

Responsibilities of the Treasurer

The treasurer is charged with helping plan the club's budget for the year, maintaining all the banking records in support of club treasurer expenditures and income, and providing financial accountability to members, the public and the University.

General Duties

- Meet with club officers and advisors to develop a club budget for the year.
 - ✓ Copy of Proposed budget must be submitted to the UCCE Office for a peer review by August 14.
 - ✓ Copy of approved budget must be submitted to UCCE Office by Oct. 3.
- Account fully for all money that is received and/or spent.
- Promptly pay bills authorized for payment by the club budget or by club members.
- Deposit collected funds in a timely fashion. Within one week is recommended.
- Maintain financial records including copies of invoices, bills, and cash receipts relating to the funds and property of the club.
- Keep accurate records in the treasurer's ledger.
- Monthly balance (reconcile) the club ledger and check book register with monthly bank statements.
- Provide current written ledger reports at all club meetings.
- Maintain an inventory of club property and equipment.
- Report theft or other financial abuse to 4-H Youth Development Staff immediately upon discovery.
- Meet monthly with the Treasurer Advisor (if applicable) and/or Community Leader(s) to review each month (Balance statements, review check requests, etc.)

Mid-Year

- Give all treasurer records to the club audit/peer review committee for audit. The club audit report must be submitted to the UCCE Office no later than Feb. 12.

End of Year

- Complete all required reports (Ledgers, Annual Financial, Inventory, Online Financial, etc.). Give all treasurer records to the club audit/peer review committee for audit.
- Submit complete treasurer records to the UCCE office no later than July 15 for the County Year-End Audit.

As treasurer for the _____ **4-H CLUB**, I understand my duties.

And agree to follow through on my responsibilities to the best of my ability.

Treasurer Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Community Leader Signature _____ Date _____

Community Leader Signature _____ Date _____

Community Leader Signature _____ Date _____

Treasurer Advisor (if applicable) Signature _____ Date _____

Place in 'Reports' section of treasurer binder.