

4- H Officer Training: Club Treasurer

Prepared by Brettyn Grover,
Howard County 4-H Council Member



In this presentation you will learn,

1. After election
2. Before the meeting
3. During the meeting
4. After the meeting
5. Meeting agenda
6. Guidelines for good meetings



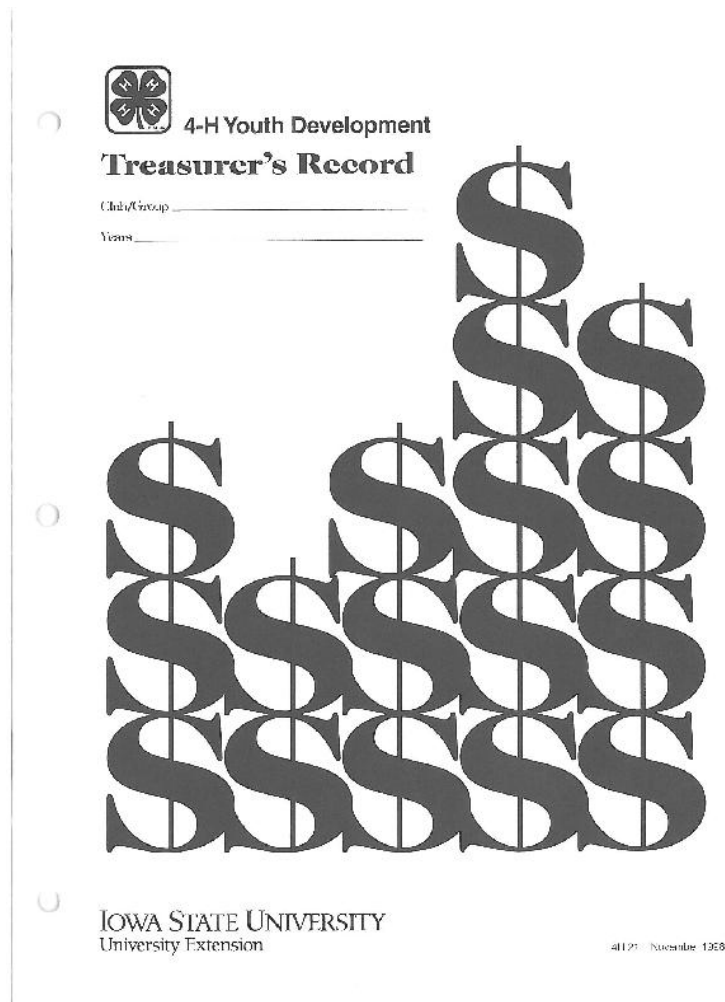
Offices in 4H

President
Vice President
Secretary
Treasurer



After Election

- Inform the bank of the new treasurer
- Sign the appropriate forms
- Keep accurate records
- Deposit funds in the bank as soon as possible
- Use the 4-H Club Treasurer's book to record financial transactions.



Before the Meeting

- Pay all bills promptly
- Prepare the Treasurers report
 - Starting balance
 - Expenses or Bills
 - Income
 - Ending balance



At the Meeting

Give the Treasurer's Report



After the Meeting

- Promptly handle money matters of the group
- Complete accurate financial summary report



4-H Youth Development

So you're the club treasurer ...




IOWA STATE UNIVERSITY
University Extension

2H 211 1/2000 1/2000



Writing a Check

 Clover Clan 4-H Group

May 24th 05 1152

33-22,790

PAY TO THE ORDER OF Fairway Grocery \$ 10³⁴/₁₀₀

ten and ³⁴/₁₀₀ DOLLARS

Home Town
Trust & Savings Bank


FOR food Sam Bates

⑆073000228⑆ 733440 804⑈ 1152



Making a Deposit

— DEPOSIT TICKET —

 Clover Clan 4-H Group

DATE May 27 2005

This deposit is accepted subject to verification and is not cash and negotiable.

CURRENCY	2	00
COIN	1	31
OTHER	1	25
TOTAL FROM OTHER SIDE		
TOTAL	4	56
LESS CASH RECEIVED		
TOTAL	4	56

33-22,790

IF MORE THAN 1 CHECK
OR 25 CHECKS, SEE
TOTAL STRIPS

Home Town
Trust & Savings Bank

⑆073000228⑆ 73344 804⑆ 0900







4-H Business Meeting Agenda

- Call meeting to order
- Pledge of Allegiance
- Roll call
- Minutes of previous meeting
- Treasurer's report
- Report of Officers and committees
- Unfinished business
- New business
- Announcements, leader's reports
- Adjournment
- 4-H Pledge



Good Meeting Elements

Four key elements:

-  A pre-meeting activity (15-20 minutes)
-  The business meeting (15-20 minutes)
-  An educational program (30 minutes)
-  Recreational activities (20 minutes)



Each part is important to meet the needs of youth.



The Meeting

Conduct meetings using Parliamentary Procedure

- <http://connect.extension.iastate.edu/parlypro/>



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**Now YOU are ready
to serve as a
GREAT 4-H Club Treasurer!**

