

The Club Financial Record

The Financial Record allows you to keep your financial records up-to-date. Begin the record sheet with the ending balance from last year's club financial record. For payments, record the check number, date, who was paid, the amount (in the correct column/category) and the balance for each payment. For receipts/income record the date, who submitted the funds, the amount (in the correct column/category) and the balance. Use one line for each transaction. This should also be shared with the Club Organizational Leader to assist in completing the annual 4-H club charter renewal packet.

Check # Cash	Date	Received from whom, or Paid to whom for what	Payment of Dues \$\$	**Payment for Educational Supplies \$\$	**Payment for Community Service Expenses	**Payment for Recreation \$\$	Other Payments \$\$	Income from Fund Raising/ Donations \$\$	Income for dues \$\$	Other Income \$\$	Balance \$\$
		<i>Balance at beginning of club year</i>	XXXX	XXXXXX	XXXXXX	XXXX	XXXXXX	XXXX	XXXX	XXXX	

***Examples of Educational Supplies could be club expenses like a flag, handouts, literature, guest speaker expenses. Community Service expenses might be prizes for an Easter Egg Hunt, supplies for planting flowers or highway clean up, gift baskets at the holidays. Recreation expenses could be a club outing to a baseball game, bowling, club tour, food for a club picnic.*

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		<i>Balance continued</i>	XXXX	XXXXXX	XXXXXX	XXXX	XXXXXX	XXXX	XXXX	XXXX	

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Expenses (add amounts from columns on previous pages)

Total payment of dues	\$ _____
Total payments for educational supplies	\$ _____
Total payments for community service	\$ _____
Total payments for recreation	\$ _____
Total other payments	\$ _____
<i>TOTAL EXPENSES</i>	\$ _____

Income/Receipts (add amounts from columns on previous pages)

Total income from fund raising/donations	\$ _____
Total income for dues	\$ _____
Total other income/receipts	\$ _____
<i>TOTAL INCOME/RECEIPTS</i>	\$ _____

Club Year Financial Summary

Balance on hand at beginning of year.....	\$ _____
Total amount received (income/receipts)...	\$ _____
Total amount paid out (expense)...	\$ _____
Gain or Loss	\$ _____
(Gain = Receipts – Expenses)	
(Loss = Expenses – Receipts)	
Balance on hand at end of year	\$ _____