

4-H YOUTH DEVELOPMENT

SAMPLE FINANCIAL LOG

Date	Complete Description of Income or Expense	Income	Expense	Balance
7/1/13	Balance carried forward from previous year			\$2,113.20
9/4/13	Stop and Shop - meeting refreshments		\$28.99	\$2084.21
9/27/13	Received 4-H Foundation Publicity Grant	\$50		\$2134.21
10/15/13	Dues collected (15 members @ \$8)	\$120		\$2254.21
11/3/13	National 4-H Supply - purchase 4-H curricula		\$45	\$2209.21
11/15/13	Michaels - craft supplies for meeting		\$87.14	\$2122.07
12/1/13	Proceeds from bake sale	\$279.30		\$2401.37
12/15/13	Stop and Shop - holiday party refreshments		\$47.14	\$2354.23
1/12/14	Dues collected (15 members @ \$8)	\$120		\$2474.23
1/14/14	USPS - stamps		\$11	\$2463.23
2/2/14	Staples – supplies for Visual Presentations		\$33.12	\$2430.11
2/20/14	Prime Print – purchase 10 club tee shirts		\$110	\$2320.11
3/1/14	Science Museum – admission for 8 members, 2 leaders		\$200	\$2120.11
3/2/14	Prime Print – print Horse Show class lists		\$51	\$2069.11
3/5/14	USPS – stamps		\$11	\$2058.11
3/5/14	Hodges Badge – trophies and ribbons for horse show		\$124.25	\$1933.86
3/15/14	Target – supplies for club meeting activity		\$14.25	\$1919.61
3/25/14	Stop and Shop – food for horse show food booth		\$121.17	\$1798.44
3/28/14	Savanah Jones – reimbursement for food and paper goods for horse show food booth that she purchased at BJ's		\$185.10	\$1613.34
4/10/14	Susan Smith – pay horse show judge		\$150	\$1463.34
4/10/14	Donation to Adamsville Arena – used for horse show		\$100	\$1363.34
4/13/14	Horse show entry fees received	\$515.00		\$1878.34
4/14/14	Total proceeds from horse show food booth	\$555.31		\$2433.65
4/17/14	Allan Taylor – reimbursement for copies made for horse show		\$18.77	\$2414.88
5/1/14	Staples – meeting supplies		\$19.77	\$2395.11
5/4/14	Hodges Badge – ribbons and trophies for club awards program		\$78.88	\$2316.23
5/20/14	Stop and Shop – food and paper goods for end of year party and awards program		\$42.44	\$2273.79
5/25/14	Pete's Pizza – pizza for end of year party/awards program		\$50.50	\$2223.29
6/30/14		\$1639.61 Total income for year	\$1529.52 Total expenses for year	\$2223.29 Ending balance

**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.



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