Section 7: Treasurer's Checklist

Form 7.1 - Treasurer's Checklist

GETTING STARTED	COMPLETED	DATE
Get an EIN from county 4-H YDP staff		
Get a minimum of two people to sign checks who are unrelated individuals		
Open bank account(s), if there is no current account, or change signers on the exiting account(s)		
Report bank account(s) and who signs your checks to the county 4-H YDP staff		
Prepare a chart of accounts		
Fill out your 4-H Club and Project Ledgers		
Get a bank stamp		
Get a date stamp		
Get a receipt book		
Get a cash box		
Notes:		

BUDGETS	COMPLETED	DATE
Prepare a budget		
Get club's approval of the budget		
Turn copy of approved budget into the county for review		
Notes:		

INCOME AND FUNDRAISING												
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Turn in Fundraising Approval Form(s) 8.7 to the county for approval	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Be sure all checks are made payable to your 4-H club	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Be sure to keep a receipt for all money paid to you	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Deposit all money within seven days	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Be sure all deposit slips are in your records	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Complete check register	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Complete 4-H Club and Project Ledgers	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Acknowledge all donations to your 4-H club	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Notes:

SPENDING MONEY

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Make sure club members approve everything you pay for	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Be sure all checks have two signatures from unrelated individuals	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Complete check register	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Be sure to keep receipts, bills, check requests and missing receipt forms for all expenses	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Organize receipts and bills by date of payment	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Be sure ledgers are completed for each purchase	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Notes:

REPORTING TO YOUR CLUB

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Reconcile your bank account(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Prepare a monthly report	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Notes:

FINISHING FOR THE YEAR

FINISHING FOR THE YEAR	Completed	Date
Complete the Annual Inventory Report, which includes everything worth $1,500 or more - Any similar items (e.g., three computers each worth $500, archery equipment totaling $1,500) with a dollar value of $1,500 or more must be included on both the Annual Inventory Report and the 4-H Annual Financial Reporting System online.		
Complete the Annual Financial Report, which includes total expenses, income and monthly balance		
Complete peer review		
Submit paperwork to the UCCE 4-H county office by September 15th (or the county due date)		
Enter club annual financial reports into the online 4-H Annual Financial Reporting System by September 15th.		
Meet with next year's treasurer		

Notes: