

TREASURER

Duties include helping plan the club's budget for the year, maintaining all the banking records in support of the club expenditures and income and providing financial records to members, the public and the University.



TREASURER'S RESPONSIBILITIES

- ◆ Meet with club officers and leaders to develop a club budget for the year
- ◆ Account fully for money that is received and spent
- ◆ Promptly pay all bills authorized for payment by the club budget or by club members
- ◆ Maintain financial records including copies of all invoices, bills and cash receipts relating to the funds and property of the club
- ◆ Keep accurate records in the treasurer's ledger or on a computer using an accounting program
- ◆ Check the monthly bank statements for 4-H accounts and balance (reconcile) the club ledger reports
- ◆ Provide current written ledger reports at all club meetings
- ◆ Maintain an inventory of club property and equipment
- ◆ Keep accurate, up to date records
- ◆ Present a treasurer's report at each club meeting

AT YOUR 4-H CLUB MEETINGS

- ◆ Report on all bills paid and all money received since the last meeting
- ◆ State the present club balance
- ◆ Ask if there are any bills to be presented by members to the treasurer for payment

END OF THE YEAR

Records to be passed onto the Auditing Committee and your 4-H Organizational Leader

- ◆ Check Register
- ◆ Monthly Ledgers
- ◆ Bank/County Office Statements
- ◆ Copies of any bills
- ◆ Receipt Book