-keeping easier, this book has been designed to be put in a 3-ring binder. Pocket folders can be added to hold bills and receipts. Punch holes in your bank statements and other financial documents and include them in this notebook.
- Excel spreadsheets or a simple accounting program may be helpful if you prefer to keep your records on a computer. If computerized programs are used, be sure to print out the ledger and reports and add them to the binder so that there are paper backups of the information.

Before During and After a Meeting

Before each 4-H meeting update all club financial records, making sure they are correct and up-to-date, and complete a Treasurer's report to share with the club. See Training Activity 3 to learn how to reconcile the bank account and fill out a Treasurer's report (Appendix, page 41).

- The report should include all transactions since the beginning of the last meeting.
- Include all receipts turned in and any bills paid since the last meeting.
- Make a copy of the Treasurer's report for the secretary to include in the official meeting minutes.

As Treasurer, you will need to give the Treasurer's report and present any current bills that need to be paid during the meeting. After the bills are presented the Treasurer may make the motion to pay the bills by stating "I move that the club paybill." By making the motion yourself you insure that the club takes action on the bills you presented. Also be sure to write receipts for any money received during the meeting.

After the meeting, pay all bills approved by the club and deposit any money received as soon

as possible. Update the Record of Club Finances or the Check Register immediately when checks are written or money deposited. See Section 2 Training Activities to learn how to fill out deposit slips and write checks as well as how to record them in the Record of Club Finances or the Check Register. **Always keep copies of paid bills and receipts in the 3-ring binder with your other financial records.**

Year-end Procedures

As the treasurer, you have been entrusted throughout the 4-H year to make timely and accurate reports to your 4-H club regarding the finances of the club. At the end of the 4-H year, you will need to complete the Year-end Financial Summary Report (Appendix, page 43) and present the Treasurers Record Book to a Financial Review Committee for their review.

Procedures for a Financial Review Committee

1. Check each month's reconciled bank statement and cancelled checks. Make sure the ledger (check register) postings are current and complete.
2. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
3. Total all funds received. Verify that cash receipts were written and that funds received were listed on the ledger reports.
4. Total all deposits made to bank account. This total should equal the total of all funds received.
5. Total all expenditures.
 - Verify that a written bill (or store receipt) is on file for each expenditure.
 - Verify that all expenditures were paid by check, not cash.
6. The Treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, must equal the Treasurer's total balance at the end of the year.
7. Examine the Year-end Financial Summary Report that the Treasurer has filled out. Do the balances on the report match the total balances reflected in the ledger?
8. Examine club minutes for monthly financial reports and club approval of all expenditures.
9. If the 4-H group has accepted in-kind donations, examine the club inventory sheet and make sure that a letter or receipt is on file for each item. Document the donor and date given, along with where it is located. The group accepting the in-kind donation does not assign a value to an item, the donor is responsible for doing so.
10. Report the committee findings.
 - a. If the committee finds errors or omissions that need to be corrected, the committee should meet with the Treasurer and explain the findings, then the group makes the corrections. When the committee feels that the errors are corrected, two members of the Financial Review Committee will complete and sign the Year-end Financial Review Certificate at the bottom of the Year-end Financial Summary Report and then turn in the report to the county Extension office.
 - b. If the committee finds all is correct, two members of the Financial Review Committee will complete and sign the Year-end Financial Review Certificate at the bottom of the Year-end Financial Summary Report and turn the report into county Extension office.

NOTE: By signing the Year-end Financial Review Certificate the committee members are stating that they have reviewed the books and to the best of their knowledge the books are correct.

The first step in preparing the books for review is to promptly pay any bills approved at the last 4-H meeting, deposit any money that is on hand, and reconcile the last bank statement for the year. This will give you a record of all checks that have cleared the bank and those that are still outstanding. Then make updates to the Record of Club Finances or the Check Register.

Next, organize all bank statements, the club's receipts book, and all the bills for the year. Remember, each time the club received income a receipt should have been written. Also, when you paid a bill at the direction of club members you should have had a receipt verify what was purchased or why the check was written. Checks that do not have a corresponding receipt can be verified through club minutes as a backup reference. All voided checks should also be included in the records.

Update the list of any physical property the club owns and include in the list where the items are kept.

Prepare a Detailed Summary Report of Income and Expenses (Appendix, page 42). This report is helpful to organize the expenses and income of the club. An electronic copy can be found at montana4h.org; if the club keeps their books on a different computer bookkeeping program, generate a report that shows income and expenses for the year.

Prepare and sign a Year-end Financial Summary Report (Appendix, page 43). An electronic copy can be found at montana4h.org. When you sign the report you are stating that to the best of your knowledge all the balances on the report are correct and that all the financial information for the club is in order.

After you have prepared the reports and all the documentation described previously, a copy of all the club minutes and your Treasurer's Record Book should be given to the Finance Review Committee.

4-H records to keep and maintain

Item	How long to keep original	Does the county Extension office need a copy?	Should a copy be forwarded to the state 4-H office?
Charter	permanent	Yes	No, the state office will keep a copy when they issue the charter.
Constitution and Bylaws	permanent	Yes, the most current copy. They should be dated and signed.	Yes, as part of the charter application and when they are updated.
EIN Paperwork (if applicable)	permanent	Yes	No
Audit or Financial Review	7 years	Yes	Only upon request from the State 4-H Office.
Year-end Financial Summary	7 years	Yes	Yes
990 filing confirmation letter	7 years	Yes	Yes
Bank Records	3 years	As requested, check with the local county Extension office	No
Donor Records and Acknowledgement Letter	3 years	As requested, check with the local county Extension office	No
Grant paperwork	3 years after completion	As requested, check with the local county Extension office	No
Meeting Minutes	3 years	Yes	No
Correspondence	3 years	No	No
Yearly Program Plan	3 years	Yes	For the year the club is formed, as part of their charter application.

Appointing the Financial Review Committee

It is Montana 4-H Policy that all 4-H clubs and committees have their books reviewed by an independent committee at the end of each 4-H year.

The club President should appoint a Financial Review Committee of at least two people. It may be more if the club, committee or council would like, or if it is specified in the bylaws or policies of the group.

The Financial Review Committee members may be 4-H leaders, 4-H members, county staff or community member. It is encouraged that senior 4-H members be included on the committee.

Members of the Financial Review Committee may not be the Treasurer, from the Treasurer's family or be a signatory on the checking account.

Financial Records

Clubs need to have a place to keep the records so they can easily be found. County offices will give clubs and other groups direction on their preferences for collecting and maintaining records. Check the table on the previous page for how long the listed documents should be kept and if a copy should be given to the county Extension office. If the State 4-H Office for Youth Development requires a copy of the information, the county office is responsible for collecting it from the club or group and forwarding a copy to the center.

Check with your local county 4-H Extension office for other requirements the county may have regarding how long and where records are kept.

When a Club Disbands

As the Treasurer of a 4-H club that is disbanding, you have the responsibility to make sure all the club bank accounts are properly closed and all club assets, money and property properly distributed. Any items purchased under the name and emblem of 4-H, such as guns for shooting sports or clippers for animal projects, are considered club property. The steps to closing the books for a disbanding club are:

- Pay all outstanding bills as approved by the club.
- Update the record of club finances and Treasurer's Record Book, including the list of club property and where it is located.
- Prepare a Year-end Financial Summary Report, even if it is not the end of the year.
- Ask the President to appoint a Financial Review Committee
- Work with the organizational leader to formally close the account at the bank.
- Turn money and property over to the county 4-H Council.

The balance of a club treasury may NEVER be divided among members.

For more information on disbanding or splitting a club, request the Montana 4-H Program Policies and Procedures from the county Extension office or find it online at http://www.montana4h.org/pub/files/PP_complete.pdf.

