

## Clinton County 4-H Club Treasurer Records Award Evaluation Form

Treasurer Name: \_\_\_\_\_

Gold (65-90 points)

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

Silver (64-40 points)

4-H Year: \_\_\_\_\_

Date: \_\_\_\_\_

Bronze (39 pts & below)

\* must occur to receive a certificate

Area of Evaluation	Points	Comments	
<b>Treasurer's Record Includes:</b>	<b>No Evidence = 0</b> <b>Exceeds</b> <b>Expectations = 5 -</b> <b>10</b>	<b>Strengths:</b>	<b>Suggestions:</b>
<b>*Treasurer's record, bank statements, check book register, gift acknowledgement letters and all receipts turned in.</b>	0 or 15		
Annual financial report does not contain errors in addition or subtraction. The record begins 9/1 and ends 8/31.	(0-5)		
Bank statements are reconciled with checkbook each month and checkbook is balanced. Outstanding checks identified and listed, as well as deposits in transit.	(0-10)		
All checks written, including voided checks, are accounted for.	(0-5)		
All funds received and checks written have matching receipt, invoice, or other paper documentation and were handled in a timely manner.	(0-10)		
The beginning balance for the year matches the previous year's ending balance.	0 or 5		
The annual financial report is signed by club leader and treasure.	0 or 5		
Turned in on time (4pm, second Friday of September) and self-audit completed.	0 or 15		
<b>Total Score</b>			