

SKILLS for the TREASURER

- 1) Financial Management: Budgeting, Annual Reports, IRS Accountability, Account Supervision
Transparency
Cooperation

The TREASURER

- Receives all money that is managed by Council that comes in the form of dues, donations and grants
- Pays out (writes checks) for Council approved expenditures
- Keep records of all financial transactions and reports at meetings
- Delivers the treasurer's report at Council Meetings, money received and spent and current balance
- Manages 4-H money in a EIN (non-profit) bank account that is accessed by two council signatures and also includes the Extension professional
- Answers questions regarding the use of funds
- Votes
- Provides incoming treasurer with complete and accurate records
- Prepares an annual financial summary for the Extension Office

HOW CAN I HELP AS A TREASURER?

- Utilize a generally accessible budgeting software application
- Invite young people to watch and learn from you
- Keep receipts and duplicates of checks
- Prepare summaries of all account activity from meeting to meeting
- Remind Council of financial obligations and commitments, and encourage fiscal restraint when necessary

RESOURCES:

- 1) Financial Management
<http://4h.wsu.edu/council/guidelines/chap04.pdf>
<http://cru.cahe.wsu.edu/CEPublications/c1059e/c1059e.pdf>