Tax Exempt Status and IRS Requirements

All clubs that have bank accounts must have an Employee Identification Number (EIN). See page 34 for more information.

TRAINING ACTIVITIES FOR TREASURERS



As Treasurer of your club you have many responsibilities that may be new to you. This section of the Treasurer's Record Book is for you to practice the record-keeping skills that are required to be a treasurer. This section of the book is also designed to refer back to if you have questions as you start to work on the club's books. The correct answers follow each practice exercise.

HANDLING MONEY RECEIVED

Writing a Receipt

The Treasurer must write a receipt for all money received. The Treasurer, Vice President and an advisor should count all money received and the amount should equal the total amount of the receipts. The Treasurer should immediately write out a deposit ticket for that amount and make a deposit as soon as possible and definitely within a few days. This deposit may be made by a leader or the treasurer. Don't forget to include the breakdown of money received in the Club Record of Club Finances.

Filling Out a Deposit Ticket

- Date the deposit ticket.
- Fill in the amount of currency (paper money) and coins you are depositing.
- List each check separately, by number and amount. Use the back of the deposit ticket if necessary. (Total the checks on the back and put this amount in "Total from other side" blank.) Add cash and checks together and put that total in the space provided.
- Record the deposit in the check register.
- After making the deposit, put the deposit receipt in an envelope in your 3-ring binder.

You should never keep cash back from a deposit. If your club needs cash to make change for a fund-raising activity, write a check for "CASH" to the bank. Be sure to note what the cash is for in the memo line.



TRAINING ACTIVITY 1 HANDLING MONEY RECEIVED

Training Scenario: *Let's see how much you have learned about taking money in.*

- You are the treasurer for the Clover Clan 4-H Club.
- You are at your November 12 club meeting.
- The club voted to have the Treasurer get a receipt book at their meeting on October 26. The Treasurer, Adam Green, purchased the receipt book and turned in a sales slip for \$5.23. He received club check Number (No.) 100 on November 5 for \$5.23.
- Club dues are \$5.00 per member.
- Mary & Molly Newcomer give you \$10.00 cash for their dues.
- Jason Wyatt gives you a check (No. 1352), signed by his mom, Marsha Samples, for \$10.00 (\$5.00 for dues and \$5.00 for his project book).
- Fred and Linda Oldhouse give you a check (No. 5008), signed by their dad, Frederick Oldhouse, for \$25.00 (\$5.00 each for dues, \$5.00 for Fred's project book, and \$10.00 for two project books for Linda).
- Sam Jones gives you \$15.00 cash for his dues and two project books.
- Bobbie Adams turns in his dues money. He gives you three \$1.00 bills and eight quarters.
- Ima Clover is the organizational leader of the club and a signatory.
- Al Dorigth is the Extension agent and a signatory, but will not sign checks.

I. Write out receipts for the Newcomer & Oldhouse families.

RECEIPT	No. 1001		
Received of _____			
Payment as indicated below:			
Date	Purpose	Cash or Check No.	Amount
Signed _____			

RECEIPT	No. 1002		
Received of _____			
Payment as indicated below:			
Date	Purpose	Cash or Check No.	Amount
Signed _____			



II. Fill out a deposit ticket.

DEPOSIT TICKET		CASH ▶	<table border="1"> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table>																																								
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III. Update your Record of Club Finances.

Record of Club Finances

Club Name Clover Clan 4-H Club Year 2012

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received -- Name & Purpose and Payments Made -- Name & Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
11/5/12	Christopher Adams - Reimburse receipt book	100		\$5.23	\$168.42



Answer Key:

I. Write out receipts for the Newcomer & Oldhouse families.

RECEIPT No. 1001

Received of Mary and Molly Newcomer

Payment as indicated below:

Date	Purpose	Cash or Check No.	Amount
11/12/2012	Mary - \$5.00 dues Molly - \$5.00 dues	Cash	\$10.00
Signed <i>Christopher Adams</i>			

RECEIPT No. 1002

Received of Fred and Linda Oldhouse

Payment as indicated below:

Date	Purpose	Cash or Check No.	Amount
11/12/2012	Fred - \$5.00 dues and \$5.00 project book Linda - \$5.00 dues and \$10.00 project books	5008	\$25.00
Signed <i>Christopher Adams</i>			

II. Fill out a deposit ticket.

<p>DEPOSIT TICKET</p> <p>Clover Clan 4-H Club</p> <p>4 Clover Way, Apt. H</p> <p>Cloverville, MT 44444</p> <p>DATE <u>11/12/2012</u></p> <p><small>DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL</small></p> <p>SIGN HERE FOR CASH RECEIVED (IF REQUIRED)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>CASH ▶</td> <td style="border: 1px solid black; padding: 2px;">3</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">0</td> </tr> <tr> <td><u>1352</u> ▶</td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">0</td> </tr> <tr> <td><u>5008</u> ▶</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">5</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">0</td> </tr> <tr> <td>(or total from other side) ▶</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> <tr> <td>SUBTOTAL ▶</td> <td style="border: 1px solid black; padding: 2px;">6</td> <td style="border: 1px solid black; padding: 2px;">5</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">0</td> </tr> <tr> <td>LESS CASH RECEIVED ▶</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> <tr> <td>\$</td> <td style="border: 1px solid black; padding: 2px;">6</td> <td style="border: 1px solid black; padding: 2px;">5</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">0</td> </tr> </table>	CASH ▶	3	0	0	0	<u>1352</u> ▶	1	0	0	0	<u>5008</u> ▶	2	5	0	0	(or total from other side) ▶					SUBTOTAL ▶	6	5	0	0	LESS CASH RECEIVED ▶					\$	6	5	0	0
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THE COMMUNITY BANK

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III. Update your Record of Club Finances.

Record of Club Finances

Club Name Clover Clan 4-H Club

Year 2012

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

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	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
11/5/12	Christopher Adams - Reimburse receipt book	100		\$5.23	\$168.42
11/12/12	Molly and Mary Newcomer - \$10 dues		\$10.00		\$178.42
11/12/12	Jason Wyatt - \$5 dues, \$5 project book		\$10.00		\$188.42
11/12/12	Fred and Linda Oldhouse - \$10 dues, \$15 books		\$25.00		\$213.42
11/12/12	Sam Jones - \$5 dues, \$10 project book		\$15.00		\$228.42
11/12/12	Bobbie Adams - \$5 dues		\$5.00		\$233.42



PAYING BILLS

Writing a Check

- Fill out the check register with the check number, date, amount, name of payee (the person or business to whom the check is written) and purpose of the payment. The check register should also show the balance before and after deducting the check amount.
- Use ink.
- Never erase – if you make a mistake, start a new check and write VOID on the old one. Keep voided checks in your file.
- Be sure to date the check.
- Enter the name of the person or business to which the check is written as close to the “Pay to the order of” as possible.
- Do not leave a space between dollars and cents. This helps stop someone from changing a \$1.00 check into a \$100 or \$1000 check.
Correct: 10 and 34/100
Incorrect: 10 and 34/100
- Begin at the extreme left in writing the amount. Be sure the written amount agrees with the numeric amount. Draw a line from where the writing ends to the end of the line.
- If a check is for less than \$1, write the word “Only” and then the amount.
- Sign the check the same way you signed the signature card at the bank.
- Obtain required signatures from other account signatories.
- Always know where all checks, bank statements and deposit slips are by storing them together in a secure place. It is recommended that you keep all of your treasurer’s records together in a 3-ring binder. (Zipper envelopes like those for school pencils work well.)
- Make sure you write what the check is paying for on the memo line.
- Update your Record of Club Finances to reflect the check(s) written.

Checking Account Register

- Write the number of the check and the date it was written in the correct columns.
- In the “Transaction Description” column, write to whom the check was written.
- Enter the check amount in the “Payment Amount” column and then **subtract** the amount from the remaining balance above and enter the new balance in the balance column straight across from the payment amount.
- “✓” is a column to check off when the check or deposit appears on your bank statement.
- “Fee” is a column to list any costs for cashing checks.
- Remember to **Subtract** the check amount (and any fee) from the balance.
- When a deposit is made, the amount is recorded in the “Deposit Amount” column.
- **Add** the amount of the deposit to the balance.

Endorsing Checks

An endorsement is a signature.

1. To be cashed, a check must be endorsed by whomever the check is made payable to.
2. All endorsements are made on the back of the check, where designated.
3. Endorse checks immediately, using a restrictive endorsement including the club name, the treasurer’s name, and the words “For Deposit Only.”

Example:

*Clover Clan 4-H Club
Christopher Adams
For Deposit Only*



TRAINING ACTIVITY 2 PAYING BILLS

Training Scenario: Now it's time to pay money out.

- Your club voted at the last meeting, on November 12, to have officer installation at the next meeting, November 26, with the club buying pizza and pop for refreshments.
- It is now November 26. The pizza & pop has been ordered from Pizza Land. One of the leaders is getting ready to go pick it up.
- The total cost for the pizza and pop is \$68.50.
- The next check in the checkbook is 101.

I. Update the club checkbook register prior to writing the check.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE	
									\$	
									\$ 173.65	
100	11/5/2012	Christopher Adams	5	23					168	42
		Reimbursement for receipt book								
	11/12/2012	Deposit - Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)					65	00	233	42

II. Write out a check to pay for the pizza.

Clover Clan 4-H Club	101
4 Clover Way, Apt. H	
Cloverville, MT 44444	
	Date _____
Pay to the	
Order of _____	\$ _____
	_____ Dollars
THE COMMUNITY BANK Cloverville, MT 44444	
For _____	
Ⓜ: 0412 163	Ⓜ: 44-HHHH



III. Update your Record of Club Finances.

Record of Club Finances

Club Name Clover Clan 4-H Club

Year 2012

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received -- Name & Purpose and Payments Made -- Name & Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
11/5/12	Christopher Adams - Reimburse receipt book	100		\$5.23	\$168.42
11/12/12	Molly and Mary Newcomer - \$10 dues		\$10.00		\$178.42
11/12/12	Jason Wyatt - \$5 dues, \$5 project book		\$10.00		\$188.42
11/12/12	Fred and Linda Oldhouse - \$10 dues, \$15 books		\$25.00		\$213.42
11/12/12	Sam Jones - \$5 dues, \$10 project book		\$15.00		\$228.42
11/12/12	Bobbie Adams - \$5 dues		\$5.00		\$233.42



Answer Key:

I. Update the club checkbook register prior to writing the check.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE	
									\$	
100	11/5/2012	Christopher Adams	5	23					168	42
		Reimbursement for receipt book								
	11/12/2012	Deposit - Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)					65	00	233	42
101	11/26/2012	Pizza Land	68	50					164	92
		Pizza and pop for Installation								

II. Write out a check to pay for the pizza.

Clover Clan 4-H Club	101
4 Clover Way, Apt. H	
Cloverville, MT 44444	Date <u>November 26, 2012</u>
Pay to the	
Order of <u>Pizza Land</u>	<u>\$ 68.50</u>
<u>Sixty-eight and 50/100</u>	Dollars
THE COMMUNITY BANK Cloverville, MT 44444	
For <u>Pizza for Installation</u>	<u>Signatory Signature</u> <u>Signatory Signature</u>
Ⓜ: 0412 163 Ⓜ: 44-HHHH	

III. Update your Record of Club Finances.

Record of Club Finances

Club Name Clover Clan 4-H Club Year 2012

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received -- Name & Purpose and Payments Made -- Name & Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
11/5/12	Christopher Adams - Reimburse receipt book	100		\$5.23	\$168.42
11/12/12	Molly and Mary Newcomer - \$10 dues		\$10.00		\$178.42
11/12/12	Jason Wyatt - \$5 dues, \$5 project book		\$10.00		\$188.42
11/12/12	Fred and Linda Oldhouse - \$10 dues, \$15 books		\$25.00		\$213.42
11/12/12	Sam Jones - \$5 dues, \$10 project book		\$15.00		\$228.42
11/12/12	Bobbie Adams - \$5 dues		\$5.00		\$233.42
11/26/12	Pizza Land - Pizza and pop for officer installation	101		\$68.50	\$164.92

RECONCILING BANK STATEMENTS

Bank statements are usually received monthly. A bank statement includes the account balance at the beginning of the month, any deposits made, any checks written, any fees charged to the account and an ending balance.

- Your treasury records must be reconciled to (agree with) the bank statement each month.
- Use the Checkbook Balancing/Reconciliation Form on the back of the bank statement for your monthly reconciliation. A sample form may be found on page 18 as well as on page 3 of the Appendix.

To check the figures on the bank statement, do this:

1. Add the amount of deposits during the month and the balance carried forward from the previous bank statement.
 2. From this total subtract the total of the service charge, if any, and the checks that are included in the bank statement.
 3. This should be the same as the new balance on the statement.
- Cancelled checks, or a copy of them, if any, may be included with the statement. If a check you wrote is not with the other checks, list it in "Outstanding Checks" at the bottom left of the Checkbook Balancing/Reconciliation Form.

- If you cannot balance (amounts don't agree), take the statement and your records to an advisor and ask them to check it.
- If you think there is an error in the bank statement, take the statement and your treasury records to the bank and ask them to check it.

Service Charge

Some banks have a service charge for handling an account. Usually a few cents are charged for each check written and for each deposit. If your club is charged a service charge in any month, there will be a notation on the bank statement showing the amount.

- The amount for the service charge should be shown as an expenditure on the Checkbook Balancing/Reconciliation Form for the month.
- The service charge must also be listed in your check register as a payment amount.



TRAINING ACTIVITY 3 RECONCILING A BANK STATEMENT

Training Scenario: Making it balance is important.

- Your monthly bank statement has arrived. You must reconcile the bank statement with your records.
- Your bank statement:

The Community Bank

Statement

Clover Clan 4-H Club
4 Clover Way, Apt. H
Cloverville, MT 44444

Date 11/31/2012 Page 1
Account Number 44-HHHH

- - - CHECKING ACCOUNTS - - -

Previous Balance	173.65	Statement Dates	11/01/12 thru 11/30/12
1 Deposits/Credits	65.00	Days in the statement period	30
1 Checks/Debits	68.50		
Service Charge	4.00		
Interest Paid	0.00		
Ending Balance	166.15		

Deposits and Additions

Date	Description	Amount
11/13	DDA REGULAR DEPOSIT	65.00

Checks in Serial Number Order

Date	Check No.	Amount
11/27	*101	68.50

* Indicates Skip in Check Number

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/01	173.65	11/13	238.65	11/27	170.15	11/31	166.15



I. Reconcile the bank statement on the Checkbook Balancing/Reconciliation Form.

CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook register to make sure they are balanced (equal) each month.

OUTSTANDING DEPOSITS

(Not included in your statement)	
DATE	AMOUNT
Total Outstanding Deposits	

Total A

STEPS TO RECONCILE/BALANCE ACCOUNT

1) Ending balance from your checkbook ledger		_____
2) Subtract total outstanding deposits (A)	-	_____
3) Add total outstanding checks (B)	+	_____
4) Subtract bank fees*	-	_____
5) Add interest earned*	+	_____
6) Adjusted balance (should equal bank statement)	=	_____

OUTSTANDING CHECKS

(Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		

Total B

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.

