



4-H Club/Committee Financial Management Checklist #1: 4-H Club Account Treasury

Guidelines		
1.	4-H Clubs/Committees must receive approval from 4-H Staff prior to opening a new account.	<input type="checkbox"/>
2.	The 4-H Club/Committee Treasurer should balance the 4-H Club/Committee checking account monthly by using the bank statement or online bank account information.	<input type="checkbox"/>
3.	The 4-H Club/Committee Treasurer should attend every 4-H Club/Committee meeting in order to successfully keep track of and report on finances. If unable to attend a specific meeting, the Treasurer should assign another youth (club)/adult (committee) to address financial matters in their absence.	<input type="checkbox"/>
4.	Decisions related to the treasury should be made by the 4-H Club/Committee as a whole and not by an individual(s). Such decisions must be voted on at the club/committee meeting and recorded in the Secretary's minutes during that meeting. The 4-H Club/Committee Secretary's Book must be turned in with the 4-H Club/Committee Treasurer's Portfolio for audit purposes by October 15 every year.	<input type="checkbox"/>
5.	Every 4-H Club MUST elect a youth Treasurer and an adult assistant. Every Committee MUST elect one adult and one youth Co-Treasurer.	<input type="checkbox"/>
6.	<p>Each 4-H Club/Committee MUST have a checking account (additional savings account is optional) at a financial institution if handling finances in ANY way. The checking account and savings account (if acquired) MUST have a minimum of FOUR signatories – the Treasurer, the Treasurer Assistant, the Club/Committee President, and the Organizational Leader (if a club). The Organizational Leader will be the Acting Secretary or Account Manager on club accounts at this time. The adult Treasurer will be the Acting Secretary or Account Manager for committee accounts at this time.</p> <p>It is the ultimate goal to have youth on the club checking account. If the financial institution that the club is using does not allow youth to be a signatory, it is preferred that the club find a financial institution that does. If this is not possible, there must be FOUR adults on the account and the youth Treasurer must be involved in all aspects of club financial management. If the treasurer only has adults, they MUST NOT be related. The FOUR signatories must include – the Organizational Leader, the Treasurer's parent/guardian (must be/become a certified volunteer), and 2 other certified volunteers.</p>	<input type="checkbox"/>

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	*The State 4-H Office is working to develop a partnership with financial institutions to allow youth signatories – more information to come.	
7.	All checks REQUIRE 2 signatures – Treasurer (or President) and one other signatory (adult) OR 2 adult signatories. The two individuals signing a specific check may not be related to one another.	<input type="checkbox"/>
8.	The 4-H Club/Committee may NOT have a debit card for any 4-H accounts.	<input type="checkbox"/>
9.	Clubs/Committees should avoid paying cash for purchases or bills. If this must be done, utilize a receipt book to document any cash paid out to anyone for anything and maintain a copy of the receipt in the Treasurer’s portfolio.	<input type="checkbox"/>
10.	If a reimbursement is requested, the purchase must have been approved through a vote in advance of the purchase. If approved, a check must be written in the exact amount of the receipt by an individual who is not related to the recipient.	<input type="checkbox"/>
11.	Clubs/Committees may purchase items online, however; the purchase must be approved by a vote and paid for through either: PayPal or reimbursable to the purchaser. The PayPal account must be in the club’s name, not an individual’s name.	<input type="checkbox"/>
12.	Record account number(s), EIN number, all account transactions, list of signatories, and 4-H Club/Committee assets in the 4-H Club/Committee Treasurer’s Book.	<input type="checkbox"/>
13.	DO NOT combine 4-H Club/Committee funds with personal funds; it is illegal to do so.	<input type="checkbox"/>
14.	The 4-H Club/Committee account MUST be in the 4-H Club’s/Committee’s name, not an individual’s name.	<input type="checkbox"/>
15.	The first page of the 4-H Club/Committee Treasurer’s Book should contain one year’s overall accounting for both checking and savings accounts (if your 4-H Club has both).	<input type="checkbox"/>