

## 4-H CLUB TREASURER JOB DESCRIPTION

You are the keeper of the money for your club. Your job is more than just collecting and spending money for your club. You must also keep an accurate record of all money collected and spent. You must be able to report to the club where the money came from and what it was spent for. As you know money is important to people, therefore it is very important you keep good records of the money you handle.

1. Don't spend any money without club approval. Motion to pay bill, passed and recorded in minutes.
2. Write checks for all expenditures. Do not pay bills with cash. Have a bill and get a receipt.
3. Keep club money and your own money separate.
4. Don't use club money as a bank for yourself.
5. Use the *4-H Treasurer's Record Book - 4-H 474* to keep your records.
6. Keep all bills and receipts, and all other information. When in doubt keep it. You can't keep too much information.
7. Answer all questions truthfully. If you don't know, say you don't know but promise to get them the answer. Then get help from your leader and get the answer.
8. Prepare a budget to guide the club. Communicate to the club its financial position.
9. Provide the following information for the 4-H club "financial review" committee:
  - Club budget
  - Treasurer's ledger report (check register)
  - Financial Institution Statements (Bank Statements)
  - Canceled checks and deposit slips
  - Receipts of all income
  - Bills for all expenses
10. Have club "financial review" committee send "Financial Review Report" to the county/district extension office by November 1.

When you make your Treasurer's report -

Start with the previous balance. **"The beginning balance was \$\_\_\_\_\_."**

State all income and where it came from. **"Income was \$\_\_\_\_\_ from \_\_\_\_\_ and \$\_\_\_\_\_ from \_\_\_\_\_, for a total income of \$\_\_\_\_\_."**

State all expenses paid. **"Expenses were \$\_\_\_\_\_, for \_\_\_\_\_ and \$\_\_\_\_\_ for \_\_\_\_\_, for a total of \$\_\_\_\_\_."**

Finish with the ending balance. **"The closing balance is \$\_\_\_\_\_."**

(This is the actual balance you have on your records and in the bank.)

Present any outstanding bills for payment. **"We have a bill from \_\_\_\_\_ for \$\_\_\_\_\_ (amount) for \_\_\_\_\_ (what it was for)."** Have club members pass a motion to approve payment before you pay the bill (see #1 above).