

TREASURER

Congratulations! Your fellow club members have selected you to lead them through a successful 4-H year as Treasurer. In case you may have some questions about what to do, this guide will help you understand your duties. It also gives you some tips for doing the best job possible. Good luck!



DUTIES

- Keep accurate, up-to-date records of all club funds. This includes receipts and expenditures, and the balance on hand.
- Pay bills as approved by the club.
- Report the club's financial condition at each meeting or as requested by the President.
- Arrive 30 minutes early to help set up for each meeting.
- You may serve as Finance Committee Chair, working closely with committee members and the adult advisor to develop and present a budget to club members for approval.




REMINDER:

Do not accept incomplete records
from last year's Treasurer.

BEGINNING THE 4-H YEAR

- You will receive the club funds and records from the previous club Treasurer. Last year's financial records should have been reviewed by the club's Finance Committee. Make sure the amount of money you receive agrees with the previous Treasurer's report. If the records are incomplete, suggest to your club manager that you meet with the outgoing Treasurer and leaders to straighten out the records. *Do not accept incomplete records.*
- You should also notify the bank immediately that you are now authorized to sign on the club's bank account. You must provide the bank with a letter from the officers and a copy of the meeting minutes which show you were elected Treasurer.
- Obtain a signature card from the bank in which the club funds are kept. You and the other authorized signer (preferably an adult leader or club manager) should sign the card and return it to the bank. The two persons on the signature card should not be from the same family. Make sure you sign all checks the same way you sign the signature card.
- Ask the club President to establish a Finance Committee. Work with this committee to develop a budget for the year. The Finance Committee should present the proposed budget to the club for approval. When the budget has been approved by the club, make sure you keep a copy of it in your treasury records.
- Obtain a multi-copy, pre-numbered cash receipt book. Receipts must be written for money received throughout the year.

4-H Club	No. 1134
<u>August 3</u> , <u>2006</u>	
PAY <u>Texas T-Shirts etc.</u>	\$ 225.36
<u>Two hundred twenty-five and ³⁶/₁₀₀</u> Dollars	
 Home town Trust & Savings Bank	<u>Jane Doe</u>
Memo <u>Fundraiser t-shirts</u>	<u>Ken Writer</u>

REMINDER:

Promptly pay any bills approved by the club.
Pay bills within 30 days if possible.

PREPARING FOR THE 4-H MEETING

- Have a complete and up-to-date financial record.
- List all receipts and expenditures since the last meeting.
- Calculate the new balance.

DURING THE 4-H MEETING

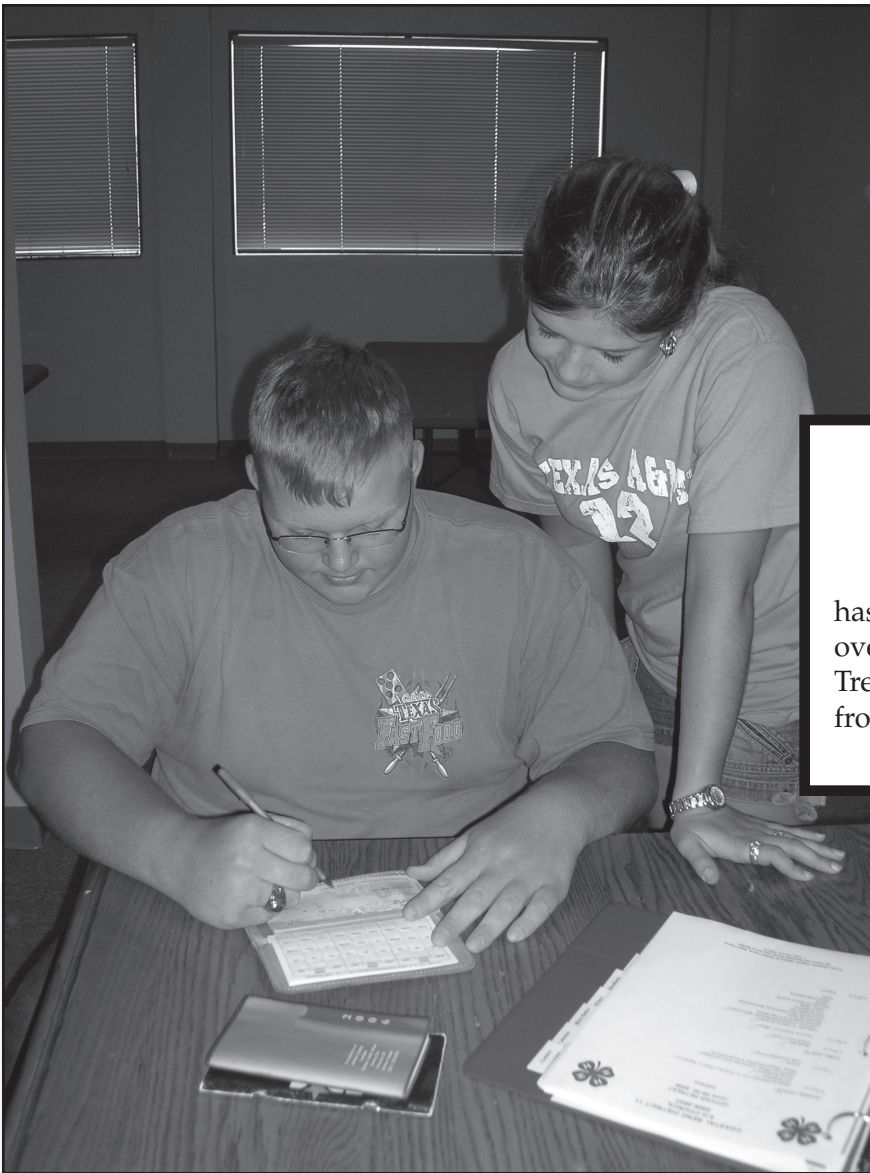
- Present any bills received during the previous month. Additional bills may be presented at the meeting by members and leaders.
- Be sure the club takes action on all bills presented. When presenting a bill, you can make the motion to pay the bill.
- Give your monthly financial report.

