

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.