



# Medina County 4-H

## County Council Executive Committee Standard Operating Procedures Manual



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

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# Acknowledgements

Many of the forms utilized in this manual have been adopted from the Ohio 4-H Officer's Record Books.

West, Travis. (2020) *Ohio 4-H President's Record Book*. The Ohio State University.

Malone, Bonnie. (2020) *Ohio 4-H Vice President's Record Book*. The Ohio State University.

Malone, Bonnie. (2020) *Ohio 4-H Secretary's Record Book*. The Ohio State University.

Malone, Bonnie. (2020) *Ohio 4-H Treasurer's Record Book*. The Ohio State University.

The Ohio 4-H Officer's Record Books and additional resources are available at [ohio4h.org/officerresources](https://ohio4h.org/officerresources).

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# Standard Operating Procedures for President

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**Purpose:** To identify what is expected for the President in each of Medina County's Councils and Committees to elaborate on the position as indicated in the Council Constitution.

**Scope:** Ensures orderly and efficient meetings and that the Council constitution is upheld.

**Procedure steps:**

1. Program year preparation
  - a. Attend annual officers training.
  - b. Lead the executive committee in preparing the business meeting calendar to be submitted to OSU Extension.
  - c. Assist Treasurer in preparing the annual budget.
2. Meeting preparation
  - a. Utilize executive committee and Council Business Calendar to create meeting agendas.
  - b. E-mail agenda at least two weeks prior to each general meeting to the Extension office to be posted online.
  - c. Be aware of executive absences. Appoint a secretary if the secretary will be absent.
3. Preside over Meetings
  - a. Conduct meetings using parliamentary procedure.
  - b. Begin and end meetings on time.
  - c. Maintain order and control during meetings. Be courteous, but firm.
  - d. Guide the meeting in a tactful, courteous way. Avoid voicing personal opinions on motions under discussion.
  - e. Appoint committees as needed and define the responsibilities of the committees.
  - f. Encourage participation of all members, delegate responsibilities to make sure everyone gets to serve on a committee.
  - g. Be courteous to guests, introduce them to the membership.
  - h. Cast the deciding vote in case of a tie.
4. Communication:
  - a. Clear and timely communication with your executive committee regarding executive meetings.
  - b. Ensure the vice president is communicating with committee chairs in a clear and timely manner
  - c. Ensure the secretary is communicating meeting reminders with the membership in a clear and timely manner.
5. When your term is completed, turn your gavel over to the new President.

## 4-H Council Meeting Calendar Guide

Month	Business Meeting	Committee Meetings/Special Activities
Jan.	<ul style="list-style-type: none"> <li>Approval budget drafted by officers</li> <li>Discuss fundraisers</li> <li>Discuss donation to Endowment Dinner</li> <li>Sign up for committees</li> </ul>	Committees submit dates for program year activities  Educational Program on Committees
Feb.		Educational Program/Clinic:
Mar.		Educational Program/Clinic:
Apr.		Educational Program/Clinic:
May		Shows/Clinics/Practice:
June		Shows/Clinics/Practice:
July		Shows/Clinics/Practice:
August		Shows/Clinics/Practice: Medina County Fair
Sept.	Finalize Award program details, send out invitations	Committee final reports due Constitution & By-laws committee meets

Oct.	Present proposed constitution & by-law changes Officer nominations	End of year Awards Program
Nov	Ratify constitution & by-laws Officer Elections Appoint committee chairs	Committees submit tentative dates for 2022 activities
Dec	County Council Officers training Business calendar/chart due to Extension office	

## Sample Agenda

---

Medina County  
4-H Council Meeting  
Date\_\_\_\_\_ Location \_\_\_\_\_

1. Call to Order - President
2. Invocation/Pledges – President chooses 2-3 delegates; American pledge is ALWAYS 1<sup>st</sup>!!
3. Roll Call- Secretary
  - a. Recognize guests/new members
4. Secretary's Report -
5. Treasurer's Report -
6. Old Business (refer to new business from previous meeting)
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
7. Committee Reports – Vice President
8. New Business
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
9. Announcements
  - a. \_\_\_\_\_
10. Adjourn –
11. Program –

Date of Next meeting

## Sample President Script for Council Meeting

---

The following guide can be used for planning and leading your 4-H meeting. The terms/words to use for each part of the business meeting are listed in bold directly below each business meeting part. Keep this form for club records.

