

ORDER OF BUSINESS

- Call to order
- 4-H Pledge
- Roll Call
- Reading of the minutes
- Old business
- Treasurer's report
- Committee reports
- Correspondence
- New business
- Announcements
- Program
- Adjournment



CANADA
4-H Nova Scotia

Helpful Hints for the Treasurer

Reprinted 2021



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THE TREASURER

AS THE TREASURER YOU WILL:

- Handle the income and expenditures of the club.
- Maintain the bank account.
- Ensure that bills are paid as soon as they have been approved.
- Keep accurate records.
- Get receipts for money paid out and give receipts for money received.
- Present an itemized account of all funds at each general meeting, and also a prepared financial statement must be presented annually.

ADOPTION OF REPORT

After you give the club's financial report it must be adopted by the club. After delivering the report, the treasurer says, "Chairperson, I move the adoption of this report." This motion must be seconded and voted upon.

HOW TO USE AN ACCOUNT

- Make sure that all cheques written in the name of the club have two (2) signatures.
- Fill out the deposit slips in duplicate so that the club will also have a copy for its records.
- Keep cancelled cheques from the bank to use as a record of cheques written. A cheque book that has stubs can also be used.
- Make out receipts for all money received and keep the duplicate copy for club records.
- A petty cash fund may be set up so that small cash can be paid without using a cheque. No more than \$50.00 dollars should be kept in this fund at one time.
- All accounts should be audited for the club's annual meeting.

