

Club Treasurer Book – Requirements for Club Seals

NOTE: DO NOT INCLUDE CASH OR BLANK CHECKS IN BOOKS

Instructions: Each evaluator will initial items that are complete. Incomplete items should not be initialed.

All Club Treasurer Books must contain the following four items. Failure to include any of these four items will result in disqualification.

- | | | | | |
|---|-------|-------|-------|---|
| 1 | _____ | _____ | _____ | Annual Inventory Report (Form 6.2) Anything the club owns that is non consumable. |
| 2 | _____ | _____ | _____ | Annual Financial Report (Form 6.3) Use bank statement data |
| 3 | _____ | _____ | _____ | Year-End Peer Review Report (Form 8.5) |
| 4 | _____ | _____ | _____ | Year-End Peer Review Checklist (Form 8.6) |

Additional required components considered for Awarding of Seal:

- | | | | | |
|---|-------|-------|-------|---|
| 5 | _____ | _____ | _____ | BUDGETS:

Approved Budget (required with all signatures),
Amended (if needed – get new signatures),
Final Budget (with actuals - required with signatures)
Club Fundraising Approval form 8.7 (required for any fundraiser – with signatures obtained before the fundraiser) |
| 6 | _____ | _____ | _____ | MONTHLY REPORTING:

Club Ledger
Bank Statement with Canceled Checks (from 4-H Office)
Receipts for Income (Yellow copy)
Voided Checks
Check Requests (with receipts attached)
Deposit Record Form with attached documents
Sub Account Ledger (if there are sub accounts this is included every month) |
| 7 | _____ | _____ | _____ | Bank Reconciliation (Checkbook Register) |
| 8 | _____ | _____ | _____ | Club Monthly Report with Approved Minutes attached. Can be Form 6.1 or your own version. |
| 9 | _____ | _____ | _____ | Official Treasurer's Manual |
| | _____ | _____ | _____ | TOTAL |

The County Incentives and Recognition Committee (CIRC) makes the following recommendation:

- | | |
|-------|---|
| _____ | GOLD SEAL – Book completes 9/9 categories |
| _____ | BLUE SEAL – Book completes 8/9 categories |
| _____ | RED SEAL – Book completes 6/9 categories |
| _____ | GREEN SEAL – Book completes 5/9 or fewer categories |
| _____ | DISQUALIFIED – missing any of the required items |

County Winner Treasurer Book

Books earning a gold seal are considered for County Winner evaluation. Books are reviewed for content, neatness and thoroughness. The evaluators will choose one Treasurer Book as the County Winner.

Evaluators Comments