Agenda for (club name)\_\_\_\_\_ meeting of (date)\_\_\_\_\_.

Pre-meeting Activities\_\_\_\_\_

### Meeting Person In Charge

Call to order **“This meeting will now come to order.”**

Pledge of Allegiance . . . . .

**“Please stand for the Pledge of Allegiance led by\_\_\_\_\_.”**

4-H Pledge **“\_\_\_\_\_ will now lead us in the 4-H Pledge.”**

Roll Call **“The secretary will now call the roll.”**

Introduction of Visitors **“At this time would members please introduce their guests.”**

Minutes from Previous Meeting

**“The secretary will now read the minutes of the previous meeting.”**

Approval of Minutes **“Are there any additions or corrections to these minutes?**

(Wait a moment.) **If not they stand approved as read.”** If there are corrections, they are made and the president says, **“Are there any further corrections to the minutes? (Wait a moment.) There being no further corrections, the minutes stand approved as corrected.”**

Treasurer Report **“May we have the treasurer’s report.”** This report and other officer reports do not require further action. **“Are there any questions regarding this report?” “If none, this report will be filed for audit.”**

Committee Reports **“Will the chair of the \_\_\_\_\_ committee please report?”**

Following the report, the President says. **“Does any member wish to present a motion to accept this report?”** See below for proper method for making a motion.

Old/Unfinished Business **“Is there any old/unfinished business?”** (Use one or the other term.)

New Business **“We are now ready for new business. On the agenda is . . . .”** After items on the agenda have been addressed say, **“Is there any other new business?”**



Announcements      **"Moving onto Announcements. As listed on the agenda..."**  
**"Are there any other announcements?"**

Adjournment

**"Is there a motion for adjournment?"** After the motion has been made the president says, **"Is there a second?"** After the second has been made the president says, **"It has been moved and seconded that we adjourn. All in favor say 'aye',** (pause for vote), **all opposed 'nay'."**  
**The meeting is adjourned."**

Program

---

Recreation/Refreshments

---

### *Steps in Making a Motion*

If there is something the members need to decide during the business meeting, it requires a motion, a second, open discussion, and a vote. The following steps are used to "entertain a motion" and to decide if club members are in favor of the item of business brought before the club.

The proper way to move a motion is to say, **"I move,"** not **"I motion."** When an item of business is brought up for discussion these steps are used:

1. President says, **"Is there a motion to \_\_\_\_\_?"**
2. A member says, **"I move \_\_\_\_\_."**
3. President says, **"Is there a second to the motion?"**
4. A different member says, **"I second the motion."** If no second is made the motion dies and no further action is taken. If the motion is seconded, move on to step 5.
5. President says, **"It has been moved and seconded to \_\_\_\_\_. Is there any discussion?"**
6. President allows discussion on the motion.
7. When the discussion ends, the president says, **"It has been properly moved and seconded that we** (President states the motion or has the secretary read the motion). **All in favor say 'aye.'** (Pause for vote), **All opposed say 'nay'."**
8. President says, **"Motion passes."** or **"Motion fails."**

NOTE: The following tool helps keep order when a member seeks the floor to make a motion or discuss business. No one should speak unless recognized by the chair and given the floor. When a person wishes to speak the president says, **"The chair recognizes (name of speaker) and (name of speaker) has the floor."**

### **Use of the Gavel**

- Call the meeting to order (two raps)
- stand for the pledges (three taps)
- to be seated after the pledges (one rap)
- follow the announcement of the result of a motion (one rap),
- adjourn the meeting (one rap)
- return the meeting to order (a series of sharp taps)

# Standard Operating Procedures for Vice President

---

**Purpose:** To identify what is expected for the Vice President in each of Medina County's Councils and Committees to elaborate on the position as indicated in the Council Constitution.

**Scope:** Ensures the educational program of the Council is well-rounded.

**Procedure steps:**

1. Program year preparation
  - a. Attend annual officers training.
  - b. Assist President in preparing the business meeting calendar to be submitted to OSU Extension.
  - c. Assist Treasurer in preparing the annual budget.
2. Meeting preparation
  - a. Assist President to create meeting agendas.
  - b. Ensure all committee chairs are prepared to provide timely updates at general meetings.
  - c. Be prepared to preside over the meeting in the absence of the President.
3. Provide guidance to committees
  - a. Chair of the Program/Education committee.
  - b. Assure all members receive a complete council calendar.
  - c. Work with all standing committees.
  - d. Work with all special committees.
  - e. Assure the Council has a well-rounded program, including social, service, and educational opportunities.
  - f. Check with those providing a program to see if they are ready or need any help.
  - g. Ensure that a program or presenter is properly introduced and thanked.
4. Communication:
  - a. Clear and timely communication with your committee chairs.
  - b. Clear and timely communication with the President and the Executive committee.
5. When your term is completed, turn your committee lists over to the new Vice President.

## Sample Committee List

---

When a committee is formed, write the names of the committee and its members here.

Committee: _____
Chairperson: _____
_____
_____
_____
_____

Committee: _____
Chairperson: _____
_____
_____
_____
_____

Committee: _____
Chairperson: _____
_____
_____
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Committee: _____
Chairperson: _____
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Committee: _____
Chairperson: _____
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Committee: _____
Chairperson: _____
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Committee: _____
Chairperson: _____
_____
_____
_____
_____

Committee: _____
Chairperson: _____
_____
_____
_____
_____

## Committee Planning Sheet

---

Make copies of this page. Fill out a planning sheet each time a committee is named.

Name of committee: \_\_\_\_\_

Date appointed: \_\_\_\_\_ Given the power to act? (Circle one): yes no

Date reported back to club: \_\_\_\_\_

Committee meetings (include date, time, and location) \_\_\_\_\_

Chairperson's name and phone number: \_\_\_\_\_

Committee members' names and phone numbers:

_____	_____
_____	_____
_____	_____

Adult advisor's name and phone number: \_\_\_\_\_

Purpose of the committee: \_\_\_\_\_

Specific duties of the committee: \_\_\_\_\_

Decisions made, details worked out, or information discovered for the committee to report back to the club: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Committee Summary Sheet

---

Make copies of this page. Fill out summary sheet each time a committee completes a task.

Name of committee: \_\_\_\_\_

Date appointed: \_\_\_\_\_ Given the power to act? (Circle one): yes no

Date reported back to club: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Adult advisor: \_\_\_\_\_

Committee members:

_____	_____
_____	_____
_____	_____

Items presented to the club:

_____
_____
_____
_____

Decision made by the club:

_____
_____
_____
_____

What the committee could have done better:

_____
_____
_____
_____

# Standard Operating Procedures for Secretary

---

**Purpose:** To identify what is expected for the Secretary in each of Medina County's Councils and Committees to elaborate on the position as indicated in the Council Constitution.

**Scope:** Fosters communication and ensuring proper management and use of important organizational records.

## **Procedure steps:**

1. Program year preparation
  - a. Attend annual officers training.
  - b. Assist President in preparing the business meeting calendar to be submitted to OSU Extension.
  - c. Assist Treasurer in preparing the annual budget.
2. Communication:
  - a. Secretary is responsible for scheduling and emailing reminders to members.
  - b. Read correspondence directed to the Council/Committee.
  - c. Write any correspondence as is necessary on behalf of Council/Committee.
3. Record Keeping
  - a. Keep an accurate record of proceedings of all meetings and special events/activities.
  - b. Keep track of the membership attendance by calling the Role.
  - c. Member information – Maintain a list of names and necessary contact information.
  - d. Officers
  - e. Committee members
  - f. Maintain a current copy of the council/committee's constitution and by-laws.
  - g. Completing the meeting minutes and signing them prior to the next meeting. President signs after the approval of the minutes.
    - i. Include committee and/or officer reports
    - ii. Record all Motions and voting and state whether the motion passes or fails – this includes activities and financial decisions
    - iii. Recording the Treasurer's Report. The Secretary Minutes will state the beginning balance and ending balance of the Treasurer's Report. Secretary shall place a (\*) after the Treasurer's Report and state "see the Treasurer's written report for more detail".
    - iv. The Secretary will be responsible for keeping a copy of the Treasurer's written report with the Minutes for each meeting.
    - v. Providing a copy of the Minutes to the OSU Extension Office to be posted.
  - h. If called for a county audit, turn in your documentation in an orderly manner (Secretary's Book).
4. Meeting preparation:
  - a. Assist the President in preparation of the agenda by providing a copy of the minutes.
  - b. Be prepared to preside over the meeting in the absence of the President and Vice President or appoint an individual to take minutes.

- c. Be prepared to assist the President during the meeting by restating the motion as it is presented and recorded in the minutes.
  - d. Be prepared to advise the president on matters of business to be taken up. Help start and stop on time.
- 5. When your term is completed, turn all your records over to the new Secretary.

## Sample Year \_\_\_\_\_ Council Roll

Name of Member	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Phone #
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											
11.											
12.											
13.											
14.											
15.											
16.											
17.											
18.											
19.											
20.											
21.											
22.											
23.											
24.											
25.											
26.											
27.											
28.											
29.											
30.											
31.											
32.											
33.											
34.											
35.											
36.											
37.											
38.											



## Sample List of Advisors and Officers

---

### *Officers*

Name of Advisor	Leadership Area	Phone #	Email

### *Members*

Member Name	Office Held	Phone #	Email

## Sample List of Committees

---

When a committee is formed, write the names of the committee and the names of the members appointed to the committee. List both standing and special committees.

Committee: _____
Chairperson: _____
_____
_____
_____
Date formed _____ Date completed _____

Committee: _____
Chairperson: _____
_____
_____
_____
Date formed _____ Date completed _____

Committee: _____
Chairperson: _____
_____
_____
_____
Date formed _____ Date completed _____

Committee: _____
Chairperson: _____
_____
_____
_____
Date formed _____ Date completed _____

Committee: _____
Chairperson: _____
_____
_____
_____
Date formed _____ Date completed _____

Committee: _____
Chairperson: _____
_____
_____
_____
Date formed _____ Date completed _____

Committee: _____
Chairperson: _____
_____
_____
_____
Date formed _____ Date completed _____

Committee: _____
Chairperson: _____
_____
_____
_____
Date formed _____ Date completed _____

# Sample Meeting Notes Worksheet

---

This form is used to keep notes for writing the minutes after the meeting.

## A. Opening

Pledge of Allegiance by \_\_\_\_\_

4-H Pledge by \_\_\_\_\_

Roll call was \_\_\_\_\_ and answered by:  
Members \_\_\_\_\_ Advisors \_\_\_\_\_ Number of Parents \_\_\_\_\_ Guests \_\_\_\_\_ attending.

## B: Officer Reports

Minutes of last meeting approved as (circle one): read corrected

Correspondence: \_\_\_\_\_

Treasurer Report: \_\_\_\_\_

Other Officers

Reporter: \_\_\_\_\_

Historian: \_\_\_\_\_

Other: \_\_\_\_\_

Leaders: \_\_\_\_\_

## C. Committee Reports

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

Committee: \_\_\_\_\_ by: \_\_\_\_\_  
motion \_\_\_\_\_ pass/fail

## D. Unfinished/Old Business

\_\_\_\_\_  
\_\_\_\_\_

## E. New Business

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

\_\_\_\_\_ moved to \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

## F. Announcements (county dates and reminders, upcoming activities)

\_\_\_\_\_  
\_\_\_\_\_

G. Adjournment: move by \_\_\_\_\_ Seconded by \_\_\_\_\_ pass/fail

H. Program: \_\_\_\_\_

I. Refreshments provided by: \_\_\_\_\_

J. Next meeting will be held on \_\_\_\_\_

# Sample Minutes Report Form

Location: Date: Time:

Number Present: Members\_Advisors Parents\_Guests Total Present Write your minutes in the space below or type them on your computer and attach a copy.

