



# Club Treasurer and Secretary Book Guidelines

**Books are due to the county office by September 15<sup>th</sup>**

**Treasurer Book Requirements: All items below should be included in the Treasurer's Book. Divider tabs are encouraged but not required. Information on the treasurer's role as an officer, as well as the financial forms can be found in the Treasurer's manual.**

- Form 8.4 – 4-H Club Budget (proposed, approved, actual and addendums)
- Form 6.2 – Annual Inventory Report (report includes ALL club/project inventory)
- Form 6.3 – Annual Financial Report
- Forms 8.5 & 8.6 – Peer Review (completed by 2 youth and 2 adults - non-signers)
- Monthly Financial Reports (please group together by month)
  - Form 8.1 – 4-H Club ledger
  - Form 8.2 – 4-H Club project/sub account ledger
  - Form 8.3 – Monthly reconciliation sheet
  - Form 8.8 – Monthly Statement of cash collected (if applicable)
  - Check Request with Attached Receipts
  - Receipts for all income
  - Monthly Bank Statements
  - Fundraising Proposals

**Secretary Book Requirements: All items below should be included in the Secretary's Book. Divider tabs are encouraged but not required. Information on the secretary's role as an officer can be found in the Officer Manual.**

- Annual goals and the completed 4-H Club Planning Guide
- Club roster and attendance
- Meeting agendas
- Meeting minutes
- Committee reports
- Correspondence
- Outreach Methods and Documentation