



TREASURER

Being elected treasurer of your 4-H Club is indeed an honor. Being treasurer is a very important job in any organization, but it will take time and effort to fulfill your responsibility.

One of the first things to do after being elected is to check with the other new officers, former treasurers, leaders and agents to learn what your duties and responsibilities are.



Your Opportunities

Duties:

1. Handle all money matters of the club.
2. Keep accurate records of all money transactions.
3. Attend meetings to collect dues.
4. Deposit all funds received in a reliable bank as soon as possible.
5. Pay all bills promptly as directed by the club and approved by the president.
6. Provide receipts for all money received and keep all receipted bills and cancelled checks.
7. Provide leadership in money-raising ventures as voted by the club.
8. Prepare a summary of income and expenses to be presented at each meeting, if requested.
9. Prepare a complete report at the end of the year. Submit a copy to the Parish 4-H office.
10. Serve as a member of the executive committee.
11. Handle money matters either before or after club meetings, but not during the meeting.

Benefits to You:

1. Learn the art of keeping complete and accurate financial records.
2. Assume a responsibility and prove your integrity and leadership.
3. Become acquainted with bankers and other businessmen.
3. Serve as an important member of the executive committee of your club.

Where to Get Additional Help

- Visit treasurers or bookkeepers of organizations in your community.
- Ask your local banker for suggestions.
- The teacher in your school who teaches bookkeeping or business practices.
- Your county Extension agents.
- See the Treasurer's Report in Secretary's Handbook #1154 to complete the end of the year club financial report for the parish 4-H office or check the state 4-H website – www.louisiana4h.org.

A Sample Treasurer Report

October 1, 20xx

Report of4-H Club

Balance on hand – September 1 \$182.45

Receipts

Dues [40 @ \$.25]	\$10.00
Sale of safety flares	<u>\$190.00</u>
flares TOTAL	\$200.00

Disbursements

Postage	\$6.80
Olin Company [safety flares]	\$ 98.00
Refreshments	\$12.65
Gift for retiring leader	<u>\$15.00</u>
TOTAL	\$132.45

Balance on hand – October 1 \$250.00

Signed _____
Treasurer

Visit our website:
www.LSUAgCenter.com

www.louisiana4h.org

William B. Richardson, LSU Vice President for Agriculture
Louisiana State University Agricultural Center
Louisiana Agricultural Experiment Station
Louisiana Cooperative Extension Service, LSU College of Agriculture

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The LSU AgCenter and LSU provide equal opportunities in programs and employment.

Mock Meeting Treasurer Report

Our 4-H Club started off the month with \$63 in our account. We collected \$24 in club enrollment dues. We spent \$9 on supplies to make posters for 4-H week. Our current balance is \$78.

Treasurer reminders

- As 4-H Treasurer, your job is not to handle the money in your club account. Your role is to report on the balance of the account and let the club know what money has been collected and paid out, if any, each month. Work with your leader on who you should check with at school and when to get an updated monthly balance.



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LAFAYETTE PARISH 4-H ACHIEVEMENT DAY CLUB CONTEST RULES

One entry per club for each officer position

President's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a completed President's Report booklet.
3. Judging will be based on neatness on how thoroughly the report is completed.

Vice-President's Notebook

1. Each club is eligible to enter this contest.
2. To enter this contest a club should submit one Vice-President's record book at Achievement Day.
3. Judging will be based on neatness and how thoroughly the report is completed.

Secretary's Minutes

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit the Secretary's Minutes Book.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Treasurer's Report

1. Each club is eligible to enter this contest. It is required that each club turn in a financial statement at the end of the year. This report can serve as the requirement.
2. To enter this contest, each club should submit a completed Treasurer's Report Summary booklet.
3. Judging will be based on neatness and how thoroughly the financial records are completed.

Reporter

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit a club scrapbook.
3. Judging will be based on the neatness of the scrapbook, amount of coverage, variety of coverage, and general appearance of the scrapbook.

Program Leader's Report

1. Each club is eligible to enter this contest.
2. To enter this contest, each club should submit one completed Program Leader booklet.
3. Judging will be based on neatness and how thoroughly the report is completed.

TIPS FOR 4-H TREASURERS

- Work with your leader to find out who you should meet with each month to get the balance of your club's 4-H account.
- Treasurers should give a full report at each meeting, using the form, 4-H Treasurer's Report.
- Keep a copy of this report in a folder from month to month.
- Rewrite your reports and put them in the "Annual Treasurer's Report Form". This is to be entered in the Treasurer's Report Contest at Achievement Day.
- **It is required that each club turn in a financial statement at the end of the year. This report can serve that requirement.**
- If your treasury is low, discuss with leaders new ways to raise funds. Remember, all major fundraisers must be approved by the 4-H Office.
- Remember – a Treasurer's report is worth 8 points toward the Club-of-the-Month Award.
- A good reminder is to give a copy of your report to your leader a few days before your meeting. If for some reason, you are absent the day of your 4-H Meeting, someone else can read your report.