

Judging Requirements for Treasurer Book

Club: _____ Name: _____ Age as of 1/1: _____

The treasurer's book is graded upon neatness, accuracy and completeness of the following areas:

	<u>Points Available</u>	<u>Points Received</u>
Member Information:		
Front Cover	5	_____
Membership Dues:		
* Record the amount of dues and date paid by each member.	5	_____
Club Meeting Report:		
* 5 points for each report completed correctly. Max of 30 points.	30	_____
Checking Account/Savings Account Record:		
Record your bank account information in either the checking account section or the savings account section. Scoring will be based on accuracy and neatness.	15	_____
4-H Treasurer's Annual Report: (Back Cover)		
Account balance information	5	_____
Bank account information	5	_____
Audit information	5	_____
Bills and Receipts:		
* Must have at least one expense receipt and one bank deposit slip To be eligible for a perfect score. If club does not have a bank account, then a handwritten receipt of \$ will be accepted.)	5	_____
TOTAL POINTS AVAILABLE:	<u>75</u>	
Bonus Points:		
• Submit a paragraph (50 – 100 words) of an activity your club did that required you to handle money. Explain what your responsibilities were.	5	_____
		<u> </u>
		Total Score

Date Audited by 4-H Committee

Signature of Auditor, Ottawa County 4-H Committee
