

The
Official FFA
Chapter
Treasurer's
Book



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 "Operating 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 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.

Chapter Records and Accounts

Period Covered _____, 20____ to _____ 20____

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:

Chairperson _____
Auditing Committee

On the _____ day of _____, 20____, our Agency checked the records of the _____ FFA Chapter deposited with us and find the balances shown to agree with our records.

Representative _____

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

20 ____ -20 ____

Estimated Income		Estimated Expenses	
FFA dues	\$91.00	National Convention	
\$75.00			
County 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
Supervised Agriculture Experience			Conduct of Meetings		
Record Book Contest		\$3.00	FFA Jackets and Ties	\$500.00	\$550.00
Farming Program Award		5.00	Paraphenalia		15.00
Job Placement		5.00	Officers Pins		10.00
Revolving Sow Project	400.00	50.00	Summer Meeting		50.00
Cooperation			Scholarship		
Revolving Sow Project	300.00	50.00	Post Graduate Scholarship		
Float		30.00	Award		75.00
Community Service			Public Relations		
Community Development		10.00	Banquet	400.00	650.00
Farm, Bike, Gun, Highway Safety		35.00	Reporters Book		5.00
Fire Prevention		10.00	Identification Signs and Letters	50.00	50.00
Donations		50.00	Film		75.00
Germ Test		20.00	Newsletters		10.00
Leadership			Recreation		
Program of Work	100.00	125.00	National FFA Magazines		45.00
Degree Pins		25.00	FFA Calendars		25.00
Officers Retreat		45.00	FFA Awards		65.00
Leadership Conference			FFA Stationery		50.00
Transportation		100.00	Parent-Member Night		90.00
Earnings and Savings			State and National Activities		
Concessions	2,500.00	1,430.00	Full Page Salute	100.00	120.00
Dues	507.50	390.00	Softball		5.00
Cash on Hand		730.00	Basketball		10.00
Beef Raffle Sales	1,000.00	275.00	Films		18.00
Christmas Wreaths	1,200.00	800.00	Checkers		5.00
Contributions		150.00	Ping Pong		10.00
Pencils	20.00	20.00	District Recreational Day		36.00
Travel Insurance		30.00	Lunch and door prize		75.00
Little International Seed Show (Livestock & Crop Judging)		50.00	Snowmobile Party		55.00
District and State Land Judging Contest		50.00	Alumni		
Minot and Rugby (Livestock Judging)		50.00	Recognition Plaques		50.00
Plaque Engravings		45.00	Refreshments		35.00
Postage and Phone Calls		50.00	Total		
Contest Awards		15.00	\$7,077.50	\$7,077.50	
Honorary Pins and Plaques		45.00			

Chapter Budget

For Period _____, 20____ to _____, 20____

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.		
VI. Conduct of Meetings		
VII. Scholarship		
VIII. Recreation		
IX. State and National Affairs		
X. Alumni Relations		
Total Receipts	\$	\$

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 source 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 born 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

Individual Member Records

Name of Chapter Member	Degree	Dues Paid	Date Paid	Chapter Earnings and Savings Activities				
				1/	2/	3/	4/	5/
Brought Forward								
Totals, this page								

Totals forward to next page:

