

## Treasurer Officer Book Score Sheet

Club Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

Junior     
  Intermediate     
  Senior



**Due:** Officer books are due annually by the date set by the Extension Office in the 4-H Newsletter. Record books should include records for the full 4-H year, July 1-June 30.

	Points Possible	Points Received	Total
<b>Front Cover</b>			
Has all information been completed?	5		

<b>Monthly Treasurer Report</b>			
Is a report completed for each month of the year?	12		
Are bank statements, bills and receipts attached to each report?	12		
Has the bank statement been reconciled	12		
Is the math correct?	12		
Are all required signatures present?	12		

<b>Specialty Treasurer Reports</b>			
Has the 4-H Event, Activity Expense form been completed or annotated N/A	12		
Has the annual 4-H Treasurer's report been completed with required attachments?	11		
Has the 4-H Event Income Form been completed or annotated N/A	12		
A. Total Points Received			
B. Total Points Possible			100
A/B x 100 = % earned			%

**Comments:**

**Blue** greater than 90%  
**Red** 80 to 89%  
**White** 70 to 79%  
**Incomplete** less than 70%