



# OFFICIAL Chapter Treasurer's Book



\_\_\_\_\_

Chapter Name

\_\_\_\_\_

Chapter Treasurer

\_\_\_\_\_

Chapter Advisor

TO BE FILED AS A PERMANENT CHAPTER RECORD WHEN COMPLETED

## So You Are Elected!

Congratulations! Chapter Treasurer! It has a nice sound. It means that your fellow members must place a great deal of confidence in you ... in your ability ... in your integrity, or they would never have given to you this position of trust. To help you to visualize your new job and to get off to a good start, here are some "Do's" and "Don'ts" that all good Treasurers should observe:

### DO...

- DO—Use the Official Treasurer's Book and remember, always, that you are charged with keeping a *permanent record* that will remain in your Chapter files long after you have ceased to be an active member.
- DO—Use "Scratch" sheets before making final entries in your book. If a mistake is made (and we all make them) let it be on the rough copy, not in the book you turn in at the end of your term of office.
- DO—Follow the rules laid down by your School Administration. Most of the schools in America now require all student organizations to deposit their funds in the School Activity Account. This does not mean that the Chapter Treasurer's job is any less important.
- DO—Make regular, monthly reports to the Chapter showing Opening Balance, Income, Disbursements and Closing Balance. Be prepared to explain any and all entries for the month. If it can be arranged, it is best to be able to duplicate the copies of your report and hand them out to the members so that they can actually see the month's activities and give an intelligent appraisal of the items listed.
- DO—Collect and disburse funds as the Chapter orders, giving accurate receipts for all monies collected.
- DO—Work closely with the Budget Committee and serve as a financial "Watch-Dog" to help keep each proposed activity within the fiscal guidelines as approved by your Chapter.
- DO—Make sure that all dues and assessments that are obligations to the District, Regional, State and/or National Organizations are submitted promptly and in good order.

### DON'T...

- DON'T—Be careless with your work. This is a *permanent record* so don't use smeary pencil, unclear wording or numbers.
- DON'T—Fail to have your book ready for submission to the Chapter Audit Committee and for entry into the Treasurer's Book Contest if your state conducts such an event.
- DON'T—Get behind in your work! Keep your book up to date at all time. It is so much easier if you do it this way.

**Chapter Records and Accounts**

Period Covered \_\_\_\_\_, 19\_\_ to \_\_\_\_\_ 19\_\_

Chapter Treasurer \_\_\_\_\_ Assistant \_\_\_\_\_

Treasurers of Mini-Chapters:  
Treasurer

Mini-Chapter

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Where Chapter Funds are deposited \_\_\_\_\_

Chairman of Earnings and Savings Committee \_\_\_\_\_

Chairman of Auditing Committee \_\_\_\_\_

**Report of the Auditing Committee**

We, the members of the \_\_\_\_\_ FFA chapter Auditing Committee certify that we audited the books of the FFA chapter named above and find them to be complete, reasonably neat and accurate. We further find that the balance shown of \$ \_\_\_\_\_ in the checking account and the \$ \_\_\_\_\_ balance shown in chapter investments agrees with the respective amounts shown in the Agency holding the Chapter Accounts with the exceptions as noted:

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

Chairman \_\_\_\_\_  
Auditing Committee

On the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_, our Agency checked the records of the \_\_\_\_\_ FFA chapter deposited with us and find the balances shown to agree with our records.

Representative \_\_\_\_\_

## General Information

The following pages are generally self explanatory and will not be discussed in detail here. This book has been set up with the intent of following good fiscal practices yet simple enough that it should not take up too much of your time. Make very sure that the "Opening Balance" in your book is *identical* with the "Closing Balance" as shown by the previous Treasurer. Of course the same holds true for the "Opening Inventory" and "Opening Net Worth" in your book and the similar closing entries in the book for last year. You see, your book must start exactly where that one ends, not even a second later, so the entries must be exactly alike.

All good leaders set goals for themselves. It would seem that your goals as Chapter Treasurer might include some or all of the following:

- a. Receive a top rating if my book is entered in competition with those of other chapters.
- b. Leave a permanent, legible record, easy for the next Treasurer to follow.
- c. Improve the earnings and savings habits of my fellow members.
- d. Leave the fiscal condition of my chapter in better condition than it was when I took office.

No Chapter can operate without adequate financing. The very best kind of financing is based on the long range view. Any Chapter might make a lot of money on a special money-making activity that was designed to reflect unfavorably on those who contributed. Yes; this could work, *once!* Good money-making activities are those that could be repeated or followed by similar ones, year after year, because the buyer or contributor actually got value received for the investment.

Good, carefully selected fund raising activities are a must for all FFA chapters. Conditions affecting fund raising vary in every community. Some school districts may not permit fund raising activities; others require that every activity be cleared with the administration in advance. As a guide the following criteria should be used in selecting fund raising activities:

**1. The activity should be educational.**

Needed income can often be generated from projects that are in the chapter's Program of Activities or which are an outgrowth of the instructional program and primarily done because of their educational value. For example, a corn plot, or production from the greenhouse may produce income for the chapter.

**2. The activity should be related to agriculture/agribusiness.**

Agriculturally related fund raising projects are a natural and in many cases will be unique to the FFA organization. Avoid the sale of candy, Christmas cards, and other non-agriculturally related items and projects that infringe upon commercial enterprises. Instead try a citrus sale or a plant sale.

**3. The activity should be approved by the school and community.**

Prior approval, and knowing what types of activities will be successful in the community, gets the project off to a running start.

**4. The activity should render a service—and give value received.**

No fund raising activities should ask for a handout or favor. When value or service is given, future projects will receive ready acceptance.

**5. The activity should provide a fair financial return to the chapter.**

Make sure the project you choose is worth the effort it takes to organize and operate.

**6. The activity should involve every member.**

Select activities that will provide opportunity for the involvement of everyone in the organization. Total involvement is the key.

**7. Don't let projects drag out.**

Organize campaigns that can be completed in a minimum amount of time.

## Budgeting and Fund Raising

Every chapter and organization today needs sufficient funds to carry on its planned Program of Activities. While local chapter dues are important, dues should not be expected to carry the entire load of financing the chapter. Similarly, FFA fund raising projects should not be used to finance departmental operations.

A realistic chapter budget should be developed in conjunction with the planning of the Program of Activities. The system of accounting for income and expenses must be cleared with the school administration. The FFA Advisor and the elected Treasurer are responsible for accurate financial records. Usually a central system within the school must be utilized. When this is the rule no other accounts should be maintained. Some schools may allow the FFA chapter to maintain a separate bank account. Either way, it is advisable to have a member auditing committee verify the items of income and expense on an annual basis.

Budgets and Programs of Activities of the chapters should be reviewed for ideas by the assigned committee. Remember that planned chapter activities which need funds for completion, may not get done unless you have budgeted for them.

The following sample budgets are included as a guide for budgeting and fund raising. The first budget example is a simple listing of income and expenses. The second budget indicates one method of tying the budget items directly to the planned Program of Activities.

### Sample Chapter Budget

19\_\_-19\_\_

ESTIMATED INCOME	ESTIMATED EXPENSES
FFA Dues.....\$91.00	National Convention.....\$75.00
Country Fair Booth..... 10.00	State Convention .....50.00
FFA Jackets .....96.25	School Farm.....160.00
Corn Plot .....250.00	Lunches .....45.00
Parking Cars .....250.00	FFA Camp ..... 10.00
Corn Drive .....250.00	Charities .....250.00
Banquet Tickets .....200.00	FFA Jackets .....96.25
Fund Raising Activities..... <u>200.00</u>	Trucking to State Fair .....25.00
TOTAL ESTIMATED INCOME.....\$1,347.25	District, State and National Dues .....91.00
	Corn Drive.....35.00
	Banquet.....200.00
	Miscellaneous .....100.00
	Transfer to Savings..... <u>210.00</u>
	TOTAL ESTIMATED EXPENSES .....\$1,347.25

## About Budgets

The two sample budgets shown are not intended to be a guide for *content*, but rather, as a guide for *setting up budgets*. Most chapters prefer the second system as it allows each Program of Activities Committee to be involved in planning the year's activities. Several chapters will, of course, have "Mini-Budgets" to go along with "Mini-Chapters." The basic budget structure should be uniform throughout the chapter. Remember that what may work well in one chapter or in one part of our Nation might not work at all in some other area. Fit the activities to the location, but always follow the guidelines set down on the previous page.

