

CLUB \_\_\_\_\_

RATING \_\_\_\_\_

## TREASURER'S BOOK EVALUATION

Very  
Well  
Done

Pretty  
Good

Needs  
Help

Comments

				<p><b>Dates</b> The date has been entered for each item. Entries are chronological.</p>
				<p><b>Description of Transaction</b> For each entry the source and reason or payee and reason are noted.</p>
				<p><b>Transaction type</b> The entries are accurate, legible and in line with each other.</p>
				<p><b>Transaction amount</b> The entries are accurate, legible and in line with each other.</p>
				<p><b>Petty cash - if used in your club</b>  All petty cash transactions are recorded accurately and legibly.</p>
				<p><b>Bank statements Receipts/Bills</b> All bank statements and receipts/bills are included and well organized.</p>
				<p><b>Financial statements</b> All parts have been completed and balance. The summary is signed by treasurer and auditor (auditor is an adult not associated with the club).</p>
				<p><b>Overall accuracy and neatness</b></p>