



Treasurer Book Order of Assembly

All forms must be filled out completely and accurately

Supplies needed: a binder, labeled section tabs (visible), and CA 4-H Treasurer's Manual.
Arrange the book with the most current month on top. (June, May, April...)

Beginning Section of the Book

- Cover Page (Club Name & Program Year Included)
- Club Officers & Club Leader Contact Sheet with noted account approved check signers (equivalent to CA 4-H Officer Manual page 16)
- Approved Budget with Signatures and actual year end amounts - Form 8.4
- Copy of Checking Account Register - Example 1.4
- Fundraising Approvals - Form 8.7

Monthly Sections

- Checkbook Balancing- Form 8.3
- Club Ledger - Form 8.1
- Club Project Ledger - Form 8.2 (only if your club has sub-accounts)
- Bank Statement
- Deposit Slips/Receipts
- Canceled Checks
- Club Check Request with original receipts - Form 8.9

Ending Section of the Book

- Club Annual Inventory – Form 6.2
- Club Year End Peer Review Completed- Form 8.5 and Form 8.6
- Annual Financial Report- Form 6.3

4-H Club Monthly Report, Form 6.1, does not need to be in the Treasurer's Book. It is used to make your Treasurer's Report at your club meeting and can be turned into the Secretary for their report.

Additional items and events can be done to earn the County Winner Award. See "Club Treasurer's Book Evaluation Criteria Sheet" for more information.

All forms can be found at http://cetehama.ucanr.edu/4-H_Program/Resources_Forms_and_Links/Policy_Manuals_and_Forms/.