### Budget

	Income	Expense		Income	Expense
<b>Supervised Agriculture Experience</b>			<b>Conduct of Meetings</b>		
Record Book Contest		\$3.00	FFA Jackets and Ties	\$500.00	\$550.00
Farming Program Award		5.00	Paraphernalia		15.00
Job Placement		5.00	Officers Pins		10.00
Revolving Sow Project	\$400.00	50.00	Summer Meeting		50.00
<b>Cooperation</b>			<b>Scholarship</b>		
Revolving Sow Project	300.00	50.00	Post Graduate Scholarship		
Float		30.00	Award		75.00
<b>Community Service</b>			<b>Public Relations</b>		
Community Development		10.00	Banquet	400.00	650.00
Farm, Bike, Gun			Reporter's Book		5.00
Highway Safety		35.00	Identification Signs and Letters	50.00	50.00
Fire Prevention		10.00	Film		75.00
Donations		50.00	Newsletters		10.00
Germ Test		20.00	National FFA Magazines		45.00
<b>Leadership</b>			FFA Calendars		25.00
Program of Work	100.00	125.00	FFA Awards		65.00
Degree Pins		25.00	FFA Stationery		50.00
Officers Retreat		45.00	Parent-Member Night		90.00
Leadership Conference			Full Page Salute	100.00	120.00
Transportation		100.00	<b>Recreation</b>		
<b>Earnings and Savings</b>			Softball		5.00
Concessions	2,500.00	1,430.00	Basketball		10.00
Dues	507.50	390.00	Films		18.00
Cash on Hand		730.50	Checkers		5.00
Beef Raffle Sales	1,000.00	275.00	Ping Pong		10.00
Christmas Wreaths	1,200.00	800.00	District Recreational Day		36.00
Contributions		150.00	Lunch and Door Prize		75.00
Pencils	20.00	20.00	Snowmobile Party		55.00
Travel Insurance		30.00	<b>State and National Activities</b>		
Little International Seed Show			State Contest Entry Fee		30.00
(Livestock & Crops Judging)		50.00	National Convention		100.00
District and State Land			District Contest Entry Fee		20.00
Judging Contest		50.00	Valley City Winter Show		50.00
Minot and Rugby			<b>Alumni</b>		
(Livestock Judging)		50.00	Recognition Plaques		50.00
Plaque Engravings		45.00	Refreshments		35.00
Postage and Phone Calls		50.00	<b>Total</b>	<b>\$7,077.50</b>	<b>\$7,077.50</b>
Contest Awards		15.00			
Honorary Pins and Plaques		45.00			

## Chapter Budget

For Period \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_

### Receipts

Item	Estimated	Actual
Balance on hand	\$	\$
Membership dues		
Loans to collect		
Special assessments		
Receipts by Division of Program of Activities:		
I. Supervised Agricultural Experience		
II. Cooperation		
III. Community Service		
IV. Leadership		
V. Earnings and Savings		
a.		
b.		
c.		
d.		
e.		
VI. Conduct of Meetings		
VII. Scholarship		
VII. Recreation		
IX. State and National Affairs		
X. Alumni Relations		
XI. Other		
<b>Total Receipts</b>	<b>\$</b>	<b>\$</b>

Note: Almost all chapters now prepare a detailed budget to be included in the Program of Activities. It should not be necessary to repeat this detailed budget here. Rather, it could be inserted following this page.

**Mini-Chapter Budgets**

Mini-Chapter _____	Treasurer _____	
Opening Balance		\$ _____
Estimated Receipts ... Activity		Income
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
	Total Income	\$ _____
Estimated Expenses...Activity		Expenses
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
	Total Estimated Expenses	\$ _____
Estimated Closing Balance		\$ _____

**Mini-Chapter Budgets**

Mini-Chapter _____	Treasurer _____	
Opening Balance		\$ _____
Estimated Receipts ... Activity		Income
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
	Total Income	\$ _____
Estimated Expenses...Activity		Expenses
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
	Total Estimated Expenses	\$ _____
Estimated Closing Balance		\$ _____



### Inventory and Net Worth

The inventory and net worth are summaries of information compiled on other pages of this book. It is not necessary to list the details here. Simply make sure that the amounts shown on this page correspond to the figures shown on the pages which are the source of this information.

ITEMS	Beginning of Year		End of Year	
	Assets	Liabilities	Assets	Liabilities
Cash on Hand	\$	\$	\$	\$
Cash on Deposit				
Bonds				
Accounts Receivable				
Items on Inventory				
Others				

### Statement of Net Worth

ITEMS	Record of Inventory	
	Beginning	Closing
1. Total Assets	\$	\$
2. Total Liabilities		
Net Worth		
Gain or Loss		

Include here a short statement explaining the year's change in net worth. If your chapter shows a gain, it should be of help to next year's Earnings and Savings Committee if you can pin-point the reason or reasons. The same information would be valuable in the event of a decline in net worth:

### Inventory and Net Worth (Mini-Chapter)

The inventory and net worth are summaries of information compiled on other pages of this book. It is not necessary to list the details here. Simply make sure that the amounts shown on this page correspond to the figures shown on the pages which are the source of this information.

ITEMS	Beginning of Year		End of Year	
	Assets	Liabilities	Assets	Liabilities
Cash on Hand	\$	\$	\$	\$
Cash on Deposit				
Bonds				
Accounts Receivable				
Items on Inventory				
Others				

### Statement of Net Worth

ITEMS	Record of Inventory	
	Beginning	Closing
1. Total Assets	\$	\$
2. Total Liabilities		
Net Worth		
Gain or Loss		

Include here a short statement explaining the year's change in net worth. If your chapter shows a gain, it should be of help to next year's Earnings and Savings Committee if you can pin-point the reason or reasons. The same information would be valuable in the event of a decline in net worth:

## Individual Membership Records

Few FFA chapters could survive if their only sources of income were from assessments on the members. And, aside from the need for money on which to operate their Programs of Activities, Chapter members need experience in Earnings and Savings. In the past, the Treasurer's records have given no indication of the actual involvement of the individual members. A primary reason for the revision of the Official Treasurer's Book is to provide such a record. In addition to the space needed for recording the payment of dues, space is also provided for major money-making activities of the chapter so that the contribution made by each member becomes a part of the permanent record. When the time comes to determine whether or not any member of your chapter has, indeed, been sufficiently active to warrant some special award or an advancement in degree, this part of the Treasurer's Book will provide verification.

It must be borne in mind that it is not necessary that every member be equally involved in every activity. All of us are different, with different levels of skills and abilities. While it is perfectly all right to set minimum quotas per member as goals for which to shoot, we must not forget that opportunities are seldom equal and that talents seldom balance. Thus there should be enough variety in the Earnings and Savings Activities so that every member could contribute a fair share to the chapter's success.

Certainly every chapter should have at least one money-making activity whereby every member could earn the money for that member's dues. Under no conditions should anyone be denied the advantages of membership through inability to pay the dues. It rests with each chapter to come up with the right way to handle this problem. Whatever method is selected should conform to the guidelines that were set down for all FFA money-making activities

The FFA represents the proudest of American Heritages. We believe in "Less need for Charity" and that means we believe in paying our way as we go. No FFA chapter should have to stoop to asking for gratuities in order to get their Program of Activities on the road. We must give a dollar's worth of goods and/or a dollar's worth of service for every dollar we collect or we are being unfair. If a chapter, for example, sells the services of the members at auction for a day's work, then a member who does not do an honest day's work for the purchaser is guilty of out and out dishonesty. Let us all keep our moral standards as high as possible.

