TREASURERS BOOK

Wayne Skyhawks 4-H Club

GENERAL INFORMATION FOR TREASURERS

You, as treasurer of the 4-H Club, have been given an important job in your organization. Much of the success of the club will depend on how well you do your job.

To be a good treasurer, you should keep neat, accurate records and be interested in finances. You will keep permanent and temporary records of all monies received and paid out by your club.

Some specific duties of a 4-H Club Treasurer:

- 1. Receive, and with leader, act as custodian of club funds.
- 2. Collect dues and assessments.
- 3. Keep financial records of club.
- 4. Help develop suitable ways and means of financing club activities.
- 5. Pay out club funds as authorized.
- 6. Prepare monthly and yearly financial reports.
- 7. Build up the club's financial standing.

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