

4-H Treasurer's Book Evaluation

The Club Treasurer's Handbook has changed formats. Each Treasurer's Book that is submitted for evaluation has the potential to earn 100 points. The book must contain the following information; a point value is assigned to each requirement. The point value is the total possible points that can be earned. Neatness does count!

Information Completed

This includes the County that your club is located, name of your club, Treasurer's name, and the year(s) of the information.

You can receive up to 5 points for completing this information.

Club Roster

The Club Roster must be completed. All club members must be listed and attendance at meetings must be indicated. Also, record whether any dues have been collected.

You can receive up to 10 point for completing this information.

Record of Club Finances/Receipts and Expenses

Club Treasurer's Report

The record of club finances needs to be completed to ensure that your club records are up to date. You need to record every transaction that is completed for your club. Receipts and invoices should be included in the treasurer's book. They can be included in a separate section or following the Record of Club Finances.

You can receive up to 25 points for completing this information.

Checkbook Balancing/Reconciliation

If you receive a monthly statement from the bank regarding your account, you should reconcile your figures to make sure that your account is in balance. This can easily be accomplished using the reconciliation form.

You can receive up to 10 points for completing this information.



Treasurer's Annual Report

This is a summarization of the club's finances for the year. Make sure that you complete all of the information that is requested. In this section you need to complete the information pertaining to your club's account. Start with your beginning balance; add to that any income that the club earned during the year. That will give you your gross income for the year. Then you will need to total all of your expenses and subtract that total from your ending income figure. That will give you your balance on hand. This should be the same as your bank statement.

Once all of the balance information has been completed; you need to fill in the information concerning who had possession of the money, what financial institution the account is held at, and who has possession of the bank book.

You can receive up to 10 points for completing this section.

Annual Audit Certificate

Each club needs to appoint an auditing committee of two or more members and the 4-H advisor. Their job is to audit the Treasurer's book to make sure that it is in balance. Audits are a safeguard for the club as well as the club treasurer. Make sure that the auditing committee signs the audit certificate.

You can receive up to 10 points for completion of this information

Financial Planning Meeting

All clubs treasurers need to have a financial planning meeting that is documented in the treasurer's book. The financial meetings should be used as an educational opportunity to learn about financial products and services. Financial planning meetings can also be conducted by the club to determine what your club expenses and goals are as well how you are going to meet the financial needs of the club. This budget meeting should include all club members. The club treasurer may contact local bankers, parents, businesses or libraries for possible resources. Other suggestions:

1. Touring a financial institution or inviting a speaker to make a presentation to the club.
2. A talk on college financial planning.
3. Insurance options.

4. Investment opportunities for teens.

You can receive up to 20 points for completion of this information

Neatness

Your book can earn up to 10 points for neatness.

The deadline for submitting your treasurer's book is determined by the Extension Office. Any books turned in after the deadline is automatically disqualified.

Being the treasurer for your club is a big responsibility and we commend you for your efforts. We encourage all club treasurers to submit their book for consideration. Be creative!