

## The 4-H Club Treasurer Quick Start Guide

### ***All the basics you need to know about being a treasurer and what to do***

Introduction: The office of Treasurer is an important one. You are responsible for making sure that the club's treasury is carefully monitored. You will have help from your Adult Treasurer mentor to guide you along the way.

<p>July or August</p>	<p>Sit in on the Peer Review of the club's treasury for the previous year. That way you know what is going on when you start managing the treasury.</p> <p>Get everything you need from the outgoing Treasurer. These items include:</p> <ul style="list-style-type: none"> <li>• Checkbook</li> <li>• Deposit stamp</li> <li>• Check request forms</li> <li>• Treasurer's Handbook</li> <li>• Past records for reference, if available</li> </ul> <p>Change signers by going to the bank and filling out the signature card. As a new treasurer, you will need to have your name added and the outgoing treasurer removed. It is also a good idea to have your president be the other youth signer on the account.</p> <ul style="list-style-type: none"> <li>• Signers on record should be two youth and two adults, not related to one other.</li> </ul>
<p>September or October</p>	<p>Create a club budget (form 8.3)</p> <p>Present the proposed budget at a club meeting; the club needs to vote to approve the budget.</p> <p>After the budget is approved, have it signed by the treasurer, president and CCL.</p> <p>Fax budget to the county office at 415-473-4209. <b>(Budgets are due the last Friday of October).</b></p>
<p>Monthly</p>	<p>Receive Bank statement and reconcile Complete monthly Report (form 6.1).</p> <p>Make deposits of funds received.</p> <p>Pay bills at monthly meetings. <b>Make sure every check has two signatures on it, one youth and one adult! They cannot be related to one another.</b></p>
<p>July</p>	<p>Reconcile final month (June) and complete Year End Financial Report (form 6.3)</p>

	<p>Complete Year End inventory, if the club has anything valued at over \$1000 per item (form 6.2)</p> <p>Conduct Peer Review of Treasury and Complete Forms 8.5 and 8.6. Peer Reviewers and signers of these forms must be two adults and two youth member, non-related and who are not signers on the bank account. Adults to not need to be registered leaders to serve on the peer review committee.</p> <p>Complete final assembly of Treasurer's Binder for submission to the County 4-H office. <b>(Due August 15).</b></p>
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For more information and greater detail on any of these topics, please see the 4-H Treasurer's Manual found at <http://www.ca4h.org/files/14647.pdf>

All forms may be found at: <http://www.ca4h.org/Resources/Publications/>  
 To make things easier, download and save these forms on your hard drive: 6.1, 6.2, 6.3, 8.3, 8.5, 8.6.

### **Tips for Success**

Always come to each meeting with:

- Copies of your monthly Treasurer's Report (form 6.1)
- The club checkbook
- Check request forms

### **Important Dates**

Last Friday in October  
 August 15<sup>th</sup>

Budget Due to 4-H Office  
 Treasurer's Binder due to 4-H Office