

4-H Club TREASURER'S Book Evaluation Form

Name: _____ Award: _____

Be sure officer's name is included in the book.	Possible Score	Score Received
<u>Completeness</u> <ul style="list-style-type: none"> ☼ All monthly treasurer's reports are present ☼ All monthly bank statements are present ☼ Budget is present and signed ☼ All monthly sub-account reports are present ☼ Bank statements are balanced each month 	50	
<u>Year End</u> <ul style="list-style-type: none"> ☼ Year End Annual Financial Report (Form 6.3) ☼ Annual Inventory Report (form 6.2) ☼ Annual Peer Review completed and properly documented (forms 8.5 and 8.6) 	25	
<u>Neatness & Organization</u> <ul style="list-style-type: none"> ☼ All reports are legible (typed preferred) ☼ Reports are in Date order for the program year, beginning with July and ending with June ☼ Book has table of contents & cover page 	25	
<u>TOTAL</u>	100	

85-100: Gold 70-84: Blue 69 and below: Red

Comments: