

# Adult Volunteer Treasurer's Checklist

## Planning and Fundraising

- Provide 4-H YDP staff with an annual budget, including proposed fundraising activities. Fundraising Approval forms are required.
- Comply with requirements stated for gifts and other contributions.

## Financial Processing Procedures

- Manage cash receipts responsibly.
- Maintain adequate books and records to manage and report 4-H club or unit finances.
- Report theft or other financial abuse to the County Director upon discovery.
- Make disbursements in accordance with established policy and the approved budget from an established 4-H club, county council, or unit checking account.
- Reconcile bank account and report monthly to the 4-H club, county council, or unit.

## Reporting and Completion

- Prepare annual financial statements to be reviewed by a peer committee or independent auditor.
- Prepare an inventory report for all assets worth or purchased for \$100 or more.
- **Mandatory:** Perform independent peer review of club's treasurer book annually. Include in the treasurer books when turned in along with other materials required by the 4-H YDP staff.
- Submit your club's Annual Financial Report online at: <http://www.ca4h.org/Administration/Financial>
- Prepare budget for the next year.

## Important Date

- **August 1st**-All items listed above must be completed, and all reports must be filed with the 4-H YDP staff by the county due date.

---

Failure to comply with responsibilities may result in the following:

- Internal financial review
- Removal of 4-H Treasurer
- Bank account restrictions and/or closure

The action taken will be determined by the County Director.