

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.

# DUES RECEIVED

NAME	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Total For Dues
1 Steve Appleton	X	X	X		X				X				
2 Clifford Fisher	X	X	X		X				X				
3 Bruce Ganges													
4 Tom Gartysh	X												
Roger Halye					X								
Scott Korman					X								
Frank L Kuchta	X	X	X										
Robert L Kuchta	X	X	X		X								
Michael F. Lami	X	X	X		X				X				
Bob Leach													
Tom Leach													
Thomas Loring													
Ken Montanye	X	X	X										
Chuck Mund	X	X			X				X				
Eric Mund	X	X	X		X								
Mark Munley	X												
Bill Russell	4												
Cliff Russell	5												
Curt Russell	5												
John Sedeyn	X	X	X						X				
Bill Simons													
Craig Tarp	X	X			X								
Total Dues Received For Month	Oct 6 9 100	Oct 20 100	Nov 3 100	Dec 1 100	Jan 3 100								

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[illegible]

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Report for period ending \_\_\_\_\_ 19\_\_\_\_\_  
(Month) (Day)

Balance on hand from last month \$ \_\_\_\_\_

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[illegible]

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