

**4-H Treasurer Officer Book Score Sheet**

Member's Name: \_\_\_\_\_

4-H Age: \_\_\_\_\_ 4-H Club: \_\_\_\_\_

<b>REQUIREMENTS</b>	<b>Possible Points</b>	<b>Total Points Received</b>
<b>Attended County Officer Training</b>	10	
<b>Records Organized in a 3-ring Binder</b>	5	
<b>Neatness and Organization</b> 1. Easy to read – either typed or handwritten in blue or black ink 2. Materials organized and easy to understand	10	
<b>One Page Written Summary of Club Treasurer Experience</b>	15	
<b>Treasurer's Reports</b> <i>Include a completed report for each meeting (minimum 6 meetings)</i>	20	
<b>Financial Record Keeping</b> <i>Reminder black out all account numbers on checks, bank statements, etc.</i>		
1. <b>Bank Statements, Checkbook Balance &amp; Reconciliation Form</b> <input type="checkbox"/> 1 per month from December – July preferred	10	40 pts. Max
2. <b>Club Budget Form</b> <input type="checkbox"/> Completed and in binder	5	
3. <b>Record Club Finances Form</b> <input type="checkbox"/> Beginning and ending balance <input type="checkbox"/> All records in chronological order <input type="checkbox"/> All transactions up to the contest recorded	15	
4. <b>Record of Club Dues</b> <input type="checkbox"/> List members and amount collected or a list of members and statement that no dues were collected	5	
5. <b>Yearly Summary and Audit Form</b> <input type="checkbox"/> Completed by treasure <input type="checkbox"/> Include president and committee signature up-to-date as of judging	5	
<b>4-H OFFICER BOOK SCORE</b>		<b>/100</b>

