

## Benton County 4-H Club Treasurer Book Evaluation

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

Club Leaders \_\_\_\_\_

Club Treasurer's Name \_\_\_\_\_ Grade \_\_\_\_\_

Overall Treasurer Book Organization and Appearance	Points Awarded	Evaluator Comments
Annual Financial Report: Organized, no months are skipped <b>(2 pt.)</b>		
Budget: Using the previous year's annual financial report, a general estimate of income and expenses for the upcoming year was created and included. Money in/out for enrollments should be noted. <b>(2 pts.)</b>		
Inventory Sheet: All items owned by the club are listed with location noted <b>(1 pt.)</b>		
Monthly Reports: Monthly reports (sent by the Extension Office) are compiled in an organized fashion, no months are missing <b>(1 pt.)</b>		
Deposit Forms and Voucher Requests are included <b>(1 pt.)</b>		
Records are legible, neat and attention to detail is evident. Treasurer's effort and completeness of records and the book is evident. <b>(2 pts.)</b>		
Few to no grammar and spelling mistakes <b>(1 pt.)</b>		

**9-10 Points = Excellent**

**7-8 Points = Good**

**0-6 Points = Improvements Needed**

Overall Treasurer Book Comments:

<p style="text-align: right;"><b>Total Points Awarded:</b> _____</p> <p>___ Excellent</p> <p>___ Good</p> <p>___ Improvements Needed</p>
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