

Treasurer Score Sheet

Name:

Club:

Requirements:

The Treasurer Record Book is not complete if the following requirements are not met.

Treasurer's Book Index Sheet (Page 5 of Johnson County 4-H Treasurer's Book)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Record of Club Finances for all transactions (Page 8 of Johnson County 4-H Treasurer's Book or similar)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Yearly Summary of Club Finances (Page 21 of Johnson County 4-H Treasurer's Book)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Monthly Treasurer Report for all 12 months of the current 4-H year	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Receipts for all purchases	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy of Monthly Bank Statement for all 12 months of current 4-H year (place a note if most recent statement is not available)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Finances are balanced and accurate	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Scoring:

Please give additional feedback. The following are not required to be considered a complete Treasurer Book.

	Excellent	Acceptable	Needs Improvement	Comments
Presentation				
Neatness				
Spelling, punctuation and grammar				
Organization				
Records of Receipts and Deposits				
4-H Club's Yearly Budget				
Record of Club Finances for all 12 months of the current 4-H year				
Yearly Summary of Club Finances				

Additional Comments:
