

4-H TREASURER'S BOOK SCORE SHEET

CLUB NAME _____

TREASURER'S NAME _____

SCORE CARD

	Excellent	Acceptable	Needs Improvement
Monthly Financial Statement and Summary Statement audited by 4-H Leader			
Financial statements, with documentation, included. Documentation may include copies of deposit slips, receipts, voucher requests, meeting minutes, etc.			
Neatness and appearance.			
Documents are kept in an orderly format.			
Club budget includes a plan for raising and spending money.			
FINAL RATING			

SUGGESTION TO TREASURER

This sheet should be the first sheet of the Treasurer's book when turning it in for judging.

Keep financial statements, voucher requests, deposit slips, and other forms of documentation with the current year's record.

Keep this record in a binder, report cover, or some other binding for the current year.

When this record book has been completed for the year and judged, it should be turned over to the club historian who will keep it and bind it with the club's permanent record.

JUDGING COMMENTS _____

_____ **JUDGE'S INITIALS:** _____