

Judging Requirements for Treasurer Book

Club: _____ Name: _____ Age as of 1/1: _____

The treasurer's book is graded upon neatness, accuracy and completeness of the following areas:

	Points Available	Points Received
<u>Member Information:</u>		
Front Cover	5	_____
<u>Membership Dues:</u>		
* Record the amount of dues and date paid by each member.	5	_____
<u>Club Meeting Report:</u>		
* 5 points for each report completed correctly. Max of 30points.	30	_____
<u>Record of Club Finances - Ledger</u>		
Record your bank account information in either the checking account section or the savings account section. Scoring will be based on accuracy and neatness.	15	_____
<u>Checkbook Balancing Reconciliation Form:</u>		
Please make an attempt to reconcile your bank account to bank statement. 5 points for each form completed. Max of 25 pts	25	_____
<u>4-H Treasurer's Annual Report: (Back Cover)</u>		
Account balance information	5	_____
Bank account information	5	_____
Audit information	5	_____
<u>Bills and Receipts:</u> (put in the envelope provided in the inside front cover)		
* Must have at least one expense receipt and one bank deposit slip to be <u>eligible</u> for a perfect score. If club does not have a bank account, then a handwritten receipt of \$ will be accepted.)	5	_____
TOTAL POINTS AVAILABLE:	100	
Bonus Points:		
● Club budget completed	10	_____
		Total Score