

Office Checklist

Club:	Year:	2025-2026
Club Leader(s):	Treasurer:	

Financial documents submitted between October 1 and October 31.
<input type="checkbox"/> Checkbook
<input type="checkbox"/> Checkbook Register
<input type="checkbox"/> Voided Checks
<input type="checkbox"/> Bank Statements
<input type="checkbox"/> Receipts written for funds received
<input type="checkbox"/> Bill or store receipts for expenses
<input type="checkbox"/> Receipts for bank deposits
<input type="checkbox"/> Club Treasurer's Reports for all meetings
<input type="checkbox"/> Meeting Minutes included when motions are made to approve expenses.
<input type="checkbox"/> Year-end Financial Summary

	Always	Sometimes	Never
Checkbook balance reconciled with bank statement, when account has activity.			
Checkbook register is up-to-date and has entries for each check written (expense) and each deposit made (income).			
All voided checks are kept in the checkbook or treasurer's binder.			
Include each bank statement from the last 4-H year in treasurer's binder. (October-September)			
Receipts are written for funds received (deposits).			
Bills or store receipts for expenses are saved in the treasurer's binder.			
Treasurer's reports from all meetings are saved in the treasurer's binder.			
Meeting minutes are included with the treasurer's reports when motions have been made to approve expenses.			
Completed Year-end Financial Summary Report turned in with club treasurer's binder for review.			

Strengths:

Suggestions: