

NAME \_\_\_\_\_

CLUB \_\_\_\_\_

**SECRETARY'S BINDER**

Items Required	Possible Points	Points Earned
Club Constitution/By-Laws	5	
Club Roster	5	
Annual Club Planner	10	
Roll of 4-H Members	10	
New Members	5	
Monthly 4-H Club Meeting Minutes...explain action using few words	30	
Treasurer's report stated within the minutes which agrees with 4-H Club Treasurers Annual Financial Report	10	
Correspondence	5	
Grammar	10	
Neatness/Organization	10	
<b>TOTAL</b>	100	

- Do NOT place minutes in plastic sleeves
- If the member receives a score of 95 or greater they will be determined a County Winner
- Members that receive a score of 80-94 will be determined a Medalist

NAME \_\_\_\_\_

CLUB \_\_\_\_\_

**TREASURER'S BINDER**

Items Required	Possible Points	Points Earned
Club Budget proposed and actual	10	
Monthly Treasurer Ledgers completed, expenditures explained	20	
Annual 4-H Financial Report balanced	20	
Annual Inventory Report	5	
COPY of Previous year's Inventory Report	5	
Audit conducted..signed by 2 leaders and 2 members	10	
Bank statements/canceled or duplicate checks/check register and your monthly balance procedure included	10	
Receipts for expenses/income included	10	
Neatness/Organization	10	
<b>TOTAL</b>	100	

- Copies of checks and deposit slips should be placed behind each bank statement. Receipts and check registry should be placed in a plastic sleeve cover or secure envelope.
- If the member receives a score of 95 or greater they will be determined a County Winner
- Members that receive a score of 80-94 will be determined a Medalist