II. Update the checkbook register to reflect any changes.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT		✓	FEE	DEPOSIT AMOUNT		BALANCE	
									\$ 173.65	
100	11/5/2012	Christopher Adams	5	23					168	42
		Reimbursement for receipt book								
	11/12/2012	Deposit - Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)			✓		65	00	233	42
101	11/26/2012	Pizza Land	68	50	✓				164	92
		Pizza and pop for Installation								

III. Update the Record of Club Finances so that all records match.

Record of Club Finances

Club Name Clover Clan 4-H Club Year 2012

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received -- Name & Purpose and Payments Made -- Name & Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
11/5/12	Christopher Adams - Reimburse receipt book	100		\$5.23	\$168.42
11/12/12	Molly and Mary Newcomer - \$10 dues		\$10.00		\$178.42
11/12/12	Jason Wyatt - \$5 dues, \$5 project book		\$10.00		\$188.42
11/12/12	Fred and Linda Oldhouse - \$10 dues, \$15 books		\$25.00		\$213.42
11/12/12	Sam Jones - \$5 dues, \$10 project book		\$15.00		\$228.42
11/12/12	Bobbie Adams - \$5 dues		\$5.00		\$233.42
11/26/12	Pizza Land - Pizza and pop for officer installation	101		\$68.50	\$164.92



Answer Key:

I. Reconcile the bank statement on the Checkbook Balancing/Reconciliation Form.

CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook register to make sure they are balanced (equal) each month.

OUTSTANDING DEPOSITS

(Not included in your statement)	
DATE	AMOUNT
Total Outstanding Deposits	

Total A

STEPS TO RECONCILE/BALANCE ACCOUNT

1) Ending balance from your checkbook ledger		\$164.92
2) Subtract total outstanding deposits (A)	-	
3) Add total outstanding checks (B)	+	\$5.23
4) Subtract bank fees*	-	\$4.00
5) Add interest earned*	+	
6) Adjusted balance (should equal bank statement)	=	\$166.15

OUTSTANDING CHECKS

(Not included in your statement)

Check #	Written To:	Amount
100	Christopher Adams	\$5.23
Total Outstanding Checks		\$5.23

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.

Total B

.....

II. Update the checkbook register to reflect any changes.

NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT AMOUNT	✓	FEE	DEPOSIT AMOUNT	BALANCE
							\$ 173.65
100	11/5/2012	Christopher Adams	5 23				168 42
		Reimbursement for receipt book					
	11/12/2012	Deposit - Dues & Books (Newcomer, Wyatt, Oldhouse, Adams, Jones)		✓		65 00	233 42
101	11/26/2012	Pizza Land	68 50	✓			164 92
		Pizza and pop for Installation					
	11/31/2012	Service Fee		✓	4.00		160 92
		November 1 - November 31					

III. Update the Record of Club Finances so that all records match.

Record of Club Finances

Club Name Clover Clan 4-H Club Year 2012

The Financial Record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record every transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received -- Name & Purpose and Payments Made -- Name & Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
11/5/12	Christopher Adams - Reimburse receipt book	100		\$5.23	\$168.42
11/12/12	Molly and Mary Newcomer - \$10 dues		\$10.00		\$178.42
11/12/12	Jason Wyatt - \$5 dues, \$5 project book		\$10.00		\$188.42
11/12/12	Fred and Linda Oldhouse - \$10 dues, \$15 books		\$25.00		\$213.42
11/12/12	Sam Jones - \$5 dues, \$10 project book		\$15.00		\$228.42
11/12/12	Bobbie Adams - \$5 dues		\$5.00		\$233.42
11/26/12	Pizza Land - Pizza and pop for officer installation	101		\$68.50	\$164.92
11/31/12	Service Fee - November			\$4.00	\$160.92



PREPARING A TREASURER'S REPORT

- The Treasurer needs to provide an accurate report of club finances at each meeting.
- The report needs to reflect all activity in the treasury since the last meeting.
- The report should follow this format:
 1. Beginning balance (closing balance from previous meeting)
 2. Money received (list each item with the dollar amount, who it was from, and the purpose)
 3. Total received (add all of the money received amounts)
 4. Expenses (list each item with the dollar amount, who was paid, and what it was for)
 5. Total expenses (add all of the expense amounts)
 6. Closing Balance (beginning balance + total received – total expenses.)
- The closing balance is the actual balance you have in your records and in the bank. It will be the new beginning balance for the next meeting.

When you make your report:

- Begin with the previous balance (1). "The beginning balance was \$____ (2). Income was \$____ from _____ for _____ and \$____ from _____ for _____, etc., for a total amount received of \$____ (3). Expenses were \$____ to _____ for _____ and \$____ to _____ for _____, (4)etc., for total expenses of \$____ (5). This leaves us with a closing balance of \$____ (6)."
- Present any outstanding bills for payment. "We have a bill from _____ (store or individual) for \$____ (amount) for _____ (what it was for)."
- Expenses should be approved by the club prior to the transaction taking place.
- Club members should pass a motion to approve payment before any bill is paid.
- The secretary must record the motion, second and whether the motion passed or failed in the minutes.
- Approved transactions should take place and be recorded as soon as possible after the meeting.



TRAINING ACTIVITY 4 PREPARING A TREASURER'S REPORT

Training Scenario: *Preparing for a meeting.*

- It is November 26. Your club is meeting later today. You need to prepare a treasurer's report for the meeting.
- Your last meeting was November 12. (Refer to Training Activity 1 for financial transactions at that meeting.)
- See sample report form below.

I. Fill out a Treasurer's Report form.

Treasurer's Report	
The Treasurer's Report informs members of the club's financial activity since the last meeting. Complete the Treasurer's Report and present it to the club for each meeting.	

4-H Club Name	
Treasurer's Report for _____	
(Date of Meeting)	
1. Beginning account balance: \$ _____	(closing balance from previous meeting)
	Date of Previous Meeting: _____
2. Money received:	
\$ _____	from _____ for what purpose _____
\$ _____	from _____ for what purpose _____
\$ _____	from _____ for what purpose _____
\$ _____	from _____ for what purpose _____
\$ _____	from _____ for what purpose _____
Total money received \$ _____	
3. Expenses:	
\$ _____	to _____ for what purpose _____
\$ _____	to _____ for what purpose _____
\$ _____	to _____ for what purpose _____
\$ _____	to _____ for what purpose _____
\$ _____	to _____ for what purpose _____
Total expenses \$ _____	
4. Closing balance: \$ _____	
5. Submitted by: _____	
(Treasurer)	

II. Prepare your report for the club.

"The beginning balance was \$ _____. Income was \$ _____ from _____
_____ for _____

_____, and \$ _____ from _____

for _____, for a total amount received of

\$ _____. There were no expenses. This leaves us with a closing balance of \$ _____."



YEAR-END REPORTS

The job of the Treasurer is not finished until the financial records are closed and reviewed at the end of the year. Closing the books with the simple accounting methods 4-H clubs use means that the balance the bank shows is equal to the balance of the account after the last month (September) of the 4-H year is reconciled. That amount is the closing balance.

