

SECRETARY and TREASURER BOOKS



Pike County 4-H Record-Keeping Instructions

Based on Ohio 4-H club charters, clubs are required to provide a minimum of 6 meetings per program year. The following records are used to verify meetings held, as well as attendance of members.

Treasurer sheets to assist with accounting are included. If your club does not maintain funds/checking account, the YEARLY FINANCIAL summary is still required for completion.

Feel free to make copies of log sheets as needed.

Forms for the minimum of 6 club meetings are included in this packet.

SECRETARY



Program Year: _____

Club Name: _____

Secretary's Name: _____

Advisors and Officers

Advisors

Name of Advisor	Leadership Area	Phone	E-mail

Officers

Name	Office Held	Phone	E-mail



ATTENDANCE - Club Name: _____

YOUTH NAME	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	QA COMPLETED



ATTENDANCE - Club Name: _____

YOUTH NAME	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	QA COMPLETED





4-H MEETING NOTES



Club Name: _____

DATE: _____ LOCATION: _____

OPENING

PLEDGE OF ALLEGIENCE BY: _____

4-H PLEDGE BY: _____

ROLL CALL BY: _____

OFFICER REPORTS

TREASURER: _____

OTHER: _____

OLD BUSINESS

NEW BUSINESS

MOTION TO ADJOURN: _____

SECOND: _____

NEXT MEETING DATE: _____



4-H MEETING NOTES



Club Name: _____

DATE: _____ LOCATION: _____

OPENING

PLEDGE OF ALLEGIENCE BY: _____

4-H PLEDGE BY: _____

ROLL CALL BY: _____

OFFICER REPORTS

TREASURER: _____

OTHER: _____

OLD BUSINESS

NEW BUSINESS

MOTION TO ADJOURN: _____

SECOND: _____

NEXT MEETING DATE: _____



4-H MEETING NOTES



Club Name: _____

DATE: _____ LOCATION: _____

OPENING

PLEDGE OF ALLEGIENCE BY: _____

4-H PLEDGE BY: _____

ROLL CALL BY: _____

OFFICER REPORTS

TREASURER: _____

OTHER: _____

OLD BUSINESS

NEW BUSINESS

MOTION TO ADJOURN: _____

SECOND: _____

NEXT MEETING DATE: _____



4-H MEETING NOTES



Club Name: _____

DATE: _____ LOCATION: _____

OPENING

PLEDGE OF ALLEGIENCE BY: _____

4-H PLEDGE BY: _____

ROLL CALL BY: _____

OFFICER REPORTS

TREASURER: _____

OTHER: _____

OLD BUSINESS

NEW BUSINESS

MOTION TO ADJOURN: _____

SECOND: _____

NEXT MEETING DATE: _____



4-H MEETING NOTES



Club Name: _____

DATE: _____ LOCATION: _____

OPENING

PLEDGE OF ALLEGIENCE BY: _____

4-H PLEDGE BY: _____

ROLL CALL BY: _____

OFFICER REPORTS

TREASURER: _____

OTHER: _____

OLD BUSINESS

NEW BUSINESS

Lined area for notes or business items.

MOTION TO ADJOURN: _____

SECOND: _____

NEXT MEETING DATE: _____

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TREASURER



Program Year: _____

Club Name: _____

Treasurer's Name: _____

Record of Club Finances

CLUB NAME: _____ TREASURER: _____

DATE	DESCRIPTION OF TRANSACTION	EXPENSES (-)	DEPOSITS (+)	BALANCE



Record of Club Finances

CLUB NAME: _____ TREASURER: _____

DATE	DESCRIPTION OF TRANSACTION	EXPENSES (-)	DEPOSITS (+)	BALANCE



Record of Member Fees

CLUB NAME: _____ TREASURER: _____

- Pike County 4-H charges a \$15.00 fee for 4-H members and a \$10.00 fee for Cloverbuds.
- Clubs may also charge dues to help cover club costs for shirts, field trips, etc.

YOUTH MEMBER NAME	COUNTY PARTICIPATION FEE	CLUB DUES (optional)	DATE PAID



Ohio 4-H Club/Affiliate Yearly Financial Summary

Program Year _____ Club/Affiliate Name _____

Bank Name _____ EIN _____ Account Number _____

Bank Address _____

Bank City/ST/Zip _____

Type of Account (select one): ___ Checking ___ Savings ___ Other (please list) - _____

Who is authorized to sign your checks? (must have at least one name, preferably two names)

Beginning Account Balance as of Jan. 1 (should match bank statement) _____

Club/Affiliate Income (please list)

Description (fundraiser, dues, etc.)	Amount		Description (fundraiser, dues, etc.)	Amount
Total Income				

Club/Affiliate Expenses

Description (books, program fees, etc.)	Amount		Description (books, program fees, etc.)	Amount
Total Expenses				

Ending Account Balance as of Dec. 31 (should match bank statement) _____

My club keeps **NO FUNDS** on account (please check if this is true)

Name of person completing form _____