

Clinton County 4-H Club Treasurer Records Award Evaluation Form

Treasurer's Name: _____

Club: _____

4-H Year: _____

Gold (26-45 points)

Silver (16-25 points)

Bronze (0-15 points)

Area of Evaluation	Points	Comments	
Treasurer's Record Includes:	0 = no evidence 5-10 = excellent	Strengths:	Suggestions:
Treasurer's Book turned in by Oct 15 to the Extension Office.	0 or 5		
Partnership Agreement signed by treasurer, club leader, and council representative.	0 1 2 3 4 5		
Treasurer's Record Book includes monthly tabs for each of the 12 months. If no meeting, indicate no meeting.	0-10		
All funds requests and deposit forms have matching receipt, invoice, or other paper documentation and were handled in a timely manner.	0-10		
All monthly statements from the Extension Office are included.	0 1 2 3 4 5		
Bonus: Annual financial report is included and does not contain errors in addition or subtraction. The record begins 9/1 and ends 8/31.	0 or 5		
Bonus: Annual budget is included that begins 9/1 and ends 8/31. Budget is approved by club members at a club meeting.	0 1 2 3 4 5		
Total Score:			