

CLUB TREASURER BOOK

Format and Score Sheet

Officer's Name: _____ Club: _____

of years in 4-H: _____ Age (as of Dec 31, 2019): _____

This book should report the year's work of the Club Secretary. The book is to be a record, not your working Club Secretary notebook.

	Excellent (4)	Very Good (3)	Satisfactory (2)	Needs Improvement (0)	Score
Introductory Info					
Cover with Club Name and 4-H Logo	Included			Not Included	4
Title Page	Included			Not Included	4
Table of Contents	Included			Not Included	4
List of Club Officers	Included			Not Included	4
Club Calendar	Included			Not Included	4
Club Project List	Included			Not Included	4
				Section total	24
Book Information					
Written statement from Treasurer	Included			Not Included	4
Book put together in the order specified	Yes			No	4
Club Budget	Included			Not Included	4
Annual Financial Report	Complete, accurate & signed	Missing one component	Missing two components	Not Included	4
Annual Inventory Report	Complete, accurate & signed	Missing one component	Missing two components	Not Included	4
Audit Report/Peer Review	Complete, accurate & signed	Missing one component	Missing two components	Not Included	4
Monthly Bank Statements	Includes 10 or more months	Includes 7-9 months	Includes 4-6 months	3 months or less included	4
Monthly Ledger Reports	Includes 9 or more months	Includes 6-8 months	Includes 3-5 months	2 months or less included	4
				Section Total	32
				Total Points:	56

Evaluator Comments:

Evaluator Name: _____