TREASURER BOOK EVALUATION FORM

Book due to the Extension Office on January 31, 2018

CLUB NAME: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DATE SUBMITTED: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Requirements** | **Points Obtained** | **Possible Points** |
| **3 Ring Binder or Folder with Prongs** |  | 5 |
| **Overall Neatness**   * Use of blue or black ink pen/computer printed * Legible or appropriate font * Appropriate forms * Organized presentation |  | 15 |
| **Record of Club Finances**  *Note: If submitting bank statements or check copies please be sure and* ***black out*** *account numbers*  Includes the following: (computer generated forms accepted)   * Beginning balance * Ending balance * All transactions for the year * All entries in chronological order * Checkbook balancing form (must also be used to reconcile savings account) * Includes 1 completed form per month (minimum April – August) |  | 30 |
| **Receipts Enclosed In Orderly Fashion** |  | 10 |
| **Dues**   * Insert page with names and amount collected   or   * Insert page with names that states no dues were collected |  | 5 |
| **Treasurer’s Report** |  | 15 |
| **Yearly Summary & Audit**   * Completed information * Includes Treasurer signature |  | 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. This form may also be used to reconcile your monthly bank statements if a Savings account – savings accounts must also be reconciled.
* Treasurer’s Report – 1 form per meeting

*Note: If submitting bank statements or check copies, please be sure and black out account numbers.*

1. Records should be completed according to guidelines provided in the 4-H Treasurer’s Handbook.
2. Treasurer’s Report must be signed by Treasurer and all checks/expenditures should have two signatures of approval.
3. 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
* Checkbook Balancing/Reconciliation forms
* Treasurer’s reports
* Yearly Summary and Audit forms

1. 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.