There is no need to "break-down" the dues for each member. Simply list here the way your chapter sets up the dues collection:

Chapter	\$ _____
District	\$ _____
Region	\$ _____
State	\$ _____
National	\$ _____
Total	\$ _____*

\*This figure, then would be the dues you would collect from each member.

























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## The Record of Receipts and Disbursements

This is the "heart" of the Treasurer's Book. On these pages the flow of income and expense is set out for you and your fellow members to see and to understand. A very common error in treasurers' records is unnecessary entries on these pages. There are separate pages for individual "Mini-Chapter" Treasurer's Records and for specific Earnings and Savings Committee Records. For example, if a committee is set up to handle a project such as Fruit Sales, there is no need for the Chapter Treasurer to record every transaction. This is, and should be, the job of that committee. The Treasurer might need to include only two entries, namely, income and expense from that activity. Details would be found in two different places: The Special Activity Page and the Members' Individual Records. It would be easy to discover that the chapter had, for example, spent \$870.00 on the Fruit Sale and had taken in \$1,450.00 with the daily receipts and disbursements of the Special Activity Page and that Tom Olson had sold a total of \$16.50 worth of fruit as shown on the Member Activity or Individual Member's Records Page.

Most Chapter Treasurers find it valuable to use extra or "scratch" sheets for the first copy and then to put the finished and corrected copy into the permanent records. An easy way to make a monthly report to the chapter is to simply copy or duplicate the lines in this section beginning with the first day of the month in question and ending with the last day of that month. Of course each monthly report should start with the opening balance and close with the ending balance and a statement regarding gain or loss for the month. As Treasurer, you should be in a position to answer any questions the members might wish to present following your report.

We are past the day of having a single Treasurer in every chapter. This is a good change since it gives added leadership training to a number of members. This does not, however, alter the fact that you are *the* Treasurer and you submit the final, permanent record. Of course you should work closely with the Treasurer of the Special Activities and the Mini-Chapters, making sure that they are all using good record keeping systems.

You will probably want two basic kinds of receipts for payments received:

(1) As Treasurer, you should have a metal or plastic receipt machine that makes three copies as you write. You would use this to give receipts to other Treasurers in your organization as they submit their funds to you, to chapter members buying jackets, to members paying off a chapter loan, and the like.

(2) Your chapter will need from one or two up to several receipt books for use in the various money-making activities. All of the receipts should be properly packaged and stored with the Treasurer's Book as part of the permanent chapter records.











The Record of Receipts and Disbursements

Page \_\_\_\_\_

Special Chapter Project or Mini-Chapter

For Period \_\_\_\_\_, 19\_\_ to \_\_\_\_\_, 19\_\_

Name of Project (Activity) \_\_\_\_\_

Committee Responsible: \_\_\_\_\_ Chairman \_\_\_\_\_

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

Date	Item	Receipts		Expenses		Balance	
		\$		\$		\$	
Total (Carry Forward)		\$		\$		\$	

•To be used only in keeping detailed records on special production enterprises, cooperative projects and other major chapter activities.  
 \*Number these pages consecutively as you use them for the first supplementary record completed.

The Record of Receipts and Disbursements

Page \_\_\_\_\_

Special Chapter Project or Mini-Chapter

For Period \_\_\_\_\_, 19 \_\_\_\_ to \_\_\_\_\_, 19 \_\_\_\_

Name of Project (Activity) \_\_\_\_\_

Committee Responsible: \_\_\_\_\_ Chairman \_\_\_\_\_

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

Date	Item	Receipts		Expenses		Balance	
		\$		\$		\$	
Total (Carry Forward)		\$		\$		\$	

•To be used only in keeping detailed records on special production enterprises, cooperative projects and other major chapter activities.  
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**The Record of Receipts and Disbursements**

