

Criteria for Evaluating Treasurer's Book

UC 4-H – San Luis Obispo County

6.2023



THE TREASURER'S BOOK IS MANDATORY. *The 4-H State Office requires all clubs to submit a Treasurer's Book to the 4-H office each year by Record Book judging time.*

Please reference the California 4-H Treasurer's Manual, revised 2014, for guidelines and forms. The manual is available online at https://ucanr.edu/sites/slo4-h/Club_Forms/Treasurers_Corner/. You are permitted to use your own computer or typed forms, for all but Item 8, the Year-End Club Peer Review Report, and include the information asked for in the 4-H Treasurer's Manual. *All Financial Records must be saved for 5 consecutive years.

The Treasurer's Book should be made up of the following twelve items and must include all eleven underlined items:

1. **Cover Page**, to include the following information: "Treasurer's Report", "San Luis Obispo County 4-H Youth Development Program", 4-H Club name, city, fiscal (program) year, Club Treasurer's name, Club President's name, Community Club Leader's name, Treasurer Advisor's name, LAST 4 digits of checking account number, and name of bank.
2. **Table of Contents** listing out the contents of the Officer's Book in order as they appear.
3. **Annual Club Budget Form 8.4**, signed by Community Club Leader, President, Treasurer, and 4-H Advisor. If you do not have a copy of a signed form, please contact the 4-H office for this document.
4. **Ledger Report Form 8.1** for each month of the 4-H program year (July 1 to June 30), and subaccounts (if your club keeps them).
5. **Fundraising Approval Forms 8.7** - All fundraisers must be pre-approved by the county office. There should one form per fundraiser.
6. **Receipts** – Receipts must be provided to club members for all funds collected by the club; one copy is given to person providing the funds and the other is retained by the club. All receipts in receipt book must be accounted for; write "VOID" and retain original (if available) and copy by club. Numbered receipt book recommended. Monthly Statement of Cash Collections – Form 8.8 is used when individual receipts are not possible, such as a fundraiser; one form per day. (Please see page 14 of the Treasurer Manual.)
7. **Deposit Slip/Record**: Fill in the amount of currency (bills) and coins deposited. List each check number and the corresponding amount separately. May use the back of the deposit slip/record, if needed. Must complete a duplicate or make a copy of the deposit slip/record to be kept with the receipt that is given by the bank when deposited. (CCL Treasurer/CCL Responsible).
8. **Annual Financial Report Form 6.3** for the 4-H program year (July 1 to June 30). Follow the format provided on page 37 of the 4-H Treasurer's Manual and include all information requested. (NOTE: When completing the form, please ensure the number reported on this year's form for BALANCE AT THE END OF THE PREVIOUS YEAR is the same number reported on last year's form for TOTAL FOR THE YEAR.) Write in all balances from your bank statements.
9. **Annual Inventory Report Form 6.2**. Follow the format on page 36 of the 4-H Treasurer's Manual (Form 6.2) and include all information requested. Only items valued at \$100 or more must be included.
10. **Year-End Club Peer Review Report**. You must use Forms 8.5 and 8.6, located on pages 47-48 of the 4-H Treasurer's Manual. The "IRS Tax ID #" is the Club's EIN number. The 4-H Club Peer Review Committee must be comprised of two or more adult volunteers with at least one over 18 years of age and, according to San Luis Obispo County policy, must not include the Treasurer, relatives of the Treasurer, or anyone who has authority to sign checks.
11. **Checkbook Register** copy of checkbook register must be included. *This may be completed using form 8.3 in the Treasurer's Manual. PDF & EXCEL forms are available on the local SLO 4-H website: http://ucanr.edu/treasurers_corner. You may also turn in the original book in a pencil pouch located in the back of the binder, and we can return it back to you for your records. In addition, a scanned copy is also acceptable.
12. **Bank statements** from July 1 through June 30 of the current program year. July and June statements must include the entire month. *Bank Statements with Check Images: Please contact the 4-H office if your bank charges an additional fee for this. Statements are e-mailed each month to the Treasurer Advisor or Community Club Leader.
13. **Submitted in an accessible format**. A 3-ring binder or pdf digital files delivered through email or on a thumb drive are examples of appropriate formats.



Scoring Criteria:

GOLD SEAL– Book completes all 13 items.

BLUE SEAL – Book completes 11-12 items.

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.