So You Are Treasurer of Your Club
Michigan State University Cooperative Extension Service
4-H Club Bulletin
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so you are TREASURER OF YOUR CLUB

4-H YOUTH PROGRAMS
COOPERATIVE EXTENSION SERVICE
MICHIGAN STATE UNIVERSITY
**What Is Your Job?**

1. Handle all money matters of the club.
3. Deposit all funds received in a bank as soon as possible.
4. Attend meetings regularly to collect dues, etc., and see that bills are presented for approval.
5. Pay all bills promptly as directed by the club and approved by the president.
6. Keep all receipted bills and canceled checks.
7. Provide receipts for all money received.
8. Assist in money-raising ventures as voted by the club and its officers.
9. Prepare a summary of income and expenses to be presented at each meeting if requested.
10. Prepare a complete report at the end of the year.
11. Serve as a member of the executive committee of your club.

**What Opportunities Does Being Treasurer Offer You?**

1. To learn the art of keeping complete and accurate financial records.
2. To assume responsibility and prove your integrity and leadership.
3. To become acquainted with bankers and other business people.
4. To serve as an important member of the executive committee of your club.

**Suggestions for Keeping Accurate Accounts**

**A SAMPLE TREASURER’S REPORT**

**REPORT OF............................................4-H CLUB**

**OCT. 1, 1987 to DEC. 30, 1987**

**BALANCE ON HAND (OCT. 1)..........................$178.03**

**RECEIPTS**

- Dues—30 @ $.50..................$15.00
- Party (Oct. 30)..................10.25
- Sale of Candy..................90.00

**TOTAL RECEIPTS.................................115.25**

**DISBURSEMENTS**

- Party refreshments...............$11.00
- Postage (Secretary)..............4.40
- Brown Calendar Company.........56.25
- Gift for 25-year leader (Mrs. Kate Plumb).............10.40

**TOTAL DISBURSEMENTS....................82.05**

**BALANCE ON HAND..........................211.23**

Signed __________________________

Treasurer

**Where To Get Help**

1. Visit the treasurer or bookkeeper of one of the organizations in your community.
2. Ask your banker for suggestions.
3. The bookkeeping instructor in your school can offer suggestions.
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