

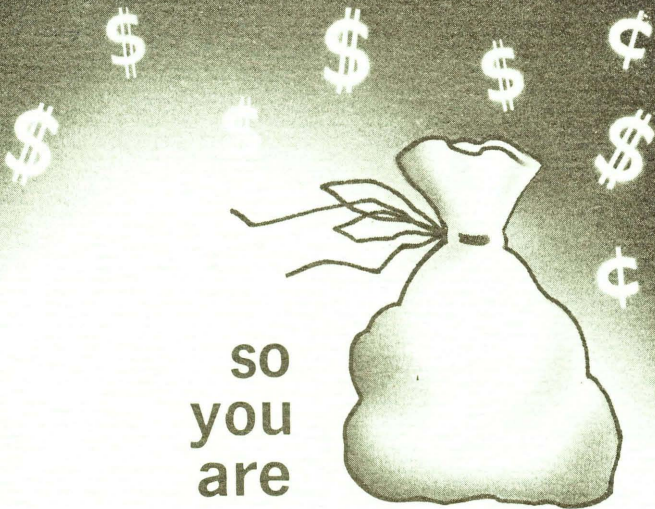
MSU Extension Publication Archive

Archive copy of publication, do not use for current recommendations. Up-to-date information about many topics can be obtained from your local Extension office.

So You Are Treasurer of Your Club
Michigan State University Cooperative Extension Service
4-H Club Bulletin
N.A.
Issued June 1987
3 pages

The PDF file was provided courtesy of the Michigan State University Library

Scroll down to view the publication.



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.
2. Keep accurate records in a treasurer's book with final entries in *ink*.
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.

NOTES



MSU is an Affirmative Action/Equal Opportunity Institution. Michigan 4-H Youth educational programs and all other Cooperative Extension programs are available to all without regard to race, color, national origin, sex or handicap.

Issued in furtherance of Cooperative Extension work, acts of May 8, and June 30, 1914, in cooperation with the U.S. Department of Agriculture. W. J. Moline, Director, Cooperative Extension Service, Michigan State University, E. Lansing, MI 48824.

This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by the Cooperative Extension Service or bias against those not mentioned. This bulletin becomes public property upon publication and may be reprinted verbatim as a separate or within another publication with credit to MSU. Reprinting cannot be used to endorse or advertise a commercial product or company.

4P-1.5M-6:87-UP-RLM. Price 15 cents.

Michigan State University Printing