Clover Clan 4-H Club		105
Pay to the Order Of	Date	\$
		DOLLARS
Hometown Federal Bank		
MEMO		

EXAMPLEDEPOSIT TICKET				CURRENCY		
Clover Clan 4-H Club				COIN		
DATE						
				LIST ITEMS SINGLY	TOTAL FROM OTHER SIDE	
Hometown F	TOTAL  LESS CASH RECEIVED					
073000228	733440	804	0900	-	TOTAL	

	RECORD ALL CHARGES OR CREDITS THAT AFFECT YOUR ACCOUNT									
NUMBER	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBIT		√	FEE	DEPOSIT/CREDIT		BALANCE	
	5-30	Bank charges	4	00					99	90
104	6-10	Hometown Signs-club sign	32	19					67	71

## **Record of Club Finances**

Money rece	(Month	1)	Balance on nand \$	
Date	List all items sep	parately. Sh	ow source of money received.	Amount
			Total Reciepts	\$
Money naid	l out in			
ioney para	(Month	)	_	
Date Ch	eck # List all items	s separately.	Show source of money received.	Amount
			Total Expenses	\$
				т
Bala	ance on bank statement	\$	_ Balance forward	\$
Plus	deposits not listed	\$	_ Plus money received	\$
Subt	_	\$		\$
List outstanding checks			Less money paid out	\$
			Subtotal	\$
			Less bank charges	\$
Less	s outstanding checks	\$		\$
Bala	ance forward*	\$	<ul><li>(Write this figure in balance</li><li>on hand for next month.)</li></ul>	

<sup>\*</sup>NOTE: Both BALANCE FORWARDS should be the same. This means your books are in balance. If you do not have a bank statement each month, use only the right side.