

TREASURER'S BOOK EVALUATION FORM
Book due to the Extension Office by October 1 for Honor Club

CLUB NAME: _____

DATE SUBMITTED: _____

| Requirements | Points Obtained | Possible Points |
|--|-----------------|-----------------|
| 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 <i>Note: If submitting bank statements or check copies please be sure and black out account numbers</i> 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 ✿ Checkbook balancing form ✿ Includes 1 completed form per month | | 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 and Copy of Yearly Financial Summary <ul style="list-style-type: none"> ✿ Completed information ✿ All required signatures included | | 10 |
| Club Budget | | 10 |
| Total Points | | 100 max. |

Comments:

(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. Savings accounts must also be reconciled. This form will also be used to reconcile your monthly bank statements if there is a Club Savings account.
 - ✿ Treasurer's Report – 1 form per meeting.

Note: If submitting bank statements or check copies, please be sure and black out account numbers.
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* *No Official Form-See notes on other side.*
 - ✿ Record of Club Finances-Includes the following: Beginning balance, all transactions for the year, ending balance, all entries in chronological order.
 - ✿ All Receipts.
 - ✿ Checkbook Balancing/Reconciliation for each month.
 - ✿ Treasurer's Report for each month.
 - ✿ Yearly Summary (Audit Form).
 - ✿ Copy of Ohio 4-H Club/Affiliate Yearly Financial Summary.
6. Put all 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.