



TREASURER'S BOOK SCORE SHEET

4-H Club

Treasurer's Name

REQUIREMENTS:

The Treasurer's Book is not complete if the following items are not met.

- Monthly reports for all 12 months of the current 4-H year Yes No
- Receipts for all purchases Yes No
- Monthly bank statement for all 12 months of current 4-H year Yes No
- Finances are balanced and accurate Yes No
- All records are compiled into a binder with a cover page Yes No

	Excellent 10-7 pts	Acceptable 6-4 pts	Poor 3-0 pts	Comments
Presentation				
Organization/Neatness				
Spelling, Punctuation & Grammar				
Records of Receipts & Deposits				
Yearly Budget				
Signed Review of the Financial Committee				
Yearly Summary of Club Finances				
				Total Points=

Comments: