

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
Front Cover			
Has all information been completed?	3		

Monthly Treasurer Report			
Is a report completed for each month of the year?	12		
Are bank statements present for each month of the year?	12		
Are deposit and expense details present for each month of the year? (receipts, invoices, etc)	12		
Has the bank statement been reconciled?	12		
Is the math correct?	12		
Are all required signatures present?	12		

Specialty Treasurer Reports			
Have 4-H Event/Activity Income forms been completed as applicable or annotated N/A?	5		
Have 4-H Event/Activity Expense forms been completed as applicable or annotated N/A?	5		
Has the Annual 4-H Treasurer's Report been completed with required attachments?	12		

Overall			
Is the overall record completed neatly?	3		

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%