Page \_\_\_\_\_

Special Chapter Project or Mini-Chapter

For Period \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_

Name of Project (Activity) \_\_\_\_\_

Committee Responsible: \_\_\_\_\_ Chairman \_\_\_\_\_

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

Date	Item	Receipts		Expenses		Balance	
		\$		\$		\$	
Total (Carry Forward)		\$		\$		\$	

\*To be used only in keeping detailed records on special production enterprises, cooperative projects and other major chapter activities.  
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The Record of Receipts and Disbursements

Page \_\_\_\_\_

Special Chapter Project or Mini-Chapter

For Period \_\_\_\_\_, 19\_\_\_\_ to \_\_\_\_\_, 19\_\_\_\_

Name of Project (Activity) \_\_\_\_\_

Committee Responsible: \_\_\_\_\_ Chairman \_\_\_\_\_

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

Date	Item	Receipts		Expenses		Balance
		\$		\$		
	Total (Carry Forward)	\$		\$		\$

\*To be used only in keeping detailed records on special production enterprises, cooperative projects and other major chapter activities.  
\*Number these pages consecutively as you use them for the first supplementary record completed.





The Record of Receipts and Disbursements

Page \_\_\_\_\_

Special Chapter Project or Mini-Chapter

For Period \_\_\_\_\_, 19 \_\_\_\_ to \_\_\_\_\_, 19 \_\_\_\_

Name of Project (Activity) \_\_\_\_\_

Committee Responsible: \_\_\_\_\_ Chairman \_\_\_\_\_

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

Date	Item	Receipts		Expenses		Balance	
		\$		\$		\$	
Total (Carry Forward)		\$		\$		\$	

•To be used only in keeping detailed records on special production enterprises, cooperative projects and other major chapter activities.  
 \*Number these pages consecutively as you use them for the first supplementary record completed.

**Score Sheet for FFA  
Chapter Treasurer's Award**

Chapter \_\_\_\_\_

Treasurer \_\_\_\_\_

Remarks

1. Was the Official Treasurer's Book used?
2. Do the records appear to be the work of the Treasurer, Assistant Treasurer, and/or Mini-Chapter Treasurers?
3. Do the records show evidence of having been kept up to date during the year?
4. Do the records cover the entire period for which the records were kept? (usually May 1 to April 30)
5. Did the Treasurer make regular reports to the chapter and are copies of these reports shown in the Secretary's book?

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Scoring:

Points

Points Allowed

a. Opening and closing inventory and chapters net worth statement.

100

Item	Close of last year	Beginning of this year	Close of this year
Net Worth	\$	\$	\$
Cash on hand	\$	\$	\$

- |  |     |  |
|--|-----|--|
| b. Page 2 including report of the auditing committee   | 50  |  |
| c. Chapter budgets (Pages 5-6)                         | 50  |  |
| d. Inventory and net worth (Page 7-8)                  | 50  |  |
| e. Dues collection arrangement (Page 9)                | 25  |  |
| f. Individual member records                           | 150 |  |
| g. Record of receipts and disbursements                | 350 |  |
| h. Record of special chapter projects or mini-chapters | 50  |  |
| i. Receipts for all money received                     | 50  |  |
| j. Adding machine tapes                                | 50  |  |
| k. Neatness, legibility and permanence of records      | 75  |  |

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1000

Remarks:

Total Score \_\_\_\_\_

Award Granted \_\_\_\_\_

The need for revising and updating the Chapter Treasurer's Book has been evident for some time. It is now more relevant to chapter needs, and should go far in helping the treasurer keep accurate records of member involvement and chapter progress. Keeping good records will be of tremendous help in developing a spirit of cooperation and understanding of the purposes of the FFA in personal development as it prepares students of Vocational Agriculture/ FFA for future leadership roles in agriculture/ agribusiness and responsible citizenship.

We are indebted to all who had a part in the revision, writing and distribution of the Chapter Treasurer's Book.

Treasurer's Book

CHAPTER	=====	FILE
<b>resource</b>	=====	UNDER
SYSTEM	=====	4.03