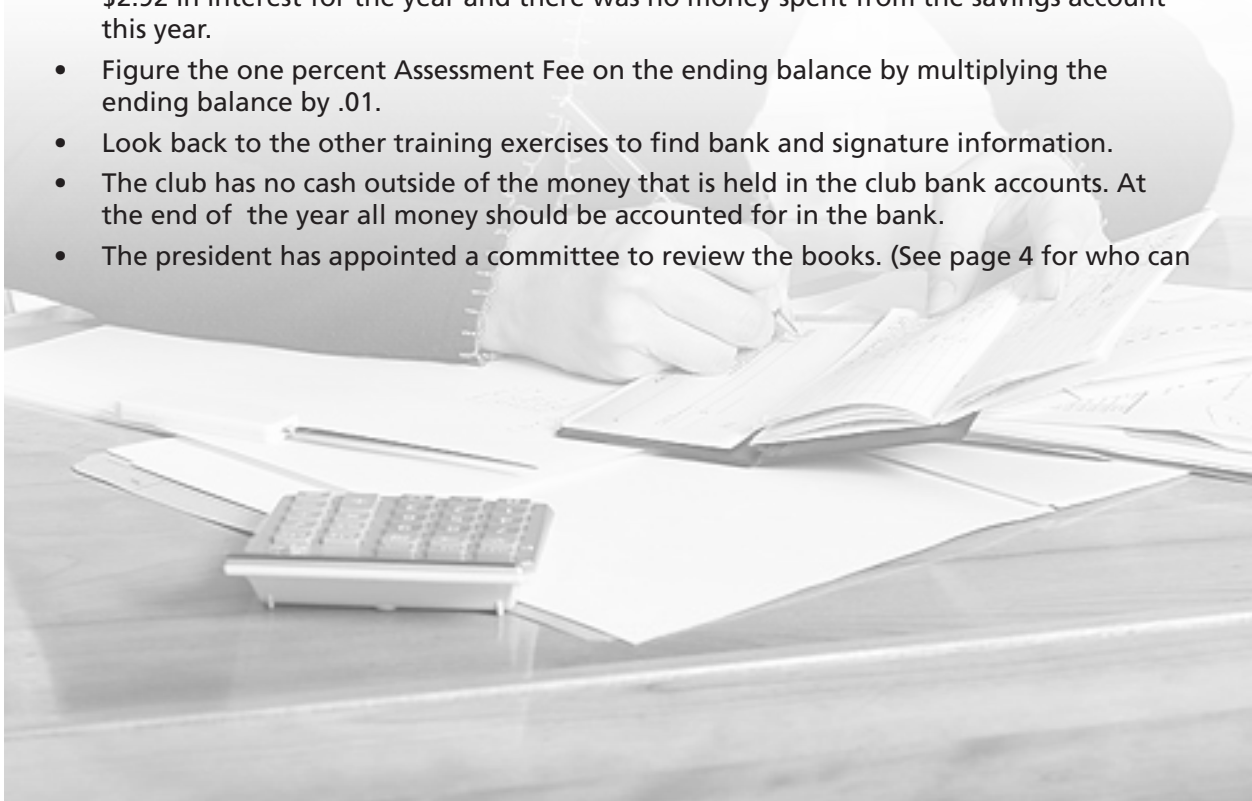
After you have the closing balance, the Year-end Financial Summary Report needs to be completed. Preparing a Detailed Summary of Income and Expenses Report will help treasurers organize the income (deposits) and expenses (checks written) for the Year-end Financial Summary Report.

Then after the reports are done, gather the Treasurer's Handbook together with all its documentation and give it to the Financial Review Committee appointed by the president. See page 6 for who can be on the review committee and the procedure for reviewing the books.

Following is a year's Record of Finance; use it to fill out the Detailed Summary of Income and Expenses Report and Year-end Financial Summary Report.

Training Scenario: *It's time to do the year-end reports.*

- Page 27 has a complete year of transactions for the Clover Clan 4-H Club. Use it to fill out the Detailed Summary of Income and Expense report on page 28 and the Treasurer's part of the Year-end Financial Summary Report on Page 29.
- The club EIN number is 84-0000000.
- The club had a beginning balance of \$173.65.
- Use the Detail Summary Report to figure the club's income and expense for the year.
- The club ending balance September 30 (beginning balance + total received – total expenses).
- The club has a savings account with a beginning balance of \$250.45. The club earned \$2.92 in interest for the year and there was no money spent from the savings account this year.
- Figure the one percent Assessment Fee on the ending balance by multiplying the ending balance by .01.
- Look back to the other training exercises to find bank and signature information.
- The club has no cash outside of the money that is held in the club bank accounts. At the end of the year all money should be accounted for in the bank.
- The president has appointed a committee to review the books. (See page 4 for who can



TRAINING ACTIVITY 5 YEAR-END REPORTS

Record of Club Finances

Club Name: <i>Clover Clan 4-H Club</i>		Year: 2012			
Date	Money Received - Name and Purpose OR Payments Made - Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	X	X	X	\$173.65
11/05/12	Christopher Adams - Reimburse Receipt book	100		\$5.23	\$168.42
11/05/12	Molly and Mary Newcomer - \$10 dues		\$10.00		\$178.42
11/05/12	Jason Wyatt - \$5 dues, \$5 Project books		\$10.00		\$188.42
11/05/12	Fred & Linda Oldhouse - \$10 dues, \$15 books		\$25.00		\$213.42
11/05/12	Sam Jones - \$5 dues, \$10 project book		\$15.00		\$228.42
11/05/12	Bobbie Adams - \$5 dues		\$5.00		\$233.42
11/26/12	Pizza Land- Pizza and pop for officer training	101		\$68.50	\$164.92
11/26/12	MSU Publications - book order	102		\$30.00	\$134.92
11/31/12	Bank Service Charge			\$4.00	\$130.92
12/06/12	Jamie Jones - \$5 dues,		\$5.00		\$135.92
12/06/12	James family - \$15 dues, \$20 books		\$35.00		\$170.92
12/06/12	Tom Thumb - \$5 dues, \$10 books		\$15.00		\$185.92
12/06/12	Bobbie Adams - \$5 books		\$5.00		\$190.92
12/06/12	donation to Food Bank	103		\$100.00	\$90.92
12/06/12	MSU Publications - book order	104		\$35.00	\$55.92
12/31/12	Bank Service Charge			\$4.00	\$51.92
1/31/13	Bank Service Charge			\$4.00	\$47.92
2/28/13	Bank Service Charge			\$4.00	\$43.92
3/10/13	Fundraiser - Supplies for Shamrock Sales	105		\$25.00	\$18.92
3/31/13	Bank Service Charge			\$4.00	\$14.92
4/5/13	cash donation from Mr. Brown		\$25.00		\$39.92
4/5/13	fundraiser - shamrock Sales		\$200.00		\$239.92
4/20/13	Service Project - Animal Shelter	106		\$55.25	\$184.67
4/30/13	Bank Service Charge			\$4.00	\$180.67
5/31/13	Bank Service Charge			\$4.00	\$176.67
6/30/13	Bank Service Charge			\$4.00	\$172.67
7/30/13	Bank Service Charge			\$4.00	\$168.67
8/10/13	Fundraiser - fair consession stand		\$160.00		\$328.67
8/10/13	Supplies for Recongition Night	107		\$65.25	\$263.42
8/31/13	Bank Service Charge			\$4.00	\$259.42
9/30/13	Bank Service Charge			\$4.00	\$255.42
	<i>Balance at the end of the year</i>	X	X	X	\$255.42

Year-end Financial Summary Report

4-H Clubs, Committees and Councils need to complete and return this report to the County Extension Office at the end of the 4-H year for the year just completed. The 4-H fiscal year is from Oct. 1 to Sept. 30



Name of 4-H Group/Club 4-H Year
MM/YYYY to MM/YYYY

Treasurer's Name County

Leader Name EIN

Checking Account*

Savings Account** if applicable

Starting Balance (October 1)	<input type="text"/>	Starting Balance (October 1)	<input type="text"/>
Total Income/Deposit (+)	<input type="text"/>	Total Income/Deposit (+)	<input type="text"/>
Total Expense/Withdrawal (-)	<input type="text"/>	Total Expense/Withdrawal (-)	<input type="text"/>
Ending Balance (September 30)	<input type="text"/>	Ending Balance (September 30)	<input type="text"/>
Total Checking & Savings <input type="text"/> \$0.00		1% Assessment Fee for 4-H groups that are under the Montana 4-H Foundation GEN <input type="text"/> \$0.00	

Bank Account is at at
Name of Bank Address

Bank Account is at at
Name of Bank Address

the check book is in the possession of

Cash on Hand: \$ Cash is in the possession of

Signatories on the Account are: 1 2
must be two

I certify that the above balances are a correct summary of receipts and expenses of the club, committee or council that I am treasurer of:

Treasurer's Signature Date

*Add the totals of all checking accounts under the EIN together for this section. **This section includes savings accounts, CD's or other investments under the EIN

Yearly Financial Review Certificate

We the Financial Review Committee, are from different families and are not signatories on the accounts for this club, committee or council. We certify that we have reviewed the Treasurer's book and bank accounts of the above group and found them to be correct to the best of our knowledge.

