**Monroe County 4-H Treasurer's Book Evaluation Guide**

The Club Treasurer is responsible for compiling and organizing the information to be included in the Treasurer's Book.

Treasurer's Books are a complete record of the club's finances and accounts. The Treasurer's Books are required to be up to date and accurate. They can serve as a legal record of the club's dealings from year to year should there ever be questions or audits. *They can also provide information for a club to review its activities from a financial perspective, to ensure they are able to fund their activities and to assess the financial wisdom of different activities.*

Treasurer Name

Club Name

|  |  |  |
| --- | --- | --- |
| **Included in Treasurer's Book** | **Maximum Points** | **Points Earned** |
| 12 months of Treasurer's Report forms - dated *½ point per month*- beginning balance completed *½ point per month*- expenditures listed *1 point for amount, recipient and reason completed for a maximum of 1 point per month (or listed none)*- expenditures correctly totalled *½ point per month*- deposits listed *1 point for amount, source and reason completed for a maximum of 1 point per month (or listed none)*-deposits correctly totalled *½ point per month*- closing balance entered, agrees to sum of beginning balance, less expenditure plus deposits- signed by treasurer *½ point per month* | 66126126126 |  |
| ExpendituresExpenditure for each month is referenced to the appropriate receipts/evidence which have been included on the file | 12 |  |
|  |  |  |
| Bank StatementsBank statements included for the whole period.*These could be those received monthly or at intervals printed from online banking as long as the whole period is covered. 1 point per month* | 12 |  |
| Inclusion of a Ledger Sheet or Financial Record for the year. | 5 |  |
| Neatness / Organized | 5 |  |
| Total | 100 |  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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