



Treasurer's Guide

4-H 451-W

The treasurer of a club is responsible for keeping records of all money taken in and spent by the club. It is a job of trust and one in which you learn to handle and keep records of money. Discuss with the adult leader and possibly the club the best way to keep the club's money.

Does the club have dues?

If so, each member pays dues to the treasurer. The treasurer records the person's name, the date, and the amount as income.

Does the club have a money-making activity?

If so, record the kind of activity, the date and the amount of money made as income.

Does the club receive money from a person or a group?

This is a donation and is recorded in the same manner as a money-making activity — list the donor, the date, and the amount.

There are times when the club needs to pay for materials, refreshments, etc. These are bills. The treasurer records the club's bills as expenses. Record for what and to whom the money was paid, the date, and the amount. Pay bills promptly because many times the club may be judged by the treasurer's promptness. Allow the club or an authorized group to approve the for payment (usually by voting) before paying the bill.

Does the club give a donation to a person or a group?

(As with a community service project.) Again, record to whom the money was given, the date, and the amount.

Each 4-H Club should keep their money in a local bank (checking and/or savings account). Go to each of the banks in the area and ask how much it costs for the club to open an account. Each bank has different charges involved in checking accounts. Decide which bank is best for the club, then talk to the banker to learn how to keep an account.

If the club has a checking account, pay all bills with checks. This gives a more accurate record.

A treasurer's report should be given at each meeting. Members of the club need to know the following:

- Dues which were paid.
- Money received from other areas (donation, money-making activities).
- Bills that have been paid.
- Outstanding expenses that need to be paid.
- The up-to-date balance.



Each 4-H Club is required to complete an annual financial report. These reports are submitted to the County Extension Office. As treasurer you will have the opportunity to help your 4-H Leader complete this report. Check with your 4-H Leader for more details.

Review the following 4-H Club financial checklist with your 4-H leader for information about your 4-H club:

- Checking/savings accounts do not have a personal Social Security number on them.
- An employee identification number (EIN) has been obtained for each account.
- Checking account is a duplicate check system
- Checking account has two signatures (not related persons).
- We maintain a list of receipts and expenses.
- We keep original receipts of purchases.



Questions for Thought

1. What is your job as treasurer?
2. How can you help your club as a treasurer?
3. What will you learn as a 4-H Club treasurer?
4. Does the club have past financial records?

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This material may be available in alternative formats.



DUES CHECKLIST FOR _____ 4-H CLUB

YEAR: _____

AMOUNT OF DUES PER PERSON: \$ _____

MEMBER'S NAME	DUES PAID ("X" IF PAID)	DATE PAID
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL DUES RECEIVED AS OF _____ : \$ _____
(DATE)

Outline For Treasurer's Report

_____ 4-H Club Meeting
(name of club)

Date of Financial Report: _____

Beginning Balance as of: _____ \$ _____
(date of last meeting)

Transactions since last meeting:

Description of Income:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____
5. _____ \$ _____

Total Income for period: \$ _____

Description of Expenses:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____
5. _____ \$ _____

Total Expenses for period: \$ _____

Ending Balance as of: _____ \$ _____
(date of this meeting)

Suggestions for 4-H Club Treasurers

It is an honor to have been elected as Treasurer of your 4-H Club! The membership considers you to be a responsible person and have entrusted their finances to you.

Following are some suggestions that are important for a Treasurer to know and do.

1. Find out if the club has a treasury (checking and/or savings accounts).
2. Find out where or in what bank it is deposited.
3. Find out what procedure you must go through to deposit money and to take money out of your account. Are two signatures required on the checks?
4. Find out how much money the club has.
5. Are there any outstanding bills? (Check with your local 4-H leader and past treasurer.)
6. Did the club have any money-making activities, and how did they spend their money?
7. How to give a Treasurer's Report:
 - a. Give the balance as of the last report or meeting.
 - b. Report any income since the last report.
 - c. Report what bills have been paid since the last report - giving the date, amount and to whom the bill was paid.
 - d. Ask if there are any outstanding bills.
 - e. Give the new balance as of this report.
8. Keep accurate and neat records of all expenditures and receipts.
9. Be prompt about depositing money in the bank.
10. Keep accurate records of who has paid dues - the amount, and the date paid. Do the same for donations and contributions.
11. Forward your records to the next treasurer at the conclusion of your term of office.
12. Prepare your records to be audited at the end of the year. Also request that your leader help you set up an audit of the treasurer's books before you begin your office.

Good luck with the responsibilities of your office!

Read and study the pamphlet entitled "Treasurer's Guide" (4-H 451) for more ideas and suggestions.