TREASURERS BOOK

<u>Wayne Skyhawko</u> 4-H Club 1973 - 1974

GENERAL INFORMATION FOR TREASURERS

You, as treasurer of the 4-H Club, have been given an important job in your organization. Much of the success of the club will depend on how well you do your job.

To be a good treasurer, you should keep neat, accurate records and be interested in finances. You will keep permanent and temporary records of all monies received and paid out by your club.

Some specific duties of a 4-H Club Treasurer:

- 1. Receive, and with leader, act as custodian of club funds.
- 2. Collect dues and assessments.
- 3. Keep financial records of club.
- 4. Help develop suitable ways and means of financing club activities.
- 5. Pay out club funds as authorized.
- 6. Prepare monthly and yearly financial reports.
- 7. Build up the club's financial standing.

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Report for period ending (Month)	Janua	CV 19 74
Balance on hand from last month	,	\$
Total receipts during month	(Add)	\$ <u>75.46</u>
	Total	\$ <u>75.48</u>
Expenses during month	(Subtract)	Augustationessis.
Balance on hand		\$ <u>75.46</u>
Submitted By:		
Jerry Wagn	<u> Treasur</u>	er
FINANCIAL REPORT FOR WAYNE SKY	HAWKS 4-H CLUB	
Report for period ending (MARC (Month)	H - APRILY Februa	19 <u>74</u> Day)
Balance on hand from last month		\$ <u>75.46</u>
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	Total	\$ <u>/09.46</u>
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Balance on hand		\$
Submitted By:		
Jerry Wagner	Treasur	er
FINANCIAL REPORT FOR WAYNE SKY	HAWKS 4-H CLUB	
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Balance on hand from last month		\$ 109.46
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Expenses during month	(Subtract)	\$
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Submitted By:		

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Submitted By:		
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	Treas	urer
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