

# **TREASURER DUTIES**

*Your club has placed upon you the responsibility of keeping the financial records. For any club to make wise use of money it has earned 4-H'ers need to know the financial status of their club or council. Please check out more resources on the Clark County UW-Extension Website under Club Officers.*

## **Duties of the Treasurer**

- 1) *Take charge of all the money taken in by the club or council.*
- 2) *Keep an accurate record of*
  - a) *All money received and its source.*
  - b) *All money paid out, showing whom the money was paid to and what it was paid for.*
- 3) *Deposit in a checking account in a local bank all money received as soon as it is received.*
  - a) *Do not keep large sums of club or council monies at home or on you personally.*
- 4) *Do not mix money belonging to the club or council with private funds.*
- 5) *Never use club or council money to pay personal bills no matter how short the time intended for the loan.*
- 6) *Give a report of money received, bills paid, and amount on hand at each meeting when called upon by the President.*
- 7) *Be ready to give an itemized account of funds at any time on request of members or leaders.*
- 8) *Pay money out of the treasury (by check) only as approved by the club or council or as specified by the bylaws of your club or council. Pay bills authorized by the club or council promptly. Canceled checks will serve as receipts.*
- 9) *You are responsible for the club or council funds until your successor is elected. An auditing committee should check your records before they are turned over to your successor.*
- 10) *Serve as chairman of the finance committee whose main responsibility is planning ways of raising money for the club or council.*
- 11) *Give complete, accurate records to your successor at the end of the year.*
- 12) *If your club or council disbands, turn over remaining funds for disposition as approved by the club or council or as specified by the county program guidelines.*
- 13) *Attend the officers' training session.*