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## ***4-H Volunteer Treasurer Responsibilities Checklist***

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### ***Planning and Fundraising***

- Provide 4-H YDP staff with an annual budget, including proposed fundraising activities.
- Comply with requirements stated for gifts and other contributions.

### ***Financial Processing Procedures***

- Manage cash receipts responsibly.
- Maintain adequate books and records to manage and report unit finances.
- Report theft or other financial abuse to the County Director immediately upon discovery.
- Make disbursements in accordance with established policy and the approved budget from an established 4-H YDP VMO or unit checking account.
- Reconcile bank accounts and report monthly to the 4-H YDP VMOs or units.

### ***Reporting and Completion***

- Prepare annual financial statements to be reviewed by a peer committee or independent auditor.
- Prepare an inventory report for all assets worth, or purchased for, \$100 or more.
- File an IRS 990 when receipts exceed \$25,000. Prepare other reports as needed.
- Perform independent peer reviews of all units annually and forward copies of the results to the County Director by September 30 (or county due date) of each year, along with other materials to be submitted to the County Director.

### ***Important Date***

- September 30 - Perform independent peer reviews of all units annually and forward copies of the results to the County Director through the county 4-H YDP staff person.

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Failure to comply with responsibilities may result in the following:

Internal financial review

Removal of 4-H Treasurer and/or Advisor

Bank account restrictions and/or closure

The action taken will be determined by the County Director or his/her designee.