

Highlights for Kings County 4-H Club Treasurers

See Revised 4-H Club Treasurer Manual 2014 online

Form#	
8.4	1. Give your Community Club Leader a copy of the approved budget (gray) Form 8.4 to be submitted to the UC Cooperative Extension Office by November 1.
8.7	2. The budget should include any fund raising plans. Any fund raisers your club plans must be approved by the UCCE office using the Fundraising Approval Template (goldenrod) Form 8.7 .
	3. Report any single gifts to the club valued at \$1,000 or more to the UCCE office. Ask for the special form for this purpose.
	4. Provide a receipt to anyone giving or paying money to the club and keep a copy of the receipt. After you have deposited the money, staple the bank deposit receipt to the yellow copies of the receipts. Put in plastic sleeve for month when deposit is made.
8.8	5. Complete Form 8.8 Monthly Statement of Cash Collections for all money received where individual receipts are not written such as yard sales, bake sales, dinners, etc.
8.9 8.10	6. Use a Club Check Request Form 8.9 (salmon) for each check you write and attach the receipt or bill to the form and place it in the plastic sleeve for the month in which the check is written. Use Missing Receipt Form 8.10 (blue) if no receipt or bills can be provided.
8.1 8.2	7. Prepare monthly ledger reports for your club using Form 8.1 (white). Use Form 8.2 also if you have sub-accounts within your club treasury where you hold on to funds for a group or special project. 12 copies have been provided in this packet for your use.
6.1	8. Use Form 6.1 Club Monthly Report (white) for your Treasurer's report at your monthly club meeting. Provide a copy to the Secretary for his/her book.
8.3	9. Reconcile the check register with the bank statement each month. Use Checkbook Balancing Form 8.3 (pink) or the form that comes with your bank statement. Put behind the bank statement for each month. 12 copies are included.
	10. Punch 3 holes in the bank statements and put them behind the ledger for each month. Do not put ledger, statements or any other reports in plastic.
	11. Put all receipts for income, bank deposit receipts, canceled checks (if returned with statement) and copies of the paid bills in the plastic sleeve behind each month's ledger page and bank statement. Keep these in a binder that will be submitted at the end of the year.
6.2	12. Prepare the Annual Inventory Report (blue Form 6.2) at the end of the year for all items in the club's inventory. Include items purchased for projects and club use.
6.3	13. Prepare the Annual Financial Report (green Form 6.3) at the end of the year for each checking and savings account.
	14. Submit your completed Treasurer's Book to your club's Peer Review/Audit Committee so that it can be reviewed & audited before the county due date.
8.5 8.6	15. The Treasurer's Book with Peer Review Report/Checklist (Audit) (lilac Form 8.5 & 8.6) is due to the UCCE office by August 1, 2018. (Please check Youth Talk for current deadline information).

Completed Treasurer's Book Includes

1. Copy of the budget that was submitted to the UCCE office at the beginning of the year **with actual column filled in**. (Form 8.4)-3 hole punch
2. Approval form for any fund raising. (Form 8.7)- 3 hole punch
3. Annual Inventory Report (Form 6.2)-3 hole punch
4. Annual Financial Report (Form 6.3) for each checking and savings account-3 hole punch
5. Ledger pages (Form 8.1 and 8.2) for each month – 3 hole punch
6. Monthly club Treasurer's Report (Form 6.1)
7. Bank statements and reconciliation form (Form 8.3)– behind ledger page for each month – 3 hole punch
8. Year end Club Peer Review & Checklist (Forms 8.5 & 8.6)-3 hole punch
9. **Copies of receipts for income with bank deposit receipts attached.*(plastic sleeve)**
10. **Copies of the paid bills with Club Check Request (Form 8.9) attached.*(plastic sleeve)**

* Only these items belong inside plastic sheet protectors

The Revised Treasurer's Manual and additional forms can be found on the Kings County 4-H website at
http://ce.kings.ucanr.edu/Kings_County_4-H_Program/Adult_Volunteers/4-H_Club_Officers/

Important Facts for Treasurers

1. Meet with officer team to go over goals for the year and compile a budget for anticipated income and expenses to meet the goals.
2. Submit budget at club meeting for approval. **Form 8.4**
3. All income received by club must have a receipt written.
4. Fundraisers such as bake sales or yard sales where individual receipts are not written, the monthly statement of cash collections is filled out with two members counting the money and recording on this form. **Form 8.9**
5. Income should be deposited within 7 days of receipt and recorded in the monthly ledger when the money was deposited in the bank. **Form 8.1**
6. Expenses must be approved either as a budget item or by a motion at a club meeting.
7. Bills/invoices should be presented for all expenses with a check request attached. **Form 8.8**
If the person cannot produce a bill they must fill out the Missing Receipt **Form 8.10.**
8. Record expenses on the ledger in the month the check is written. **Form 8.1** (DO NOT RECORD CHECKS WHEN THEY CLEAR THE BANK)
9. Balance your ledger and checkbook register with the bank statement monthly. **Form 8.3**
10. All fundraising must be approved through the UCCE Office using **Form 8.7.**
11. If a business processes checks electronically (EFT checks) ask that the check be returned to staple with the receipts.
12. Make a monthly report to your club on all transactions since the last meeting. **Form 6.1**

These reports are only done at the end of the year

Form 6.2 Annual Inventory Report

Form 6.3 Annual Financial Report

Form 8.5 & 8.6 Year End Peer Review Report & Checklist