



Secretary Book Tips

For Leaders and Members

1. **Cover**
 - Fill out cover sheet in full. This is important for record purposes.
2. **By-laws**
 - Bi-laws should be reviewed annually and voted on by all members. This is because every year, members and leaders can change so it is good to review them.
 - The Constitution and Bi-laws template can be found in the beginning of the Secretary Book or as an individual document.
3. **Attendance**
 - Member attendance should be taken at each meeting. The sheet used to take attendance should be included in the secretary book and end of year documents.
4. **Club Officers, Junior Leaders, and Adult Leaders**
 - Each position should be listed with the person who holds it. This should also be included in the Secretary Book/End of Year documents.
5. **Club Committees**
 - Not all clubs have committees but if they do, they should be listed. Include the committee name, chair, and members.
6. **Club Minutes**
 - This can be done in a variety of formats. The template from the Secretary book can be used, it can be typed, it can be hand written, it can be a secretary's own format. The Secretary's Worksheet in the book can be a great guide of all the things to include in the meeting minutes. Minutes are especially important to include as they give a snapshot of what happened in a meeting. This provides valuable reference information for votes and decisions that were made.
7. **Other 4-H Club Activities**
 - Individual activities can be added here but often these are included in the minutes.



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Treasurer Book Tips

For Leaders and Members

1. Cover

- Fill out cover sheet in full, this is for record purposes.

2. Illinois 4-H Club Annual Financial Statement

- This is the most important document to complete as it is what is turned in to the State 4-H office for club tax filings.
- If you have a bank account that you are actively using, this form will need to be filled out.
- EIN
 - This is on file at the office if you do not know it. It can be provided to you if needed.
- Donations
 - Donations that your club makes to another organization are list under Expenses as “other/miscellaneous”.
 - Donations above \$100 will need to be approved by the county director.
- Savings account
 - If you do not have a savings account, the section does not need to be filled out and N/A can just be written in.
- The 5 signatures at the bottom of the page are all filled out by the club before being turned in to the Extension Office for Review. **All 5 are required.**
 - Club Treasurer – appointed youth Treasurer or member
 - Club Leader
 - 3 Fiscal Review Committee Signatures – these are additional members, other leaders, parents, etc. that are an additional set of eyes that review the document. **All three are required.**

3. Record of Club Finances

- This page is to track your expenses and incomes. It is more itemized than the Annual Financial Statement and tracks individual transactions. The sheet that is found in the Treasurer’s Book template is most commonly used by clubs but as long as all transactions are still tracked, and the club balance is recorded other formats can be used.

4. Inventory

- This is important to include in the Treasurer’s Book because it keeps track of all property that the club is using. The inventory also needs to be included in the end of the year paperwork.
- Inventory is anything that the club has in their possession. University property, gavel, flags, t-shirts, art supplies, etc. are all to be included. If a club has no items, then “No Items” can be written.

