



4-H Club/Committee Financial Management Checklist #2: Accounting and Filing

Guidelines		
1.	It is a requirement that 4-H Clubs/Committees must keep organized accounting records. Utilize the Treasurer's Expandable Portfolio that has been provided by the Extension Office as the 4-H Club/Committee yearly treasury filing system.	<input type="checkbox"/>
2.	The Treasurer's Expandable Portfolio will be turned in with the 4-H Club/Committee Treasurer's Book and Secretary's Book for the county level audit by October 15 th . Keep all past year's financial documents in a folder (filed by year) separate from the Treasurer's Portfolio.	<input type="checkbox"/>
3.	Any bills that need to be paid should be kept in the "Bills To Be Paid" file until the Treasurer pays the bill. When paying the bill, the Treasurer should write the check number and the date paid on the bill, then file in the "Paid Receipts" file folder in date order.	<input type="checkbox"/>
4.	All receipts from purchases/expenditures must be filed in date order in the "Paid Receipts" file folder. All receipts must be kept for three years plus the current year's receipts.	<input type="checkbox"/>
5.	All bank statements must be filed in date order in the "Bank Statements" file folder. If balancing online or digitally, print balance sheet and bank statement and file in the "Bank Statement" file folder.	<input type="checkbox"/>
6.	Bank statements must be kept for seven years plus the current year's statements.	<input type="checkbox"/>
7.	A copy of the current year's signatory list or letter stating who account signatories are must be in the "Signatory Card" file folder. Past year's signatory lists/letters do not have to be kept.	<input type="checkbox"/>
8.	All deposits should be kept in the "Deposits To Be Made" file folder and kept secure until the Treasurer fills out the deposit slip and the deposit is taken to the bank.	<input type="checkbox"/>
9.	When depositing funds for different events, fill out a separate deposit slip for each event. Write this information in the Treasurer's Book and on an Event Financial Accounting Form.	<input type="checkbox"/>
10.	4-H Clubs must keep original 4-H Club Treasurer's Books for seven years in a folder (filed by year) separate from the Treasurer's Portfolio.	<input type="checkbox"/>



11.	4-H Clubs must keep 4-H Club Secretary's Books for five years in a folder (filed by year) separate from the Treasurer's Portfolio.	<input type="checkbox"/>
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