

# Treasurer Score Sheet

Name:

Club:

**Requirements:**

The Treasurer Record Book is not complete if the following requirements are not met.

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Treasurer's Book Index Sheet (Page 5 of Johnson County 4-H Treasurer's Book)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Monthly Treasurer Report for all 12 months of the current 4-H year  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Receipts for all purchases  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Copy of Monthly Bank Statement for all 12 months of current 4-H year (place a note if most recent statement is not available) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Finances are balanced and accurate  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Additional Scoring:**

Please give additional feedback. The following are not required to be considered a complete Treasurer Book.

|   | Excellent | Acceptable | Needs Improvement | Comments |
|---|-----------|------------|-------------------|----------|
| Presentation  |           |            |                   |          |
| Neatness  |           |            |                   |          |
| Spelling, punctuation and grammar   |           |            |                   |          |
| Organization  |           |            |                   |          |
| Records of Receipts and Deposits  |           |            |                   |          |
| 4-H Club's Yearly Budget  |           |            |                   |          |
| Record of Club Finances for all transactions (Page 8 of Johnson County 4-H Treasurer's Book or similar) |           |            |                   |          |
| Yearly Summary of Club Finances (Page 21 of Johnson County 4-H Treasurer's Book)                        |           |            |                   |          |

Additional Comments:

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