Treasurer
OFFICER WORKSHEET

Refer to "The 4-H Treasurer's Record Book" for information about being the Treasurer (https://bookstore.ksre.ksu.edu/pubs/4H474.pdf). If you submit your completed worksheet to your local Extension Office, we will review it and provide feedback. Then, it can count as a district-level officer training.

Name: _____________________________  4-H Club: _____________________________

Writing a Check

All 4-H Club expenses should be approved by the ____________ before a check can be written. Any decision to spend club funds should be included in the secretary's ____________.

A receipt or invoice is required before writing a check. The receipt or invoice should be included in the treasury records.

Write all checks in ink. If you make a mistake write ___________ in large letters across the check and save it. Then write a new check.

Each check is required to have TWO designated signatures.

All checks need to be recorded in ________________________________.

Let's Practice

The 4-H Club has agreed to pay for club t-shirts and to pay the bill to Creative Corner for $182.50. Fill out the blank check below and the checkbook transaction register.

 Clover Kids 4-H Club

PAY TO
THE ORDER OF

HOMETOWN
CLOVER BANK

FOR ____________________________

:085275884: 000.000.0 000339966

Date

396

$______________

DOLLARS
Making Deposits

To deposit a check, it must first be endorsed or signed on the back right before they are deposited at the bank. Checks paid to the 4-H Club must be endorsed (signed) by who? ________________________________

When depositing cash only, fill in the amount of currency (dollar bills), the amount of coins, and the total.

When depositing check only, draw a line through the currency and coin rows, list each check on an individual line, and the total.

When depositing checks and cash, list both on the same deposit slip.

All deposits need to be recorded ____________________.

Let's Practice

Your 4-H Club had it's annual fundraiser and you need to deposit the money in the bank. There is one $20 bill, two $10 bills, four quarters, and two dimes. Kevin Clover wrote a check for $10.25 and Susie Sunshine wrote a check for $15.75. Fill out the deposit slip to take to the bank and add this deposit to the register above.