

4-H Club \$\$\$\$ Checklist

At the beginning of the club year ...

- √ Elect a Treasurer
- √ Appoint a Adult Advisor to the Treasurer
- √ Review Treasurer's responsibilities
- √ Review the Financial Procedures for 4-H Clubs
- √ Estimate expenses and determine whether a fundraiser will be needed. Please plan ahead!

During the club year...

- √ Keep track of all income and expenses.
- √ Keep any money in a safe and secure place.
- √ Give a treasurer's report at each business meeting.
- √ Reconcile the cash, receipts and bills with the treasurer's book monthly.
- √ If fundraising activities are planned, apply for permission to raise funds in the name of 4-H at least 30 days before the event or sale kick-off date.
- √ If applicable, file quarterly sales tax report and make payments before deadline.

At the end of the club year ...

- √ Verify that cash, accounts and records agree (AUDIT).
- √ File audit report with 4-H club minutes.
- √ Send Financial Statement to the Cornell Cooperative Extension 4-H office.