Signature Date Signature Date

Date the 990 for this EIN was filed for the above 4-H year? (attach a copy of the confirmation from IRS)

Detailed Summary of Income and Expenses Report

4-H Club Name:	Clover Clan 4-h Club												Beginning Balance Oct. 1,	2012 (Year)		
	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Total		Sept.	Total
Income																
books		\$30.00	\$35.00											\$65.00		
Donations							\$25.00						\$25.00			\$25.00
Dues		\$35.00	\$25.00											\$200.00		\$200.00
Fundraising - Shamrock Sales							\$200							\$160.00		\$160.00
Fundraising - fair booth											\$160			\$		\$
																\$
Total Income	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Expenses	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	August	Sept.	Total			
Bank charges		\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$44.00			
Books		\$30.00	\$35.00										\$65.00			
Fundraising						\$25.00							\$25.00			
Refreshments for meetings			\$68.50									\$65.25	\$133.75			
Service Projects/ Donations			\$100.00				\$55.25						\$155.25			
Misc. Treasurer's Supplies		\$5.23											\$5.23			
													\$			
													\$			
													\$			
Total Expenses	\$	\$107.73	\$139.00	\$4.00	\$4.00	\$29.00	\$59.25	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$428.23			
														Ending Balance Sept. 30,	2013 (Year)	\$255.42

Answer Key:

Year-end Financial Summary Report

4-H Clubs, Committees and Councils need to complete and return this report to the County Extension Office at the end of the 4-H year for the year just completed. The 4-H fiscal year is from Oct. 1 to Sept. 30



Name of 4-H Group/Club Clover Clan 4-H Club 4-H Year 10/1/11 to 09/30/12
MM/YYYY to MM/YYYY
 Treasurer's Name Christopher Adams County Green
 Leader Name Ima Clover EIN 84-0000000

Checking Account*

Starting Balance (October 1) 173.65
 Total Income/Deposit (+) 510.00
 Total Expense/Withdrawal (-) 428.23
 Ending Balance (September 30) 255.42
 Total Checking & Savings 255.42

Savings Account** if applicable

Starting Balance (October 1) N/A
 Total Income/Deposit (+)
 Total Expense/Withdrawal (-)
 Ending Balance (September 30) N/A
 1% Assessment Fee for 4-H groups that are under the Montana 4-H Foundation GEN 2.55

Bank Account is at Community Bank at 444 Main Street
Name of Bank Address

Bank Account is at at
Name of Bank Address

the check book is in the possession of Christopher Adams

Cash on Hand: \$ 0.00 Cash is in the possession of

Signatories on the Account are: 1 Christopher Adams 2 Ima Clover
must be two

I certify that the above balances are a correct summary of receipts and expenses of the club, committee or council that I am treasurer of:

Christopher Adams 10/1/2012
Treasurer's Signature Date

* Add the totals of all checking accounts under the EIN together for this section. **This section includes savings accounts, CD's or other investments under the EIN

Yearly Financial Review Certificate

We the Financial Review Committee, are from different families and are not signatories on the accounts for this club, committee or council. We certify that we have reviewed the Treasurer's book and bank accounts of the above group and found them to be correct to the best of our knowledge.

Marsha Samples 10/1/2012 Adam Green 10/1/2012
Signature Date Signature Date

Date the 990 for this EIN was filed for the above 4-H year? (attach a copy of the confirmation from IRS) 2/10/2012



FOR LEADERS AND PARENTS

Under U.S. Department of Agriculture and Montana State University guidelines, the MSU Extension county office is required to keep track of all transactions related to finances of 4-H clubs in their county. It is important that all 4-H clubs show the source of any money raised and how it is disbursed. The club Treasurer should use this book as a guideline to document all financial transactions and aid him/her in completing required financial reports for their club, local county Extension Office and the IRS. **Parents and leaders should become familiar with the information in this section to help the club or group treasurer with documentation, required forms and financial reporting.**

4-H Bank Accounts

- If a club maintains funds for club use, it must be kept in a checking or savings account at a bank or credit union.
- Bank accounts must not be under an individual's name and social security number but rather the club name including the word "4-H" and an Employee Identification Number (EIN).
- All checks must be two (2) signature checks and it is recommended that the club or group have three members as signatories. For transparency, all signatories should be from different families
- It is recommended that an MSU Extension Agent be listed on 4-H accounts as a fourth signatory in order to have access to bank records.
- The responsibility and authority of Extension Agents with regard to such 4-H funds is limited to providing oversight and ensuring that they are used to support the quality of the 4-H program.
- An MSU Extension agent may not sign checks UNLESS there are compelling, extenuating circumstances that require this authority in unusual or extreme situations. If this is the case, the MSU Extension agent must request a waiver from this policy from the Regional Department Head and document it in writing.
- All bank statements, receipts, cancelled checks, checkbooks, savings account books and the *Montana 4-H Treasurer's Record Book (4-H 5242)*, will be made available to the county Extension agent or his/her designee for a Year-end Financial Review or at any other time as requested. These documents must also be available for public inspection as per IRS regulation.

- The Year-end Financial Summary Report and any supporting documents are due to the MSU county Extension office at the completion of the 4-H year (September 30) on a date set by the county Extension office.

Tax Exempt Status

Montana 4-H was originally granted tax-exempt status under the National 4-H Group Exemption during the 1950s. In 2011, National 4-H Headquarters decided they could no longer administer the Group Exemption for local 4-H clubs and asked State 4-H programs to assume this responsibility. Montana State University, Montana Extension, the State 4-H Center for Youth Development, and the Montana State 4-H Foundation made the decision that the Montana 4-H Foundation would apply for a new Group Exemption for all clubs, committees and councils in Montana. They also ruled that any county with the knowledge, financial assets and know-how could apply to provide Group Exemption status for all their county 4-H groups. The Montana 4-H Foundation and several counties hold their own Group Exemption status as of 2012.

- 4-H groups under these Group Exemptions are recognized as Not-for-Profit 501(c)(3) organizations with the IRS.
- This status allows 4-H groups to receive monetary and in-kind donations from individuals and businesses. Donors may also be able to take a tax deduction for qualifying donations. All donors should check with tax professionals for the definition of a qualifying donation.

Donations

- Non-consumable and non-cash donations such as equipment or animals should be accepted only if the club or council is prepared to accept the long term responsibilities of ownership, including care, maintenance and insurance.
- Clubs or groups should not feel compelled to accept non-cash gifts. The Extension agent responsible for 4-H Youth Programs should be contacted whenever the club has questions about the appropriate action with respect to accepting and managing any donation.
- Written acknowledgment of all donations should be sent to the donor and a copy must be kept in the treasurer's records.
- The Internal Revenue Service requires that a specific set of written documents be completed by the donor and the donee if a cash or non-cash gift is valued at \$5000 or more. A Form 990 Schedule B is required to be filed when such a gift is received. In such a case, a qualified tax attorney should be consulted.

