

The Treasurer Golden Rules

- 1) **Never** write a check without being given a completed check request form with a bill, invoice or original receipt attached to it. **NEVER** write a check without it.
- 2) **Never** sign a check payable to yourself or anyone related to you.
- 3) All club bills and reimbursements are paid by club check, **never** cash.
- 4) **NEVER write a check to CASH!!!** University policy prohibits use of a petty cash system for making payments or reimbursements.
- 5) **Never** pay a bill or reimburse someone for more money than was budgeted. Keep track of how much money you have left in each budget category, with the monthly budget form.
- 6) If you receive a bill for more than is budgeted or it is decided you need to increase a budget category, you **first** must amend your budget. The amended budget must be approved by the club. A signed, dated copy of the amended budget, with the attached club minutes from the club meeting showing it was presented and approved, must be placed into the treasurer book.
- 7) A club receipt must be written to each person or company for all income received.
- 8) Photocopy all checks received by the club before depositing money in the bank. These copies you will attached to the deposit form and place in the treasurer book.
- 9) All income must be recorded on the monthly ledger and deposited in the bank in the month the income was receipted. (Preferably deposited within 1 week of receiving the income.)
- 10) All checks and receipts must be written in numerical order. Do not skip checks or receipts.
- 11) Clubs must use only 1 receipt book and 1 checkbook at a time. Do not use multiple books. It becomes too confusing to track.
- 12) Clubs must use the County Treasurer Book Forms. Do not create or use other forms. All County Treasurer Book forms can be downloaded from the County 4-H website at: http://solano4h.ucanr.edu/Resources/Documents_-_Forms/Officer_Resources/Treasurers_Resources/ (Posted items: the monthly budget, inventory form, audit forms, ledgers, deposit slip, check request form, monthly treasurer report form & fundraising proposals.)

- 13) The budget category for all income and expenses must be listed on the monthly ledger, deposit form, check request form & memo line of each check. Then the amount must be entered onto the correct line item on your monthly budget.
- 14) Voided checks and receipts are to be recorded on and attached to the monthly ledger of the month it was voided.
- 15) The white copy of the club receipt written for all income and any photocopied checks, need to be attached to a completed deposit form for each deposit.
- 16) You must get a bank deposit receipt for each deposit. These bank deposit receipts are attached to the bank statement of the month they were deposited.
- 17) The checkbook must be balanced **every** month. Your community leader will give you or email you the bank statement once they receive it from the county office. Typically, bank statements are sent to club leaders the second week of every month.

If you have any problems with the forms or have any questions, contact your Community Club Leader & Treasurer Advisor right away. If they are unable to resolve the issue or answer your questions, they will contact the 4-H Youth Development Staff for assistance.