

COLUMBIA CO. TREASURER'S BOOK DIRECTIONS

(THIS SHEET IS NOT TO BE INCLUDED IN THE TREASURER'S BOOK.)

Treasurers are important officers in 4-H clubs and are charged with keeping an accurate record of all money received and paid out. Many clubs find old treasurer's books of historical importance as the years pass.

Treasurers can type information in/print off the forms for the treasurer's book, or download and save as a word or excel document, by going to the Columbia County 4-H web site at:

<http://columbia.uwex.edu/4-h-youth-development/4-h-forms/4-h-club-treasurer-forms/>

If you would prefer additional paper copies of the treasurer's book, contact Columbia Co. UW Extension Office at (608-742-9687) at the 4-H office.

Treasurer's Records included should be in the following order:

Cover Page (1)

Duties of a Treasurer (1)

Treasurer Book Index Sheet (1)

Dues Form (1 or more)

Monthly Treasurer's Report (1 for each month club meets)

Record of Club Finances (1 or more for each month club meets)

