

Guidelines for the Treasurer

1. The Treasurer will make available in a timely manner, to members and leaders, an accounting for all club moneys, assets, deposits or expenditures.
2. No money shall be spent unless it is an approved budget item or voted on by members at the regular club meeting.
3. Other than small routine items, expenditures should be discussed at one meeting and voted on at the next.
4. The Treasurer will keep receipts for all expenditures. A missing receipt form may be used if the original receipt is lost (form 8.10). Use of reimbursement form recommended.
5. All checks must have two signatures. No two signatures should be from the same family. A signer should not sign on a check made out to himself or herself.
6. All money shall be deposited in the club treasury and a club check will be issued to reimburse expenses. This includes money collected for project expenses as well as club expenses.
7. A pre-numbered receipt should be given for all cash received.
8. All money must be deposited within 7 days.
9. All deposited checks shall be endorsed with the club's stamp (Available from the bank).
10. The Treasurer will keep supporting documents for all deposits. Use of deposit form recommended.
11. At the end of an event (or the end of each day of an event) two members shall count the money received and initial the envelope or paper that is given with the money to the Treasurer to deposit. The Treasurer will keep this as documentation for the deposit.
12. If a check is made payable to an individual instead of the club, have the individual endorse the check and write "Payable to _____ 4-H Club." Then endorse the check with the club stamp and deposit as usual. Do not have the individual cash the check and pay the club.
13. Leaders Council will not accept money from anyone to pay club expenses except for a club's check.
14. The Treasurer will keep all voided checks. Write VOID on the check. Do not tear up or discard.
15. Bank statements will be emailed to club leader and/or treasurer after review by the 4-H office.
16. An adult at least over 18 and at least one other adult or member from the club, not including the Treasurer or their family, shall audit the clubs books at least once per year.