

Waupaca County 4-H Volunteer Role Description



Role Title: 4-H Leaders Board & Association Treasurer (*Treasurer*)

Purpose: The Treasurer must maintain accurate financial records of all 4-H Board and Association funds, following 4-H financial protection procedures, as well as state and federal laws. The Treasurer maintains, prepares, and submits financial records for the Waupaca County 4-H Leaders Association.

Success Criteria: The Leaders Board and Association is publicly accountable for their financials, and able to use these funds to support educational programs, activities, workshops and supplies. They will follow appropriate internal controls to safeguard 4-H assets and prevent theft or fraud.

Position Term: The Treasurer's position is open to applications every 2 years, opposite the Secretary's Position, and with the option to reapply and serve unlimited consecutive terms, if approved by the 4-H Leaders Board. The individual appointed as Treasurer, as an enrolled 4-H Adult Volunteer, will have voting rights at Association and Committee meetings. The Treasurer will be an advisory member of the 4-H Leaders Board (non-voting member).

Time Required:

- Requires a minimum of two-year commitment,
- Approximately 12-15 hours per month spent on financial accounting, plus attendance at bi-monthly Leader Board meetings, and quarterly attendance at Association Meetings.
- The Treasurer is also part of the annual budget and audit committee, which meets once and requires 2-3 hours of additional preparation.

Overall Responsibilities:

- Work collaboratively with the Extension Office and fellow 4-H Leaders Board members to keep track of income and expenses.
- The Treasurer will be the main point of contact for financial items. A 2nd signer will be included on the bank accounts as a back up if needed. Only 1 signature will be required on checks.
- Income – receive income with indications of what the income is for, from the Extension Office or other parties.
 - Income is to be deposited within 10 business days from the time picked up/received from the Extension Office or other parties.
 - Income and deposit tickets are properly filled out to align with the budget line items.
- Expenses – as needed (at a minimum once a month) receive copies of expense items from the Extension Office. Copies could be received electronically, picked up at the office, or sent through mail.
 - Prepare a check for payment, and deliver or mail to the Extension Office or receiving party within 15 business days.
 - Work with the Extension Office and any committee representatives to ensure the following processes occur on a regular basis:
 - Payments are legitimate and in the best interest of the 4-H Club or Group.
 - Payments are properly approved by being included in the annual budget or by a vote of the membership.
 - Expenses align with the budget line items and include the proper support documentation (bill, invoice, receipt, statement, or meeting minutes).
- Reconcile – Monthly reconcile/compare the financial records to ensure that all balance.
- Treasurer's Report – Bi-monthly prepare and present a treasurer's report that captures:
 - All financial activity (income and expenses) during the last two months, both within the general fund and individual committee sub-accounts.

- The beginning and ending account balances that are reconciled with the bank statements, documenting any inconsistencies (outstanding checks).
- Budget – Annually work with the 4-H Leaders’ Budget Committee and the 4-H Educator to draft a proposed budget and present to the 4-H Leaders Board & Association in July for modifications and approval.
 - Prepare end of year financial report
- Annual Financial Report – Prepare the 4-H Leader’s Board Annual Financial Report and supporting documentation, which includes:
 - Wisconsin 4-H Clubs & Groups Annual Financial Report
 - 4-H Club or 4-H Group Audit Checklist (to be filled out by the 4-H Audit Committee)
 - Copy of the checkbook and/or savings registry, covering July 1 – June 30
 - Copy of the bank statement ending June 30 or July 1 for each account. Any differences between the bank statement(s) and the ending balance reported must be reconciled.
 - List of outstanding checks (annually review outstanding checks & add back into account if appropriate)
 - Bi-monthly Treasurer’s reports if the 4-H Leaders Board has annual income greater or equal to \$20,000
- Audit – Annually work with two unrelated members of the 4-H Leaders Board to conduct a thorough review of the financial records kept by the bank, the Treasurer and the Extension Office, using the 4-H Audit Checklist.
 - Maintain records (binders, folders, etc) of income and expense forms and receipts for review in the audit process.
 - Coordinate with a tax accounting firm to complete required tax reporting annually
- Retention of financial documentation – safely retain financial records for 7 years or whatever the suggested timeframe is from the University of WI Division of Extension.
 - If preferred, the Extension Office could scan a copy of all documents at the time of the annual audit to have a backup copy of the records in a 2nd location.
- 4-H Food Stand Fundraiser – treasurer’s responsibilities with the Food Stand Committee
 - Coordinate food and supply inventory and ordering
 - Analyze the cost to determine menu pricing with the food stand committee
 - Provide a menu to the company and acquire cash registers prior to the fair
 - Supply the stand with start up cash and ensure cash is available for the registers throughout the fair
 - Daily cash pick up, count money with another 4-H volunteer, deposit
 - Pay statements and bills
 - Prepare a financial summary of the food stand fundraiser for the September and/or November 4-H Leader Board meeting

Resources Available:

- Wisconsin 4-H Financial Management Policy: <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>
- 4-H Club and Group Financial Handbook: <https://4h.extension.wisc.edu/4h-resources/wisconsin-4-h-club-financial-handbook/>
- WI 4-H Annual Financial Report Resources: <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/annual-financial-report-afr/>
- Support and assistance from county Extension staff

Qualifications:

- Completion of the Extension volunteer approval process, which includes a background check, annual training, and agreeing to the volunteer expectation form
- Ability to accurately document and manage \$60,000-\$80,000 of financial activity per year
- Knowledge and understanding of accounting systems and processes
- Working knowledge of Quickbooks and/or another financial record keeping system like Excel that is compatible with reporting needs and documentation for tax preparation
- Ability to communicate and work collaboratively with youth and adults, including presenting to an audience
- Ability to be timely and attentive to detail

Rewards:

- Satisfaction of contributing to positive development of youth, families and community
- Opportunity for personal growth and gaining management and leadership skills
- Honorarium up to \$2000.00 annually.

Application and Selection Process:

- The Treasurer position will be selected and appointed by the 4-H Leaders Board every two years. This will include an interview or other selection process determined by the 4-H Leaders Board.
- Advertising of the position will take place by email, through 4HOnline, the 4-H Forecast newsletter, and Facebook.
- Candidates for the position should provide a detailed cover letter outlining applicant's interests in and qualifications for the position, along with three references (one of whom should NOT be a current 4-H Leader Board member).
- **Application deadline is March 1, 2026** to penny.tank@wisc.edu
- The position is subject to annual review or sooner, if necessary, by the board.

Accountable to: Extension 4-H Youth Development staff

For Questions, Contact: Penny Tank, 4-H Youth Development Educator – (715)258-6230, penny.tank@wisc.edu

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Revised & Approved by the Waupaca County 4-H Leaders Board on January 27, 2026