



Club Treasurer's Book Evaluation Criteria Sheet

A minimum book is one of the requirements for a club to be in "Good Standing" which allows members to participate in County or State Events, Fair and use the 4-H name and emblem.

*** Required **Required and copies submitted with the book at evaluation**

Binder *	20 Points	
Sheet Protectors *	20 Points	
Month Section Tabs *	20 Points	

Beginning Sections of the Book

Cover Page - SB County Form *	10 Points	
The Treasurer - SB County Form *	10 Points	
Approved Budget with Signatures and actual year end amounts - Form 8.4 **	40 Points	
Fundraising Approval - Form 8.7 *	40 Points	
Year -End Peer Review Report – Form 8.5**	25 Points	
Year -End Peer Review Checklist – Form 8.6**	25 Points	
Annual Inventory Report (including project inventory) – Form 6.2 **	20 Points	
Annual Financial Report – Form 6.3 **	30 Points	
Online Financial Summary to State 4-H (print out of proof by book due date) **	50 Points	

Total Points Page 1

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Monthly Sections

Each is worth 5 Points Total Point Possible 540

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Budget to date (end of the month) *												
Club Ledger - Form 8.1 *												
Club Project Ledger - Form 8.2 (only if your club has sub-accounts)*1												
Checkbook Balancing - Form 8.3 *												
Bank Statement *												
Canceled Checks *												
Copy of Checkbook Register (one month's activity) *												
Requests for Deposits/Cash Verification Form with Deposit Slip attached*												
Club Check Request - Form 8.9 *												
Totals												

1. If the club does not have any sub-accounts then they get credit as if they had them.

Total Points Page 2

Page 1 Points _____ **+** **Page 2 Points** _____ **=** _____ **Total Points Earned**

Total Possible Points: 850 Club in Good Standing: 769 – 730 Blue: 809 – 770 County Winner: 850 - 810

4-H Youth Development Program in Santa Barbara County

