

Treasurers Book Project

Due September 1st

Purpose: The purpose of this project is to encourage 4-H Treasurers to learn how to properly handle club money, maintain accurate financial records and prepare treasurers reports amongst other duties. A great resource when completing the Treasures project is the “Ohio 4-H Treasurers Handbook” that can be requested from the Extension Office or found online at <https://ohio4h.org/families/members/officer-resources>. Clubs are not required to use this book but it is full of useful information and examples.

Guidelines: The 4-H Treasurer should use the following guidelines when completing their record book/binder. These are the minimum requirements set forth for the project but each category must be met for completion. Clubs that have a treasurer who completes all of the requirement areas will be given a \$20 cash award.

Member Name: _____ Club: _____

Requirement	Requirement Met	Comments
Record of Club Finances - entered correctly in chronological order – neatly written in ink and clearly explained		
Expenses shown paid and explained properly, including original bill and payment method and date of payment. to whom and for what purpose <i>(include check # or Paid with cash)</i>		
Receipts in chronological order, neatly arranged and clearly marked <i>(if no receipt – list none)</i>		
Balancing/Reconciliation Form for each month – entered correctly in chronological order – neatly written in ink and clearly explained		
Treasurer’s Report for each month - entered correctly and accurately – neatly written in ink and clearly explained		
Yearly Summary Report - Correctly done. Ending balance – Record of Club Finance ending balance, bank balance and summary balance should match		
Yearly Audit Certificate completed		
4-H Club Budget – Neatly written in ink, clearly explained, total recorded, math correct		