[illegible]

Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

# Standard Operating Procedures for Treasurer

---

**Purpose:** To identify what is expected for the Treasurer in each of Medina County's Councils and Committees to elaborate on the position as indicated in the Council Constitution.

**Scope:** All Financial Records, including but not limited to bank statements and bank receipts, ledger, receipt book, and receipts from purchases.

## Procedure steps:

1. Program year preparation
  - a. Attend annual officers training.
  - b. Assist President in preparing the business meeting calendar to be submitted to OSU Extension.
  - c. Lead the executive committee in preparing the annual budget to be presented to the council/committee to vote and approve. This is to be done at the beginning of the fiscal year.
2. Set up bank account, if not using an ongoing account.
  - a. Be sure that there are at least two signors on the bank account. Signors should not be related nor should they live in the same household. Signors should be members of the Executive committee. Note: The signors may need to redo bank paperwork yearly.
  - b. Bank Statements of councils and committees should be sent to the OSU Extension Office, 42110 Russia Rd., Elyria, Ohio 44035. A copy will be kept in the office, and the original provided to the Treasurer prior to monthly meeting. If the account is paperless, then the office must have electronic access (view only access) to this account.
3. Treasurer will hold the checkbook and the ledger.
  - a. Ledger to be used is from the forms list that is attached to this SOP.
  - b. Checks and deposits must be entered immediately into the Ledger in chronological order. A running total is also to be kept in the ledger.
  - c. Bills are to be paid promptly after presented to the Council/Committee and approved by a vote. This must also be documented by the Secretary in the Meeting Minutes.
  - d. Bills and expenses are to be paid by check and have paperwork for all bills paid.
  - e. If a bill is presented for reimbursement it must be submitted with a completed Reimbursement Request at the business meeting.
  - f. Any money collected must be receipted using the receipt book.
  - g. If dues are collected, they must be receipted along with an accurate record of dues paid.
  - h. Money collected at shows/fund raisers must have a minimum of two individuals count the money, document the cash and checks on the Cash Count Worksheet, and then sign the form which is to be put with the Treasurer's records and should match the bank deposit slip.
  - i. Any money collected must be deposited into the bank within a week. There is to be no cash held for operations.
4. Meeting preparation

- a. Each month the Treasurer will reconcile the bank statement to the ledger prior to the monthly meeting.
  - b. Each month the Treasurer will provide a written Treasurer's Report to the council/committee and to the Secretary to add to the Secretary's Minutes. This can be done using a computer form or using the form on the forms list that is attached to this SOP. For County level groups a copy must be emailed to OSU Extension Office.
  - c. The report should include all transactions since the Treasury Report. (Include all receipts turned in and any bills paid since the Treasurer's Report was given at the last meeting.)
5. Record Keeping:
- a. Keep the documentation in an orderly file and present to the internal audit committee each year prior to the end of the fiscal year.
  - b. After the internal audit is completed, prepare the Year End Summary to turn into the Extension Office prior to January 31<sup>st</sup>.
  - c. If called for a county audit, turn in your documentation in an orderly manner along with the Secretary's Minutes.
6. When your term is completed, turn all your records over to the new Treasurer.

## Sample Budget Template

<b>BUDGET Template:</b>	_____ (County) 4-H Council Budget _____ ( Year)		
	_____ Budget (Last year )	Actual Expense (Last year)	_____ Budget (Current Year)
<b>Beginning Balance _____ (Date)</b>			
<b>INCOME</b>			
Fund Raiser			
1.			
2.			
3.			
Donations			
Other Income			
Total Income			
<b>EXPENSE</b>			
Committee Activities			
1.			
2.			
3.			
Volunteer Support			
Insurance			
Member Event Scholarships			
Postage			
Expense for Fund Raisers			
1.			
2.			
3.			
Accident Insurance for Clubs			
Special Projects			
1.			
2.			
3.			
Royalty Awards			
Support of Ohio 4-H Events			
Total Expenses			
<b>Anticipated Carryover</b>			

## Sample Record of Finances

Council Name \_\_\_\_\_ Year \_\_\_\_\_

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 and Purpose Payments Made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	<b>X</b>	<b>X</b>	<b>X</b>	
	<i>Balance at the end of the year</i>	<b>X</b>			



## Sample Treasurer 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 Council Name \_\_\_\_\_ Date \_\_\_\_\_

1. State the beginning account balance: \_\_\_\_\_ Date of previous meeting: \_\_\_\_\_  
(Ending balance from 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 amount of money received.

