



# SUPPORTING THE CLUB TREASURER

## Intended Audience:

- Adults and youth providing 4-H Club leadership

## Learning Objectives:

Club leaders will:

- Recognize the value of a 4-H member treasurer handling club finances
- Learn the importance of ongoing support for a club treasurer
- Gain ideas on how to orient and support the club treasurer

## Target Essential Elements:

Youth learn *mastery* of money handling as club treasurers. They grow in *independence* as they become responsible for a group's money.

**Time:** 20-30 minutes

## Supplies Needed:

### Challenges & Rewards of Youth Treasurers Activity

- Flipchart and markers

### Handouts

- Serving as Treasurer
- Mentoring the Treasurer
- Evaluation

## Do Ahead:

- Write questions for the activity on flipchart paper.
- Have supplies and handouts ready.
- Recruit someone to record the reflection discussion to use as an evaluation (optional).

## BACKGROUND

Thinking about money brings both smiles and worry to most of us. We think about what money enables us and our 4-H club to do. We sometimes worry that our club has too little or too much money. We hope that our treasurers are doing a good job of handling the money.

This activity supports the “4-H Money – Handle with Care Videotape Facilitator Guide”

which has a lesson to help club treasurer's understand their role and how to carry out proper money handling. This resource also has a lesson for general club use focusing on the public nature of club funds, value of good record keeping, and making group decisions related to club financial issues. This resource is available from your UW-Extension office or on the 4-H Community Club page:

[www.uwex.edu/ces/4h/clubs/money.cfm](http://www.uwex.edu/ces/4h/clubs/money.cfm).



## WHAT TO DO

### Activity: Challenges & Rewards of Youth Treasurers

(On flipchart pages write:

1. What are the challenges of youth serving as treasurers?
2. What are the benefits of youth serving as treasurers?)

What do you think about youth handling your club's treasury? What scares you about this? Let's list our concerns or challenges on a flipchart. Why should 4-H members be serving as 4-H club treasurers? Let's list the benefits of youth serving in this role on a flipchart. Can you name some benefits? (Give group time to list some.) Here are some possibilities on my list:

- Opportunity to learn and use leadership skills.
- Handling money is an important life skill for youth to learn.
- Record keeping is needed by everyone throughout life.
- Other members can gain money handling insights through the work of the treasurer.
- 4-H philosophy is to empower youth to assume responsibility for their group.
- Club membership is in control of the money they raise. Working with a fellow 4-H member in the managing of that money is an act of citizenship, community and trust.

### *Reviewing the Treasurer's Role*

(Give participants a copy of “Serving as Treasurer.”) It's helpful to review what we expect of the treasurer. This handout describes the importance of the treasurer's work and what the treasurer needs to do. Note that it also has a place for the name of the person who will mentor them.

**Sources:**

- Created by Linda Kustka, Professor Emeritus, Department of Youth Development, UW-Extension.
- Nancy Franz, Verne Gilles, and Donna Menart, "4-H Club Treasurer Handbook," Madison, WI, UW-Extension, 4-H Youth Development Programs, 1998.
- Linda Kustka and Donna Menart, 4-H 470, "4-H Money – Handle with Care" videotape and 4-H 469, "4-H Money – Handle with Care Videotape Facilitator Guide," Madison, WI, UW-Extension, 4-H Youth Development Programs, 1998, [www.uwex.edu/ces/4h/clubs/money.cfm](http://www.uwex.edu/ces/4h/clubs/money.cfm).

*Mentoring the Treasurer*

While all of the 4-H club officers need ongoing support for their work, a mentor or coach for the treasurer will greatly help them be successful. The mentor could be an organizational leader, former successful club treasurer, or another adult or youth volunteer who understands the work of the treasurer. It is suggested that the treasurer's parent not serve in this role.

This individualized support won't take a lot of time. But, here are some important times when action is needed:

- Describing the treasurer's responsibilities to the club before the new person is elected
- Being part of the transition between past and new treasurers
- Using treasurer orientation materials or facilitating the new person's participation in county-level training
- Guiding their first month's practice
- Doing periodic progress checks of how the treasurer's work is proceeding
- Preparing the end-of-year financial report.

*Supporting the Treasurer*

The handout, "Mentoring the Treasurer," will guide our discussion on how to support the treasurer. Use this as a planning guide for working with your club treasurer.

1. Help potential treasurers understand responsibilities before election. It is wise to describe each officer role before the election takes place. Some clubs talk about this at the meeting before the election to allow family time to further discuss what being an officer means.
2. Facilitate transition between past and new treasurers. After the new treasurer is selected, there needs to be a discussion between the past and new treasurer with the mentor present. The past treasurer should show how records were kept and describe any outstanding receipts or bills. Records, checkbook and check registers need to be turned over to the new treasurer. The bank or credit union will need to have the new treasurer's signature on file. Checks should be signed by both the treasurer and an adult.
3. Orient the new treasurer. Ideally, your 4-H club treasurer should learn from both the club treasurer mentor and at a county officer training. They will need to know how to do receipts, deposit slips, payment approval forms, checks and the club treasurer report. There are tools to help in the "4-H Club Treasurer Handbook." Determine your new treasurer's knowledge with "What's My Treasurer Savvy?" from the "4-H Money – Handle with Care Videotape Facilitator Guide."
4. Help the treasurer get started. Meet with the new treasurer before the club's first meeting to assist in preparing their first report. The sample report in the "4-H Club Treasurer Handbook" will help in getting ready. Look at their first checks, check register and other work done to see if the treasurer understands these tasks.
5. Check progress periodically. Set some dates to talk with the treasurer to check on what is going well and challenges they might be experiencing. If any checks have been written or money received, look at the check register for accuracy.
6. Prepare for the end-of-year Financial Report. Each club needs to submit an annual financial report and audit to the county UW-Extension office. Assist the treasurer in filling out the form, "Club Financial Record," and audit report ([www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=17](http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=17)) and see that it is submitted on time.

