

Treasurer Officer Book Score Sheet

Officer books should be neat, up to date, and complete.

Copies of the Ohio 4-H Treasurer Book can be found online at <https://ohio4h.org/families/members/officer-resources>

Club Name: _____

Treasurer Name: _____

Judging Requirements for Club Treasurer Book

- | | |
|---|-----------------|
| 1) Officer Book Presentation | 5 Points _____ |
| a. Club name easily identified | |
| b. Treasurer name easily identified | |
| c. Organization/ Tabs/ Use of Binder | |
| 2) Record of Club Finances | 25 Points _____ |
| a. Complete/ Accurate | |
| b. Additional pages if necessary | |
| 3) Treasurer's Reports | 30 Points _____ |
| a. Complete/ Accurate | |
| b. All meetings accounted for | |
| c. Balances matching | |
| 4) 4-H Club Yearly Summary | 15 Points _____ |
| a. Complete/ Accurate | |
| b. Signed by treasurer, advisors, and audit committee | |
| 5) Bank Reconciliation | 10 Points _____ |
| a. Monthly Bank Statements Included | |
| b. Show Outstanding Checks and Deposits | |
| 6) Overall | 15 Points _____ |
| a. Neatness- Penmanship/or typed, spelling, etc. | |
| b. Accuracy- Correct totals, items in correct spaces, etc. | |
| c. Detailed- Original receipts, individual dues tracked, etc. | |
| 7) Bonus Points | |
| a. Club Checkbook Register Copy | 5 Points _____ |
| b. Officer Goals (Pg 4) | 5 Points _____ |
| c. Club Budget (Pg 5) | 5 Points _____ |

Total Score: _____

Comments: (additional pages can be added as needed)

