

# *Your Role As Treasurer of A Home Demonstration Club*

*June Cline\**

Home demonstration clubs do not usually have large sums of money — just enough for postage stamps, supplies, county and THDA contributions and miscellaneous expenses. But even handling a moderate amount of money is a big responsibility, especially when it belongs to your club.

You will find your job easier if you help the club plan in advance the amount of money needed and how it will be raised. This budget provides a framework for club spending.

You may serve as an ex-officio member of the finance committee or any other committee involved in spending the club's money.

As treasurer in charge of all funds of the club, you need to be organized. Lists must be made, records must be kept, reports must be filed and they all have to be accurate.

## *Handling the Treasury*

It is also your responsibility to:

- Present a financial statement to the club when the president asks you to.
- Make an annual report of the financial records.
- Pay all bills authorized by the club. In some clubs checks are signed by both the treasurer and the president.
- Get a receipt for every item you pay for, and give a receipt to everyone who gives you money. The receipts are evidence of how the funds have been handled. Receipts can help you answer any questions about the club's income and expenses.
- Have specific authorization from the club before spending its money.
- Ask for an annual audit of the books.
- Keep accurate up-to-date records of the organization's financial activities.

---

\*Extension organization specialist, The Texas A&M University System.

An organization may find the following form of record keeping useful.

Date	Item	Income	Outgo	Balance
Jan. 1	Balance			\$24.65
Jan. 5	Mary Smith (sale of nuts)	\$3.60		28.25
Jan. 6	Brazos Printing Co., printing yearbook		\$20.00	8.25

### ***Making Reports***

The report at each meeting may be brief, but it should give the balance at the beginning and close of the period for which the report is made. You will want to include the income and the expenditures.

After completing the report, ask that the report be recorded in the minutes or filed for audit.

The annual report will be easier for members to understand if they have a copy to follow. The annual report should be audited. After the report is given, move that the auditor's report be accepted.

### ***Working with other Officers***

- You will work closely with the secretary on membership contributions and the club roll.
- The secretary's minutes provide authority for expenditure of funds.
- The approved budget of the finance committee gives you the authority to pay bills up to the amount budgeted for the item.
- The president should always be informed about the financial condition of the club.

The information in this publication is adapted from HE-380, *Your Job as Secretary-Treasurer of an Extension Homemakers Club*, Agricultural Information Department, Purdue University, West Lafayette, Indiana.

*Educational programs conducted by the Texas Agricultural Extension Service serve people of all ages regardless of socio-economic level, race, color, sex, religion or national origin.*

Cooperative Extension Work in Agriculture and Home Economics, the Texas A&M University System and United States Department of Agriculture cooperating. Distributed in furtherance of the Acts of Congress of May 8, 1914, as amended and June 30, 1914.