Sample Financial Report

Our 4-H Club had \$ ____ at the end of last month. I have received \$ ____ in fees and \$ ____ from ____ making a total receipt of \$ _____. This, added to our balance, makes a total of \$ _____. We spent \$ ____ for ____ and \$ ____ for ____, making total expenses of \$ _____. This leaves our club with a balance of \$ _____.

AFTER THE 4-H MEETING

- Promptly pay any bills approved by the club.
- Pay bills within 30 days if possible. This will help keep a good credit rating for your club.



REMINDER:

When the Finance Review Committee has met and checked your records, turn over all your records to the newly elected Treasurer. Make sure your name is removed from the signature card at the bank.

AT THE END OF THE 4-H YEAR

- Complete your financial records and make sure they are up-to-date and accurate.
 - Turn your records over to the Finance Review Committee. It uses them to complete a financial review report for the county Extension office by a specific deadline. Include a copy of this report in your treasury records.
 - When the Finance Review Committee has met and checked your records, turn over all your records to the newly elected Treasurer.
 - Make sure your name is removed from the signature card at the bank.
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4-H CLUB CHECKING ACCOUNT REGISTER

RECORD ALL CHARGES OR CREDITS THAT APPEAR ON YOUR ACCOUNT

CHECK #	DATE	DESCRIPTION OF TRANSACTION	PAYMENT/DEBT	T	FEE (IF ANY)	DEPOSIT/CREDIT	BALANCE	
							190	12
1134	6-18-06	Big Ben's Grocery	15	06			15	06
		Family Game Night Food					175	06
	7-1-06	Sally Jane				25	25	00
		4-h Camp Dues					200	06

REMINDER:


Writing neatly is important.

MAKING PAYMENTS

- You should keep a record of funds spent, which includes date paid, who was paid, amount paid and purpose of payments.
- Make all payments with serially numbered checks. All receipts, checks and purchase orders, for example, should have a pre-numbered sequence for accounting purposes.
- You should fill out the check register first with the check number, date, name of the payee (the person to whom the check is written), purpose of the payment and amount. The check register should show the account balance since the last transaction (either check or deposit). It also should show the new balance after you have deducted the amount of the current check.
- The check register should show a record of each deposit made.
- If a purchase must be made before the 4-H meeting, the leader or member who makes the purchase should pay for it and bring you a copy of the cash register tape. An invoice marked "paid" along with a check request form is acceptable as well. If a receipt is not available, the *Affidavit of Expenditure* form should be used – but only on rare occasions.
- All supporting payment documentation should be stamped or adequately marked to prevent their reuse. For example, when a bill is paid, write on the bill the date the bill was paid and the check number.
- Issue checks to the vendor only for payment of approved, original invoices which have been re-added and verified. Verify with the documentation that the goods and services are complete.
- If a vendor requires pre-payment, you may use a quote as support until the item is purchased. The subsequent invoice can be attached later.

WRITE NAME OF PAYEE IN SPACE PROVIDED

DATE THE CHECK THE DAY IT IS WRITTEN.

