

# Jasper County 4-H Club Treasurer

Revised 07/19

## YEAR-END SUMMARY

This summary will be used to select the outstanding club treasurer of the past 4-H year. (Use only space provided. Do not add pages.) The summary may be submitted separately or placed in a notebook with photos of activities you led or other articles that show your actual work. The treasurer's book should be submitted with this summary

Name \_\_\_\_\_

Club \_\_\_\_\_

### Check the months in which you led the club meetings

Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    June    July    Aug    Sept

DID YOU ATTEND AN OFFICER'S TRAINING WORKSHOP? (5 points possible) YES \_\_\_\_\_ NO \_\_\_\_\_

Check level of training  Club  County  Region Location \_\_\_\_\_ Date \_\_\_\_\_

### TREASURER DUTIES (20 points possible)

Discuss briefly your role as your club's treasurer . List your **MAJOR** responsibilities.

### WHAT WAS YOUR MOST DIFFICULT RESPONSIBILITY AS TREASURER? (10 points possible)

Discuss how you carried out this responsibility.

### WHAT DID YOU LIKE BEST ABOUT SERVING AS TREASURER? (6 points possible)

### WHY IS THE POSITION OF TREASURER IMPORTANT TO THE 4-H CLUB? (5 points possible)

**DISCUSS BRIEFLY EACH OF THE FOLLOWING SUBJECTS**

Your discussion may include how each was done, time spent, problems you faced, special situations, etc.

**1. RECONCILING BANK STATEMENTS (9 points possible)**

**2. RECORD KEEPING/FINANCIAL REPORTS (9 points possible)**

**3. COMPLETING THE TREASURER'S BOOK (9 points possible)**

**4. BUDGET/AUDIT PROCEDURES (9 points possible)**

**5. WORKING WITH THE CLUB LEADER (9 points possible)**

**6. WORKING WITH OTHER OFFICERS (9 points possible)**

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Report must be signed by the officer submitting summary and approved by the club leader.

Date \_\_\_\_\_ Date \_\_\_\_\_  
Signature of club treasurer Signature of club leader