Treasurer Officer Book Score Sheet

Each 4-H Club must submit a book for county competition annually. 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. Club Information 5 Points \_\_\_\_\_\_\_\_\_\_
   1. Club name easily identified
   2. Treasurer name easily identified
2. **Record of Club Finances** 25 Points \_\_\_\_\_\_\_\_\_\_
   1. Complete/ Accurate
   2. Additional pages if necessary
3. **Treasurer Reports** 25 Points \_\_\_\_\_\_\_\_\_\_
   1. Complete/ Accurate
   2. All meetings accounted for
   3. Balances matching
4. **Reconciliation Form** 15 Points \_\_\_\_\_\_\_\_\_\_
   1. Complete/ Accurate
   2. Monthly Bank Statements Included
   3. Show Outstanding Checks and Deposits
5. **Yearly Summary**  15 Points \_\_\_\_\_\_\_\_\_\_
   1. Complete/ Accurate
   2. Signed by treasurer, advisors, and audit committee
6. Overall 15 Points \_\_\_\_\_\_\_\_\_\_
   1. Neatness- Penmanship/or typed, spelling, etc.
   2. Organization- Page tabs, page protectors, etc.
   3. Accuracy- Correct totals, items in correct spaces, etc.
   4. Detailed- Original receipts, individual dues tracked, etc.
7. Bonus Points
   1. Club Checkbook Register Copy 5 Points \_\_\_\_\_\_\_\_\_\_
   2. Activity Pages 5-25 completed 5 Points \_\_\_\_\_\_\_\_\_\_
   3. Club Budget 5 Points \_\_\_\_\_\_\_\_\_\_

Total Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: (additional pages can be added as needed)