4-H Club No. 1134
 June 18, 2006
 PAY Big Ben's Grocery \$ 15.06
Fifteen and 06/100 Dollars
 Home town Trust & Savings Bank
 Memo Family Game Night Food Jane Doe
Ken Writer

THE AMOUNT OF THE CHECK SHOULD BE WRITTEN TWICE.

SIGN YOUR NAME.

WRITE ON THE MEMO LINE WHAT THE CHECK IS FOR.

REMINDER:

It is a poor business practice to sign an incomplete or blank check.

HAVE THE OTHER ACCOUNT SIGNER SIGN THE CHECK.

WRITING A CHECK

- Date the check the day it is written.
- Write the name of the payee in the space provided after the words "Pay to the order of."
- The amount of the check should be written twice – numerically and spelled out. Write the numbers close to the "\$" sign. Write the words starting at the extreme left side.
- Write on the memo line (lower left corner) what the check is for, or its purpose.
- Sign your name in the lower right corner of the check.
- Have the other account signer sign the check. This person should also have his/her name on the signature card at the bank and should probably be an adult leader in your club.
- Checks should never be made payable to "cash."
- It is a poor business practice to sign an incomplete or blank check. Do not sign checks in advance for the sake of convenience. If a signed check is lost, someone could use it for an unauthorized payment.
- Two signatures should always be required on each check.
- Remember to sign your name the same way on the checks as you did on the signature card.
- Avoid erasures or changes in writing checks. If a mistake is made in writing a check, the check should be destroyed and a new one written. In such cases, mark the check register "void" for that check number. Be sure that the check on which the mistake was made is shredded, or torn into bits, so that no one can use it.

Deposit Slip

4-H Club

Date: July 1, 2006



Home town
Trust & Savings Bank

Cash	Currency Coin	Dollars	Cents
List Checks Singly	2215	25	00
Total from other side		0	00
Sub total		25	00
Less Cash Received		0	00
Total		25	00

Use other side for additional listings

REMINDER:

Prepare a list of all money received, and compare this list with bank deposits. Make sure they match up!

DEPOSITS

- Keep detailed records on money received, including the type of funds (for example, cash and check), date received, from whom, amount received and purpose.
- Complete a receipt immediately upon receiving cash or a check. Maintain duplicate copies of receipts given to individuals who paid money.
- Before a check is deposited, it must be endorsed (signed) on the back with "For Deposit Only," account name and account number. You should mark checks with this information immediately upon receiving them so they cannot be used by an unauthorized signer.
- If a club check is lost, notify the bank immediately.
- It is best if you can deposit funds on a daily basis. If this is not possible, deposit them within three days, or when they exceed \$200.
- Prepare a list of all money received, and compare this list with bank deposits. Make sure they match up!
- If bonded county support staff collect and receipt funds, they should always complete a signed Transmittal form for the collected funds. This form and the money should then be turned over to the appropriate club representative.
- When making a deposit, make a copy of the Deposit Slip. You will take the original to the bank for deposit, and you should keep the copy for your club's records. Make sure you put the date and club name on the deposit slip. You will see spaces on the slip to enter the following:
 - Currency (Cash)*
 - Coin*
 - Checks (List them separately. If you have more than two or three checks, you may have to list some on the back of the deposit slip. Don't forget to copy both sides for your records!)*



ADDITIONAL RECORD KEEPING TIPS

- Use a computer software package with adequate built-in controls any time a bank account is involved. Accounting software similar to “Quicken™” is suggested. A club’s financial computer records should also be kept secure by having a backup system in place.
- Adequate physical facilities (a safe or locked cabinet, for example) should be provided for safeguarding cash in the possession of individuals authorized to handle cash.
- Inventory of equipment or other property should be listed, and a copy of it should be kept with the Treasurer’s records.
- Notify the bank immediately with a signed letter from the officers and a copy of the club meeting minutes when signature authority and online accessibility change.

BANK STATEMENTS

- Prepare bank statements once each month. Compare the statement with the check register as soon as you receive the bank statement. If you see a mistake or any adjustments need to be made, report it to the bank immediately and record it in your records.
- All checks returned by the bank for insufficient funds should be handled immediately by the designee of the group, and a follow-up record should be maintained. The bank charges should be paid by the offender.

SEPARATION OF DUTIES

- The person who collects funds and the person who writes checks should not be the same person.
- The person who writes the checks should not be the one who reconciles the bank statement. Bank statements should be delivered unopened directly to the reconciler. This person may be the club manager or an adult leader in your club.

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