

Treasurer:

- ❖ Keep an accurate record, and write receipts, for all money received. Follow 4-H policy on preparing deposit paperwork and make deposits promptly in Farmers and Merchants Bank. Refer to the most current edition of the “User Guide for Shenandoah Co. 4-H Treasurers” for the specific instructions and copies of the forms needed.
- ❖ Complete the appropriate forms to pay all bills on action by club and approval of the club leader. The forms need 2-3 different signatures, and none of the people can be related to each other. The forms get turned into the Extension Office to have the bills paid by check from VA Tech.
- ❖ Keep an accurate record of all money spent.
- ❖ Be prepared to give a report at each club meeting of money received and spent and balance in treasury.