

4-H YOUTH DEVELOPMENT

SAMPLE FINANCIA

Date	Complete Description of Income or Expense	Income	Expense
	Beginning Balance		
6/30/2015		Total income for year	Total expenses for year

- **Receipts should be kept for each expenditure.
- * *Cash Count Protocol form should be kept for events where over \$100 in cash is collected.
- **Club should have a checking account and items paid for by check. Use of cash should be avoided where possible.
- **Signatory on check should not write reimbursement checks to him/herself; he/she should use club checks to purchase items unless not possible in certain circumstances.

