THE 4-H TREASURER

On_____ I, _____, was
date **your name**
elected treasurer.

As treasurer, I will be responsible for my club's financial records and will keep the members of my club informed of our financial status.

<u>I will perform these duties:</u>

****Make sure the records are accurate and reflect –**
The amount of money received, the date and source.
The amount of money paid out, to whom and for what.
****Promptly deposit any money received (within 72 hours)**
****Prepare a written report for presentation at each regular club meeting. I will give in detail the money received, bills paid since the last report and the balances of all accounts.**
****I will also make copies of all forms required by the County Council and submit them monthly as directed.**
****I will make payments ONLY on approved items, or as specified in our club by-laws.**
****I will serve as a committee member of the budget committee.**
****If the County holds an Officer's Training for Treasurers, I will attend.**
****I will faithfully carry out my duties until a new treasurer is appointed or elected. I will give all records to the audit committee whenever directed.**
****I will turn all records over to the new treasurer right away.**
****I understand that if our club disbands, I am required to turn over to the County-4-H Council any funds remaining after all bills have been paid.**

****I also understand, that I must turn in a completed Treasurer's Book at the end of the 4-H year, in order for our club to remain in good standing.**

I promise to carry out the above duties to the best of my ability.

_____ _____
Treasurer **Date**

_____
Age

Revised
08/01/04