

## **4-H Treasurer Help Sheet**



**[https://cesantacruz.ucanr.edu/Youth\\_Development/](https://cesantacruz.ucanr.edu/Youth_Development/)**



The treasurer is responsible for the transactions and recordings of the finances of the 4-H club.



The 4-H treasurer will be responsible for turning in the treasurer book to the 4-H office by August 15, 2024. You can drop off the treasurer book at the UCCE 4-H office or contact Julie Katawicz, 4-H program representative to make arrangements to drop off the book. Email contact information [jkatawicz@ucanr.edu](mailto:jkatawicz@ucanr.edu) or (831) 205-3180.



The treasurer manual link: <https://ucanr.edu/sites/UCCESanBenito/files/169039.pdf>



The treasurer book will have to include the following information:

- List of bank signers, account number and EIN
- Club budget
- Monthly Bank statements
  - Check images must appear on bank statements
  - If not on your bank statement contact the bank to have the check images added to the monthly bank statement
- Receipts with check request for payments
- Monthly Treasurer reports
- Fundraising forms
- 4-H club inventory
- Treasurers Forms - 6.2, 6.3, 8.5, 8.6
- Treasurer peer review



All 4-H club checks written must have the following information on the check:

- Check request form for reimbursement or payment
  - Link: <https://ucanr.edu/sites/uccesc/files/354140.pdf>
- Two signatures on the check
  - 4-H leader that is a bank signer (first signature)
  - 4-H youth treasurer or 4-H leader (second signature)
- Memo line states the purpose of the payment
  - Example: 4-H hats & ties
  - Example: Outreach supplies



Treasure book should have a table of content, signatures, tabs for dividers in a binder.

Thank you to all the volunteers and youth that assemble, review and participate as the 4-H youth treasurer.

If you have any questions, contact the 4-H office at (831) 205-3180 or [jkatawicz@ucanr.edu](mailto:jkatawicz@ucanr.edu).