### *Fiscal Accountability*

The club treasurer functions on behalf of the club. For most 4-Hers, the club treasury and money-handling procedures will be their first experience in how a group should take care of funds. Thus, it is important for the rest of the club to understand their role in good financial practice and decision making. They need to know that the group needs to approve expenditures through an annual budget or decisions at meetings. They need to know why the treasurer should only be paying expenses with checks. The topic of club money handling should be talked about by everyone at least once a year. The videotape, "4-H Money – Handle with Care," and accompanying teaching guide has a lesson aimed at all club members and leaders.

### *Closing*

Money thoughts can bring both smiles and worries. A well trained and supported club treasurer helps insure that your club will have mostly smiles. Bring a smile to me by sharing your thoughts about this session on the evaluation. Your comments and ideas will help improve this presentation in the future.

## **TALK IT OVER**

### **Reflect:**

- What do you think is the biggest challenge that club treasurers face?
- What qualities do you think the club treasurer coach or mentor should have?

### **Apply:**

- What ideas could your 4-H club use to support the club treasurer?
- What do other members, parents and volunteers need to know about the role of the club treasurer and how the club handles money matters?

## **ENHANCE/SIMPLIFY**

### **Enhance:**

- Combine this lesson with the videotape "4-H Money – Handle with Care."
- During county officer training, offer a concurrent session with this content. If time allows, expand into the coaching/mentor help that other club officers need.

### **Simplify:**

- In place of discussion on the challenges and rewards of youth treasurers, give this information as a presentation and ask for additions to your lists.

## **EVALUATION**

It is important to use an evaluation that is consistent with your teaching objectives. The short evaluation in the handouts can be modified to meet your needs. An alternative to a written evaluation is to record the Reflection discussion under "Talk It Over." Recruit someone ahead of time to take notes while you are leading the discussion. Remember to share the evaluation results with 4-H Youth Development Extension staff in your county.

## **ADDITIONAL WEB LINKS**

- "Club Financial Record" available from Wisconsin 4-H Youth Development web site at [www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=54](http://www.uwex.edu/ces/4h/pubs/pubdetails.cfm?publicationid=54).
- "4-H Club Treasurer Handbook," "4-H Money – Handle with Care Facilitator Guide" and loan information, and financial accountability teaching materials at [www.uwex.edu/ces/4h/clubs/money.cfm](http://www.uwex.edu/ces/4h/clubs/money.cfm).
- Wisconsin state 4-H financial policies can be found at [www.uwex.edu/ces/4h/resources/policies/index.cfm](http://www.uwex.edu/ces/4h/resources/policies/index.cfm).

***Finalized by the Strengthening 4-H Club Leadership Work Team on September 2005.***

## Serving as Treasurer

### Your 4-H club needs you to:

- Handle the group's money safely
- Serve as an officer on the leadership team
- Keep needed records

### You'll benefit by:

- Learning and using leadership skills
- Gaining money handling experience

### Duties of the 4-H Club Treasurer

1. Take charge of all money taken in by the club. Provide receipts as necessary.
2. Maintain the club checking account.
3. Keep an accurate financial record of all money received and all money paid out.
4. Deposit all money in the 4-H club checking or savings account.
5. Never mix club money with your own.
6. Pay money out of the treasury by check only as approved by the club. Make sure bills and receipts accompany requests for payment.
7. Give a report of money received, bills paid and amount on hand at each meeting.
8. Work with auditing committee to check your records before they are turned over to a new treasurer.
9. Serve on the 4-H club leadership team.
10. Communicate with the treasurer mentor.

### Treasurer Mentor:

Phone:

E-mail:

## **Mentoring the Treasurer**

1. Help potential treasurers understand responsibilities before election.
2. Facilitate transition between past and new treasurer.
3. Teach new treasurer orientation.
4. Be available for questions and concerns as a new treasurer gets started.
5. Provide periodic progress checks.
6. Assist the youth treasurer as he or she prepares the End-of-Year Financial Report.
7. Celebrate successes with the treasurer.

### **Contact Information:**

Treasurer Name:

Phone Number:

E-mail:

## Supporting the Club Treasurer

### Evaluation

1. How useful will this information be in helping your club treasurer? (Circle one response.)

Very Useful    Somewhat Useful    Not Sure    Not Useful

2. Do you feel better prepared to work with the club treasurer?

Yes                      No

3. What will you do as a result of this program?