

SECTION 7: TREASURER'S CHECKLIST

FRAMEWORK	Completed	Date
Prepare a chart of accounts		
Put together a ledger		
Make separate ledgers for project		
Open a bank account		
Get a bank stamp		
Get a receipt book		
Get a date stamp		
Get two signatures, plus the 4-H YDP staff signature, if needed		
Report the signatures to the 4-H YDP staff person		
Obtain a tax ID number		
Report the number to the 4-H YDP staff person		
Get a cash box		

GETTING STARTED FOR THE YEAR	Completed	Date
Prepare a budget		
Get approval of club officers and members		

INCOME AND FUNDRAISING	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Be sure all checks are made payable to your 4-H YDP club												
Be sure all deposit slips are in your records												
Complete bank register												
Complete ledger												

TREASURER'S CHECKLIST

SPENDING MONEY

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Be sure all checks have two signatures from unrelated individuals												
Be sure all receipts are included												
Get written authorization for everything you paid for												
Be sure all bills are organized by date of payment												
Be sure ledger is completed for each purchase												

REPORTING TO YOUR CLUB

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Reconcile and date bank account												
Complete monthly report												

FINISHING FOR THE YEAR

	Completed	Date
Complete the inventory report, which includes everything worth over \$100 and where it is being kept		
Complete the financial report, which includes total expenses, income and remaining cash		
File tax return, if necessary		
Prepare records for the peer review		
Meet with next year's treasurer		