- Valuation of a non-cash donation is the responsibility of the donor, in consultation with his or her tax advisor and individuals qualified to appraise items of this type. It is not appropriate for a 4-H club, staff member or volunteer to place a value on items donated. Donors cannot specify the individual recipient of cash or non-cash donations.
- A contribution earmarked by a donor for a particular individual is treated, in effect, as a gift to the designated individual and is not deductible as a charitable contribution.

Fundraising

- 4-H clubs may choose to finance their activities through fundraising activities.
- Soliciting funds from statewide businesses or organizations should be coordinated with the Montana 4-H Foundation.
- Fund solicitation by clubs should be kept to a minimum and undertaken only after consultation with the county Extension agent responsible for 4-H and the county 4-H Council.

GAMES OF CHANCE, LOTTERIES, BETTING ACTIVITIES INVOLVING MONEY, AND OTHER RELATED KINDS OF ACTIVITIES DO NOT SUPPORT THE MISSION OF 4-H AND SHOULD NOT BE ENGAGED IN.

Raffles

- 4-H clubs should be conducting raffles only where a product will be awarded to the winner. Products should be of good quality and should represent the organization well.
- The cost of raffle tickets cannot be deducted by individuals as a charitable contribution to 4-H per IRS regulations.
- The state of Montana does not require a non-profit organization to have a permit to conduct a raffle, but local governments may. 4-H groups wanting to hold a raffle should check with their local County Commissioners' or Tribal Council office, where the drawing will be held, to comply with county/reservation requirements. Some officials will require an accounting of the raffles, while others will not. Be sure to ask if there are any regulations about 4-H youth (minors) selling raffle tickets.
- Neither non-profit nor for-profit groups can solicit outside the state, but they can go across county lines.

Bingo

Bingo is considered gambling in the state of Montana and as such must be registered and approved through the State of Montana – Department of Justice: Gambling Control Division. Guidelines for this type of activity, provided by the State Gaming Office, must be followed.

Fifty-Fifty Fundraisers

Montana 4-H does not condone nor support 50/50 type fundraisers or raffles. These fundraisers are not to be conducted under the auspices of 4-H nor associated with the 4-H name and emblem.

- 4-H activities, including raffles, must have a clear educational goal or purpose and should be primarily for the benefit of 4-H members.
- Any event sponsored for the purpose of raising funds should be limited to fundraising to support the educational mission of 4-H.
- For any event or activity involving entry fees, raffle ticket sales, registration, etc., and where funds are collected, appropriate financial management practices should be followed. Detailed accounting for income and expenses following the steps outlined in the Montana 4-H Treasurer's Record Book is required.
- A financial report must be given to the county Extension agent within 60 days after the conclusion of the event. If such reports are not filed, an investigation may be conducted.
- Funds from 4-H events may not be divided up amongst individual club members or otherwise used for personal expenses.
- Contributions earmarked by a donor for a particular individual are treated as a gift to the designated individual and are not deductible as charitable contributions.
- Clubs must apply for an EIN through the IRS. Go to www.irs.gov and find the SS-4 form, "Application for Employer Identification Number". Use the example in the Appendix on page 44 when filling out the SS-4 form. In the example, several of the questions have the words "leave blank" typed in the box. For those questions do not put anything in that box.
- When filling out the SS-4 you will need to get the following information from the local county Extension office.
 - The Group Exemption name and number (GEN) that the club or group will be affiliated with.
 - County Extension office address.
 - Date the Charter was issued
 - For clubs that are reorganizing - has the group had an EIN previously, if so what is the number?
- After the form is filled out, print it, sign the bottom, and fax it to the EIN Operations in Cincinnati, Ohio, at 859-669-5760.
- A group can have multiple bank accounts under the same EIN. All of the accounts under the EIN will be reported on one tax report to the IRS.

Employee Identification Number (EIN)

In 2006, the IRS started to require that not-for-profit groups with bank accounts have an Employer Identification Number (EIN) and file tax documentation at the end of their fiscal year. Montana 4-H policy requires all monetary assets be kept in a bank account, so any club with monetary assets will need to have an EIN.

- When organizing, new 4-H clubs or entities need to decide on a group/club name, elect officers, and apply for a Charter through the Montana 4-H Center for Youth Development. Once a charter is granted they can decide if they will raise funds and have a bank account.
- If a club decides that it will raise funds, it must open a checking or savings account to hold the funds.
- To open a bank account, a 4-H group must have an Employer Identification Number (EIN) that is issued by the Internal Revenue Service (IRS).
- If the club does not have a bank account and does not plan on raising funds in the name of 4-H, the club will not need an EIN.

IRS Filing Requirements for 4-H Clubs and Entities

In 2006, the IRS also started requiring not-for-profit organizations, including 4-H, to file a 990 tax return. This type of return ranges from a simple 990-N (e-Postcard) to a full 990 form with back-up documentation. The form a group files is based on the group's gross income (the amount of money raised by a group before expenses) for the year.

- The appropriate form to file is dependent on total gross receipts. As of 2012, a 990-N (e-Postcard) is filed by groups with gross receipts of less than \$50,000, with those over \$50,000 filing a 990ez or 990.
- The majority of the 4-H groups in Montana file a 990-N (e-Postcard).
- Check with your county Extension office in October of each year for changes and directions for filing.
- A tax professional should be consulted for advice regarding filing requirements if there are any questions.
- A copy of evidence of filing should be kept on file in the county extension office and the 4-H Center for Youth Development.

Handling Funds from Clubs that Disband

- Any 4-H club or group that disbands with money left in its account must turn those funds over to the county 4-H council or county MSU Extension office within a minimum of six (6) months after disbanding. All property belonging to the club must be disbursed in the same manner.
- Club members may request the county council use the money for a specific 4-H program. This request should be documented at the time of the disillusion of the club or group and acted on by the county 4-H Council in conjunction with the Extension Office.
- When a 4-H unit is disbanded, the state 4-H Center must be notified by the county Extension office.

Handling Funds in Clubs That Split

- If a club or group decides to divide, and is creating more than one recognized and properly registered club or group, the funds from the original club must be evenly disbursed, based on membership, to each club.
- Dollars are not to be dispersed to individual members.
- Leaving an existing club to start a new club relinquishes any claim to funds from the original club, regardless of the amount of previous fund-raising efforts provided by individual members. 4-H monies do not belong to individuals.
- If a portion of the club membership voluntarily decides to leave an existing club and form a new club, the members of the old club may choose, by voting, to provide the new club with a portion of the funds from the original club.

Handling Complaints

- A complaint made by 4-H members, leaders or parents of any club about the disbursement of 4-H funds must be investigated by the MSU Extension agent responsible for 4-H youth programs.
- Issues of this nature can often be avoided if clubs have kept their books up-to-date and followed the financial policies and procedures as outlined in this document and the club Treasurer's book.

FOR MORE INFORMATION

More specific information on 4-H financial operations and reporting requirements can be found from the following fact sheets located on the National 4-H Headquarters website, www.national4-hheadquarters.gov.

- The 4-H Name and Emblem
- Tax-Exempt Status of 4-H Organizations
- Authorized Use of the 4-H Name and Emblem
- Livestock Sales, Auctions and Similar Events
- IRS 4-H Livestock Sale FAQs
- Fundraising: Private Support for the 4-H Program
- 4-H Fundraising: Sponsorships and Promotions
- Raffles, Lotteries, Gaming and 4-H Contests and Awards

REFERENCES

- Adapted from *Ohio 4-H Treasurer's Handbook*, The Ohio State University Extension, 2003
- 4-H Treasurer's Record Book*, Kansas State University Agricultural Experiment Station and Cooperative Extension Service, 2005.
- Treasurer's Manual*, California 4-H Youth Development program, The University of California, 2003.
- Treasurer's Handbook*, Minnesota 4-H Youth Development, University of Minnesota Extension Service, 1998.
- 4-H Treasurer's Records Book*, Texas Agricultural Extension Service, The Texas A & M University System.
- Treasurer's Record Book*, Mississippi 4-H Club, Mississippi State University Extension Service, Form 1019.

