

DUTIES OF A 4-H TREASURER

- Keep ACCURATE records of:
 - ALL money received: its SOURCE and WHAT for—use a 2-part pre-numbered receipt book.
 - ALL money paid out: to WHOM and WHAT for
- Give a Financial Report at each club meeting
- Collect membership dues
- Signature Card/Change of Address Card (*see personal banker at bank*)
 - The FIRST thing you MUST do as a newly elected (*installed*) treasurer is to sign a signature card at your bank. 1-2 adult(s) should also be on the signature card. (*They should not be related to the treasurer.*)

Helpful Hints for Maintaining a Checking Account

- Deposits (*Money Received*)
 - Make all deposits promptly—within 3 days
 - Record deposits in checkbook register BEFORE going to the bank. (*Note FROM WHOM and WHAT FOR with deposit total*)
 - Endorse (*sign*) checks on backside (*upper left within top 1.5 inch area*). Club Name & Treasurer's Name
- Writing Checks (*Money Paid Out*)
 - ONLY write check authorized (*approved*) BY YOUR CLUB—never give out blank checks.
 - Be sure your checking account has sufficient funds to write the check—don't pay out cash
 - Never date a check ahead—use the CURRENT date
 - ALWAYS use a pen to write checks, NEVER a pencil!
 - Compare written dollar amount with amount written in figures.
 - Sign check as your name appears on the Bank Signature Card.
 - Initial corrections made, NEVER ERASE.
 - Record check written in checkbook register, to WHOM and WHAT FOR.
 - Write check number and date paid on printed bills to aid Audit Committee.
 - Reconcile Bank Statement MONTHLY or quarterly—ask for assistance!

TREASURER'S REPORT should include:

- ✓ Balance as of last meeting date
- ✓ Checks written (*bills paid*)
- ✓ Deposits made (*money received*)
- ✓ Current balance
- ✓ Prepare report BEFORE attending meeting to eliminate errors
- ✓ BE ACCURATE!

PERMANENT RECORD (*Turn into General Leader when your Record Book is due*)

- Financial Record Form (*Transfer information from your checkbook register as checks are written. Be sure ENDING balance is in agreement with your records.*)
- ALL Bank Statements (*punch and put in binder*).

*YOU are responsible for club funds until a successor is elected and INSTALLED.
Give complete and accurate records to successor.
Audit Committee should check records BEFORE newly elected Treasurer assumes office.*