

CONTENTS OF 4-H CLUB TREASURER'S BOOK

Section 1

Club Budget for current year
Inventory of club property

Section 2

Monthly ledger sheets
Attached: receipts for all income, bills for all expenses
Monthly bank statements
Attached: cancelled checks, deposit receipts

Section 3

Annual Financial Report (Summary)
Photocopy of check register for current year

Section 4

End-of-year Audit

The Club Treasurer gives a report at every club meeting, based on the previous month's ledger sheet. The report states the opening balance, income and expenses for the month, and closing balance.

The entire Treasurer's book should be reviewed monthly with the Community Club Leader and turned in for audit to the 4-H Office by August 1 each year