

TREASURER BOOK EVALUATION FORM

Book due to the Extension Office on January 31, 2022

CLUB NAME: _____

DATE SUBMITTED: _____

Use current forms or points will be deducted

Requirements	Points Obtained	Possible Points
3 Ring Binder or Folder with Prongs		5
Overall Neatness		
<ul style="list-style-type: none"> ✿ Use of blue or black ink pen/computer printed ✿ Legible or appropriate font ✿ Appropriate forms ✿ Organized presentation 		15
Record of Club Finances		
Includes the following: (computer generated forms accepted)		
<ul style="list-style-type: none"> ✿ Beginning balance ✿ Ending balance ✿ All transactions for the year ✿ All entries in chronological order ✿ Record of Finance and Bank Statements <ul style="list-style-type: none"> • Includes 1 completed form per month (minimum April – August) 		30
Receipts Enclosed In Orderly Fashion		10
Dues		
<ul style="list-style-type: none"> ✿ Insert page with names and amount collected or		
<ul style="list-style-type: none"> ✿ Insert page with names that states no dues were collected 		5
Treasurer's Report		15
Yearly Summary & Audit		
<ul style="list-style-type: none"> ✿ Completed information ✿ Includes Treasurer signature 		10
Club Budget		
<ul style="list-style-type: none"> ✿ Include page with explanation of use of leftover funds 		10
Total Points		100 max.

Comments:

Blue Award 90 to 100

Red Award 80 to 89
(continue on back if necessary)



TREASURER'S RECORD BOOK

Basic Requirements

1. Record book must be handwritten in ink or typed by the club treasurer using the format provided and be neat and readable.
2. Record must be completed for each meeting/month to include:
 - ✿ Checkbook Balancing/Reconciliation Form, 1 completed form per month. This form may also be used to reconcile your monthly bank statements.
 - ✿ If you have a Savings account – savings accounts must also be reconciled.
 - ✿ Treasurer's Report – 1 form per meeting
3. Records should be completed according to guidelines provided in the 4-H Treasurer's Handbook.
4. Treasurer's Report must be signed by Treasurer and all checks/expenditures should have two signatures of approval.
5. Record book must include:
 - ✿ Club Budget
 - ✿ Dues Record
 - ✿ Record of Club Finances-Includes the following: Beginning balance, all transactions for the year, ending balance, all entries in chronological order.
 - ✿ **All Receipts**
 - ✿ Monthly Bank Statements
 - ✿ Checkbook Balancing/Reconciliation forms
 - ✿ Treasurer's reports
 - ✿ Yearly Summary and Audit forms
6. Put everything in a folder/binder to turn in.

Suggestions for Excellence

- ✿ Use the 4-H Treasurer's Handbook as your guide.
- ✿ Utilize the forms in the Treasurer's Record Book; make additional copies of the forms as needed.
- ✿ Write only in your book after you are sure your records are correct. Erasures and White-out should be avoided.
- ✿ Overall neatness, organization, accuracy and presentation are pluses.

