



Treasurer Book Order of Assembly

All forms must be filled out completely and accurately

Supplies needed: a binder, monthly section tabs (visible), and sheet protectors for each page. Arrange the book with the most current month on top. (June, May, April...)

Beginning Sections of the Book

- Cover Page - SB County Form
- The Treasurer - SB County Form
- Approved Budget with Signatures and actual year end amounts - Form 8.4
- Fundraising Approval - Form 8.7
- Annual Inventory Report (including project inventory) – Form 6.2
- Club Audit Completed – Form 8.5 and Form 8.6
- Annual Financial Report – Form 6.3
- Online Financial Summary to State 4-H **(print out of proof by book due date)**

Monthly Sections

- Budget to date (end of the month)
- Club Ledger - Form 8.1
- Club Project Ledger - Form 8.2 (only if your club has sub-accounts)
- Checkbook Balancing - Form 8.3
- Bank Statement
- Canceled Checks
- Copy of Checkbook Register (one month's activity)
- Requests for Deposits/Cash Verification Form (found on the SB County 4-H website) with Deposit Slip attached
- Club Check Request - Form 8.9

4-H Club Monthly Report, Form 6.1, does not need to be in the Treasurer's Book. It is used to make your Treasurer's Report at your club meeting and can be turned into the Secretary for their report.

All forms can be found at SB4H.org