Montana 4-H **Treasurer's** Forms & Reports



4-H CLUB _____ BUDGET

(year)

A tentative budget should be set by the officers and leaders at the beginning of the 4-H year as soon as a new club is organized. The tentative budget should be presented to the club at the first possible meeting, discussed and approved. Depending on the club's needs, you can use this form or make your own. Remember to include a copy with your *Treasurer's Book*.

Income

(List fundraising event plans, approximate date of event and estimated profit)

	EVENT	DATE	ESTIMATED INCOME
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
TOTAL INCOME			\$ _____

Expenses

(Include items such as: club outings, donations to worthy causes, meeting location rental fee, recreation equipment or project materials, refreshments for parties, material for club banner, postage, Montana 4-H Foundation donations, etc.)

	NEED	DATE	ESTIMATED EXPENSE
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____
6.	_____	_____	\$ _____
7.	_____	_____	\$ _____
8.	_____	_____	\$ _____
9.	_____	_____	\$ _____
10.	_____	_____	\$ _____
11.	_____	_____	\$ _____
12.	_____	_____	\$ _____
TOTAL EXPENSES			\$ _____

Estimated surplus or shortfall
(total income minus total expenses)

\$ _____

CHECKBOOK BALANCING/RECONCILIATION FORM

This form should be used to compare your bank statement ending balance and your checkbook ledger to make sure they are balanced (equal) each month.

OUTSTANDING DEPOSITS

(Not included in your statement)	
DATE	AMOUNT
Total Outstanding Deposits	<u>Total A</u>

STEPS TO RECONCILE/BALANCE ACCOUNT

1) Ending balance from your checkbook ledger		_____
2) Subtract total outstanding deposits (A)	-	_____
3) Add total outstanding checks (B)	+	_____
4) Subtract bank fees*	-	_____
5) Add interest earned*	+	_____
6) Adjusted balance (should equal bank statement)	=	_____

OUTSTANDING CHECKS

(Not included in your statement)

Check #	Written To:	Amount
Total Outstanding Checks		<u>Total B</u>

* Bank fees & interest earned will show up on your bank statement and should be recorded in your checkbook ledger AFTER you balance (reconcile) your account.

Treasurer's Report

The Treasurer's Report informs members of the club's financial activity since the last meeting. Complete the Treasurer's Report and present it to the club for each meeting.

4-H Club Name

Treasurer's Report for _____
(Date of Meeting)

1. Beginning account balance: \$ _____ (closing balance from previous meeting)

Date of Previous Meeting: _____

2. Money received:

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

\$ _____ from _____ for what purpose _____

Total money received \$ _____

3. Expenses:

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

\$ _____ to _____ for what purpose _____

Total expenses \$ _____

4. Closing balance: \$ _____

5. Submitted by: _____
(Treasurer)

Year-end Financial Summary Report

4-H Clubs, Committees and Councils need to complete and return this report to the County Extension Office at the end of the 4-H year for the year just completed. The 4-H fiscal year is from Oct. 1 to Sept. 30



Name of 4-H Group/Club 4-H Year
MM/YYYY to MM/YYYY

Treasurer's Name County

Leader Name EIN

Checking Account*

Savings Account** if applicable

Starting Balance (October 1)	<input type="text"/>	Starting Balance (October 1)	<input type="text"/>
Total Income/Deposit (+)	<input type="text"/>	Total Income/Deposit (+)	<input type="text"/>
Total Expense/Withdrawal (-)	<input type="text"/>	Total Expense/Withdrawal (-)	<input type="text"/>
Ending Balance (September 30)	<input type="text"/>	Ending Balance (September 30)	<input type="text"/>
Total Checking & Savings <input type="text"/> \$0.00		1% Assessment Fee for 4-H groups that are under the Montana 4-H Foundation GEN <input type="text"/> \$0.00	

Bank Account is at at
Name of Bank Address

Bank Account is at at
Name of Bank Address

the check book is in the possession of

Cash on Hand: \$ Cash is in the possession of

Signatories on the Account are: 1 2
must be two

I certify that the above balances are a correct summary of receipts and expenses of the club, committee or council that I am treasurer of:

Treasurer's Signature Date

* Add the totals of all checking accounts under the EIN together for this section. **This section includes savings accounts, CD's or other investments under the EIN

Yearly Financial Review Certificate

We the Financial Review Committee, are from different families and are not signatories on the accounts for this club, committee or council. We certify that we have reviewed the Treasurer's book and bank accounts of the above group and found them to be correct to the best of our knowledge.

Signature

Date

Signature

Date

Date the 990 for this EIN was filed for the above 4-H year? (attach a copy of the confirmation from IRS)

Form **SS-4**
(Rev. January 2010)
Department of the Treasury
Internal Revenue Service

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

OMB No. 1545-0003

EIN

▶ See separate instructions for each line. ▶ Keep a copy for your records.

Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested <i>4-H Club or group name (DOUBLE-CHECK THIS!! The name must match the chartered name or name on MOU)</i>	
	2 Trade name of business (if different from name on line 1) <i>Leave blank</i>	3 Executor, administrator, trustee, "care of" name <i>Organizational Leader's name</i>
	4a Mailing address (room, apt., suite no. and street, or P.O. box) <i>County Extension Office Address</i>	5a Street address (if different) (Do not enter a P.O. box.) <i>Leave blank</i>
	4b City, state, and ZIP code (if foreign, see instructions) <i>County Extension Office Address</i>	5b City, state, and ZIP code (if foreign, see instructions) <i>Leave blank</i>
	6 County and state where principal business is located <i>County name, Montana</i>	
	7a Name of responsible party <i>Leave blank</i>	7b SSN, ITIN, or EIN <i>Leave blank</i>
8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	8b If 8a is "Yes," enter the number of LLC members ▶	
8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.		
<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Personal service corporation <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input checked="" type="checkbox"/> Other (specify) ▶ <i>Group Exemption Holder's Name</i>		
<input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises Group Exemption Number (GEN) if any ▶ <i>4 digit GEN</i>		
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State <i>Leave blank</i>	Foreign country <i>Leave blank</i>
10 Reason for applying (check only one box)		
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Other (specify) ▶ _____		
<input checked="" type="checkbox"/> Banking purpose (specify purpose) ▶ <i>checking/savings accounts</i> <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Purchased going business <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____		
11 Date business started or acquired (month, day, year). See instructions. <i>Date of Charter or MOU</i>		12 Closing month of accounting year <i>September</i>
13 Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.		14 If you expect your employment tax liability to be \$1,000 or less in a full calendar year and want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$4,000 or less in total wages.) If you do not check this box, you must file Form 941 for every quarter. <input checked="" type="checkbox"/>
Agricultural <i>0</i>	Household <i>0</i>	
15 First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶		
16 Check one box that best describes the principal activity of your business.		
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input checked="" type="checkbox"/> Other (specify) <i>Education</i>		
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided. <i>Leave blank</i>		
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," write previous EIN here ▶		
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.	
	Designee's name <i>Leave blank</i>	Designee's telephone number (include area code) ()
	Address and ZIP code <i>Leave blank</i>	Designee's fax number (include area code) ()
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code) ()
Name and title (type or print clearly) ▶ <i>Name of person filling out paperwork, sign below also</i>		Applicant's fax number (include area code) ()
Signature ▶	Date ▶	

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 16055N

Form **SS-4** (Rev. 1-2010)

