

4-H Member Treasurer's Checklist

SPENDING MONEY												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Be sure all checks have two signatures from unrelated individuals												
Be sure all receipts are included.												
Get written authorization for everything you paid for.												
Be sure all bills are organized by date of payment.												
Be sure ledger is completed for each purchase.												

REPORTING TO YOUR CLUB												
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Reconcile and date bank account.												
Complete monthly reports.												

FINISHING FOR THE YEAR	Completed	Date
Complete the inventory report, which includes everything worth over \$100 and where it is being kept.		
Complete the financial report, which includes total expenses, income, and remaining cash.		
File tax return.		
Prepare records for the peer review.		
Meet with next year's treasurer.		