

Treasurer



The Treasurer is responsible for keeping an accurate record of all income and expenses for the 4-H club. The Treasurer is elected for a one-year term by being nominated and voted into office. As Treasurer, you will maintain the financial records of the club, complete end-of-year reports, and provide a year-end audit. You work to make sure your club has the fiscal means to serve the community and do programming.

Before Meeting

- Reconcile the bank statement with the club check book registers.
- Complete the monthly report found in the Treasurer's Record Book to share with the club.

During Meeting

- Give the Treasurer's Report during the business meeting. Follow the format on the Report Form.
- Present any bills received and get club approval by getting a motion, second, discussion, and voting. Once the bill has been approved, then you can pay it. Do not write checks during the meeting. Focus on the meeting and write the checks later to help you stay on track and avoid errors. This also sets a good example for other club members.



After Meeting

- Pay all the approved bills as soon as you can before the next meeting.
- Complete the monthly record of club finances. Also, write on the receipt the date it was paid and the check number, and keep it in your Treasurer Binder.
- At the end of the 4-H year, complete the Annual Verification Report Form in the Treasurer Record Book. Have the Treasurer Book and Annual Verification Report Form audited by your leader and at least 3 auditors. Be sure each auditor signs the Annual Verification Report Form after auditing the book. The audit process is to make sure that no errors are in the financial information and that your records match bank statements.



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