

**** TREASURER'S BOOK SCORE SHEET**

4-H Club

Treasurer's Name

Yes

Yes

Yes

Yes

Yes

No

No

No

No

No

REQUIREMENTS:

The Treasurer's Book is not complete if the following items are not met.

-Monthly reports for all 12 months of the current 4-H year

-Receipts for all purchases

-Monthly bank statement for all 12 months of current 4-H year

-Finances are balanced and accurate

-All records are compiled into a binder with a cover page

	Excellent 10-7 pts	Acceptable 6-4 pts	Poor 3-0 pts	Comments
Presentation				
Organization/Neatness				
Spelling, Punctuation & Grammar				
Records of Receipts & Deposits				
Yearly Budget				
Signed Review of the Financial Committee				
Yearly Summary of Club Finances				
				Total Points=

Comments:

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