

- The report should include all transactions since the beginning of the last meeting.
- Include all receipts turned in and any bills paid since the last meeting.
- Make a copy of the Treasurer's report for the secretary to include in the official meeting minutes.

As Treasurer, you will need to give the Treasurer's report and present any current bills that need to be paid during the meeting. After the bills are presented the Treasurer may make the motion to pay the bills by stating "I move that the club pay .....bill." By making the motion yourself you insure that the club takes action on the bills you presented. Also be sure to write receipts for any money received during the meeting.

After the meeting, pay all bills approved by the club and deposit any money received as soon

as possible. Update the Record of Club Finances or the Check Register immediately when checks are written or money deposited. See Section 2 Training Activities to learn how to fill out deposit slips and write checks as well as how to record them in the Record of Club Finances or the Check Register. **Always keep copies of paid bills and receipts in the 3-ring binder with your other financial records.**

## Year-end Procedures

As the treasurer, you have been entrusted throughout the 4-H year to make timely and accurate reports to your 4-H club regarding the finances of the club. At the end of the 4-H year, you will need to complete the Year-end Financial Summary Report (Appendix, page 43) and present the Treasurers Record Book to a Financial Review Committee for their review.

### Procedures for a Financial Review Committee

1. Check each month's reconciled bank statement and cancelled checks. Make sure the ledger (check register) postings are current and complete.
2. Examine all voided checks. If a voided check is not on file, verify that the check has not cleared the bank.
3. Total all funds received. Verify that cash receipts were written and that funds received were listed on the ledger reports.
4. Total all deposits made to bank account. This total should equal the total of all funds received.
5. Total all expenditures.
  - Verify that a written bill (or store receipt) is on file for each expenditure.
  - Verify that all expenditures were paid by check, not cash.
6. The Treasurer's total balance at the beginning of the year, plus all funds received, minus all expenditures, must equal the Treasurer's total balance at the end of the year.
7. Examine the Year-end Financial Summary Report that the Treasurer has filled out. Do the balances on the report match the total balances reflected in the ledger?
8. Examine club minutes for monthly financial reports and club approval of all expenditures.
9. If the 4-H group has accepted in-kind donations, examine the club inventory sheet and make sure that a letter or receipt is on file for each item. Document the donor and date given, along with where it is located. The group accepting the in-kind donation does not assign a value to an item, the donor is responsible for doing so.
10. Report the committee findings.
  - a. If the committee finds errors or omissions that need to be corrected, the committee should meet with the Treasurer and explain the findings, then the group makes the corrections. When the committee feels that the errors are corrected, two members of the Financial Review Committee will complete and sign the Year-end Financial Review Certificate at the bottom of the Year-end Financial Summary Report and then turn in the report to the county Extension office.
  - b. If the committee finds all is correct, two members of the Financial Review Committee will complete and sign the Year-end Financial Review Certificate at the bottom of the Year-end Financial Summary Report and turn the report into county Extension office.

**NOTE: By signing the Year-end Financial Review Certificate the committee members are stating that they have reviewed the books and to the best of their knowledge the books are correct.**