3. Payments made:

\$ \_\_\_\_\_ to \_\_\_\_\_ for what purpose \_\_\_\_\_  
\$ \_\_\_\_\_ to \_\_\_\_\_ for what purpose \_\_\_\_\_  
\$ \_\_\_\_\_ to \_\_\_\_\_ for what purpose \_\_\_\_\_  
\$ \_\_\_\_\_ to \_\_\_\_\_ for what purpose \_\_\_\_\_  
\$ \_\_\_\_\_ to \_\_\_\_\_ for what purpose \_\_\_\_\_  
\$ \_\_\_\_\_ total amount of payments made.

4. State the ending balance: \$ \_\_\_\_\_

5. Submitted by: \_\_\_\_\_  
Treasurer

## Reimbursement Request Form

---

Name: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Reason for Purchase: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List of Items Purchased: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach receipt here

### **For Treasurers' Use ONLY**

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date of Reimbursement:

\_\_\_\_\_

## Start-up Cash Request Form

---

Complete one form per cash box

Name of person requesting	Phone
Event	Total Amount Requested
Date Submitted	Date Needed

Approved by (Exec Board)	Date
Approved By (Exec Board	Date

Verified by Event Volunteer	Date
-----------------------------	------

---

**For Treasurers' Use ONLY**    Category \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_ Logged \_\_\_\_\_

## Cash Count Form

This form is to be used for any events or fundraiser receiving cash. This form must be completed by two approved 4-H volunteers at the end of an event.

Event					
Date					
Coins					
Pennies		@ \$0.01 =	\$	Total Coin	\$
Nickels		@ \$0.05 =	\$		
Dimes		@ \$0.10 =	\$		
Quarters		@ \$0.25 =	\$		
\$.50 Piece		@ \$0.50 =	\$		
\$1.00 Piece		@ \$1.00 =	\$		
Currency (Bills)					
Ones		@ \$1.00 =	\$	Total Currency	\$
Twos		@ \$2.00 =	\$		
Fives		@ \$5.00 =	\$		
Twenties		@ \$20.00 =	\$		
Fifties		@ \$50.00 =	\$		
Hundreds		@ \$100.00 =	\$		
				Total Cash	
Counter #1			Counter #2		
	Print Name			Print Name	
	Signature			Signature	

## Committee Activity Finance Report

This form is to be turned in at the end of an approved committee activity that utilized funds. All supporting financial documents including invoices and receipts should be attached.

[illegible]

**Total Income:**

**Total Expenses:**

**Ending Balance:**

# Financial Review Report

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Date financial review conducted: \_\_\_\_\_

Financial Review Committee Checklist:

- |  |   |
|--|---|
| <input type="checkbox"/> Council budget          | <input type="checkbox"/> Bank statements            |
| <input type="checkbox"/> Receipts for all income | <input type="checkbox"/> Record of Council Finances |
| <input type="checkbox"/> Check register          | <input type="checkbox"/> Secretary's minutes        |
| <input type="checkbox"/> Bills for all expenses  | <input type="checkbox"/> Yearly Financial Summary   |

The Financial Review Committee found the following conditions in the club's financial records:

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The Financial Review Committee makes the following recommendations:

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This certifies that the Financial Review Committee has reviewed the record keeping and financial balances and finds that they: (Check one)

- ☐ are in order
- ☐ will be in order upon implementation of recommendations
- ☐ require further review and action

The Financial Review Committee must report at the next club meeting and have the report recorded in the secretary's minutes. Date report given.

Financial Review Committee members:

Printed Names	Signatures
_____	_____
_____	_____
_____	_____

