

Form 8.8 4-H Adult Volunteer Treasurer's Checklist

Planning and Fundraising

- Provide 4-H YDP staff with an annual budget, including proposed fundraising activities.
- Comply with requirements stated for gifts and other contributions.

Financial Processing Procedures

- Manage cash receipts responsibly.
- Maintain adequate books and records to manage and report 4-H club or unit finances.
- Report theft or other financial abuse to the County Director upon discovery.
- Make disbursements in accordance with established policy and the approved budget from an established 4-H club, county council, or unit checking account.
- Reconcile bank account and report monthly to the 4-H club, county council, or unit.

Reporting and Completion

- Prepare annual financial statements to be reviewed by a peer committee or independent auditor.
- Prepare an inventory report for all assets worth or purchased for \$100 or more.
- File an IRS 990 or 990-N. Prepare other reports as needed.
- Perform independent peer reviews of all 4-H clubs and units annually. Forward copies of the results to the County Director by September 15 (or county due date) of each year, along with other materials required by the 4-H YDP staff.

Important Date

- September 15-All items listed above must be completed, and all reports must be filed with the 4-H YDP staff by the county due date or September 15th. Please honor the earliest date .

Failure to comply with responsibilities may result in the following:

Internal financial review

Removal of 4-H Treasurer

Bank account restrictions and/or closure

The action taken will be determined by the County Director.