

TREASURER – SCORE SHEET

Name _____ 4-H Age _____

Club _____

_____ Jr. Treasurer (ages 8-14) _____ Sr. Treasurer (ages 15-18)

Requirements	Total Points Possible	Points Received
Records organized in a 3- ring binder with cover with club name	5	
Neatness and Organization: a) Typed-appropriate font or legibly handwritten in black or blue ink b) Appropriate forms used c) Records labeled and in chronological order	10	
Treasurer's Reports Include one completed report for each meeting (minimum 6 meetings)	20	
Bank statements and checkbook balance/reconciliation forms (1 per month) Note: When submitting copies of bank statements, checks, deposit slips, etc, be sure that account numbers are blacked out	10	
Receipts for Expenditures enclosed in orderly fashion	10	
Club Budget Form	10	
Record of Club Finances Form a) Beginning and Ending Balance b) All records in chronological order c) All transactions for the year recorded	10	
Record of club dues- Enclose list of members and amount collected OR a list of members and statement that no dues were collected	5	
Yearly Summary and Audit Form Completed with Treasurer's and Committee's signatures	10	
Attended County Officer Training	10	
TOTAL POINTS	100	

Comments:

Treasurer's Book is to be submitted by September 15 to the Extension Office.

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. Records should be completed according to guidelines provided in the 4-H Treasurer's Handbook.
3. Records must be completed for each meeting/month to include:
 - ☐ Bank Statement
 - ☐ 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-6 minimum
 - ☐ All Receipts organized chronologically

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

4. Treasurer's Report must be signed by Treasurer and all checks/expenditures should have two signatures of approval.
5. Record book must also include the following:
 - ☐ Club Budget Form
 - ☐ Member Dues Record with list of members names and dues paid **OR** a list of members names and a statement that no dues were collected
 - ☐ Record of Club Finances Form-Includes the following: Beginning balance, all transactions for the year, ending balance, all entries in chronological order.
 - ☐ Yearly Summary and Audit form
6. Put all in a 3-ring binder with a cover with your club name and turn in to the Extension Office by Sept 15. Top Junior and Senior Treasurers are awarded with Club Achievement Packets in October.

Suggestions for Excellence:

1. Use the 4-H Treasurer's Handbook as your guide.
2. Utilize the forms in the Treasurer's Record Book; make additional copies of the forms as needed. All forms are also available in fillable format on-line at <https://ross.osu.edu/program-areas/4-h-youth-development/officer-books-and-awards>
3. Write only in your book after you are sure your records are correct. Erasures, white out should be avoided.
4. Overall neatness, organization, accuracy and presentation are pluses.