

**2024 4-H CLUB TREASURER'S BOOK - SCORE SHEET**

\*\*Clubs do not need to print this page to include with their books

\*Items are described in the Treasurer's Resource Guide (RG). Working pages are located in the Treasurer Record Book.

Club Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

Requirements:	Possible Points	Points Received
Officer Goals Completed (See page 4)	5 points	_____
Club Roster	10 points	_____
Club Budget (See pages 23RG/5)	10 points	_____
Financial Planning Meeting or Speaker	10 points	_____
Record of Club Expenses & Receipts -include Club Treasurer's Reports (See pages 20-22RG) -include Record of Club Finances ((See pages 4-13RG/6) -include Secretary reports (to show spending approvals not in the budget)	20 points	_____
Checkbook Balancing/Reconciliation (See pages 14-17RG) -include bank statements, checkbook register, monthly reconciliation, cancelled checks, and list of outstanding checks.	15 points	_____
Yearly Financial Summary & Report (See pages 24RG/13)	10 points	_____
Financial Review Report (audit) (See pages 24RG/14-15)	10 points	_____
Neatness	<u>10 points</u>	_____
Total	100 points	_____

Comments: \_\_\_\_\_

