

4-H Treasurer's Record Book Score Sheet

4-H Club: _____

Treasurer's Name: _____

	Possible Points	Club Points
Cover		
Treasurer's book in good condition with all information completed. Treasurer's book may be placed in a folder or binder to keep materials together.	<u>5</u>	_____
Monthly Treasurer's Reports		
Your 4-H club's monthly financial reports entered chronologically (i.e. October, November) with a clear explanation for the following		
<ul style="list-style-type: none"> ○ Income received and recorded correctly ○ Amount disbursed and recorded correctly ○ Balance on hand reconciles with amount received and amount spent. Calculations are correct. 	<u>40</u>	_____
Bank Statements		
Your 4-H club's bank statements on file in the county Extension office (if applicable).	<u>15</u>	_____
Financial Summary		
Your 4-H club's financial records audited and signed by individual(s) outside the organization.	<u>15</u>	_____
Auditor's Signature		
Your 4-H club's financial record audited and signed by individual(s) outside the organization	<u>10</u>	_____
Overall Appearance		
Legibility and neatness of monthly financial report, book requirements and other materials recorded in your Treasurer's Record Book.	<u>15</u>	_____
TOTAL	<u>100</u>	_____

--Over--

Comments:
