



Treasurer's Meeting Report Form

Treasurer's Report for _____

for _____

4-H Club



(Month/Year)

1. Checkbook balance from last meeting report:					
Deposits (Money Received)				Receipt Written? ✓	Deposit receipt filed? ✓
Funds Received From		Purpose of Funds	Amount		
2.					
3.					
4.					
5.					
6. Total deposits (Add lines 2 thru 5)					
Expenses (Money Spent)				Receipt Received? ✓	Club approved expense? ✓
Funds Written To	Check No.	Purpose of Funds	Amount		
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14. Total Monthly Expenses (Add lines 7 thru 13)					
15. Checkbook balance as of _____ (Line 1 + Line 6 - Line 14) (Meeting Date)					
Does the balance in your checkbook register (Line 15) match the balance on your bank statement?					
<input type="checkbox"/> Yes. Your account is reconciled!					
<input type="checkbox"/> No. Complete the reconciliation section below.					
Reconciliation					
16. Add all checks that were written but have not shown up on bank statements and write the total. (plus):			+		
17. First, add up all the deposits that were made but have not shown up on the bank statement. Subtract all deposits not showing up on bank statement and write the total. (minus):			-		
18. Adjusted balance should equal the ending balance on bank statement. (Line 15 + Line 16 - Line 17)					

Prepared by: _____ Date: _____
Treasurer's SignatureAccepted by: _____ Date: _____
President's or Club Leader's Signature