

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 <i>½ point per month</i>	6	
- beginning balance completed <i>½ point per month</i>	6	
- expenditures listed <i>1 point for amount, recipient and reason completed for a maximum of 1 point per month (or listed none)</i>	12	
- expenditures correctly totalled <i>½ point per month</i>	6	
- deposits listed <i>1 point for amount, source and reason completed for a maximum of 1 point per month (or listed none)</i>	12	
-deposits correctly totalled <i>½ point per month</i>	6	
- closing balance entered, agrees to sum of beginning balance, less expenditure plus deposits	12	
- signed by treasurer <i>½ point per month</i>	6	
Expenditures Expenditure for each month is referenced to the appropriate receipts/evidence which have been included on the file	12	

Bank Statements Bank statements included for the whole period. <i>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</i>	12	
Inclusion of a Ledger Sheet or Financial Record for the year.	5	
Neatness / Organized	5	
Total	100	

Comments: _____
