

Treasurer Duties

1. Attend monthly 4-H Club Council meetings.
2. Attend Executive Committee meetings.
3. Keep a complete and accurate accounting of all monies received by the Council.
4. Receive record and deposit all funds in a regulated bank or similar financial institution to the account established for the County 4-H Council.
5. Pay bills and make other authorized expenditures provided for in the budget or otherwise approved by the County 4-H Council.
6. Secure authorization by the County 4-H Council for disbursement of all funds.
7. Present an up to date financial report at each Council meeting.
8. Secure authorization by the Council at a regular or special meeting for all non-budgeted disbursements of funds.
9. Shall be responsible for compliance with all regulations of the University of California, California Cooperative Extension Service, the Internal Revenue Service, the State Franchise Tax Board, and the State Compensation Insurance Fund.
10. Prepare and file all reports required by federal, state and local governmental agencies, including the Internal Revenue Service, the State Franchise Tax Board, State Attorney General, and the State Board of Equalization, where and when applicable.
11. Have the accounts and records ready for audit at the close of the fiscal year, prior to the July County 4-H Council meeting, and submit a complete report of the Council receipts and expenditures to the County Cooperative Extension Office.
12. Keep accurate financial records, copies of invoice bills, etc., relating to the funds and property of the Del Norte County 4-H Council, account fully for all receipts and expenditures.
13. Furnish financial reports annually at year-end and at such times as required by the County 4-H Council and the County Director.

14. Act as custodian of all funds and personal property of the County 4-H Council, and keep a current list of all such property.
15. Forward annual financial reports to the County Director or designee at the close of the 4-H program year and no later than August 31st.