

## 4-H CLUB TREASURER'S BOOK - SCORE SHEET

Club Name:

Treasurer's Name:

Requirements:	Possible Points	Points Received
Information Completed	5 points	_____
Receipts for all money received	5 points	_____
Bank Deposits are deposited promptly and recorded correctly	5 points	_____
Approving and Paying Bills (meeting minutes should reflect spending)	5 points	_____
Matching Bills and Checks	5 points	_____
Record of Club Expenses & Receipts (Club Monthly Treasurer's Reports)	25 points	_____
Checkbook Balancing/Reconciliation	20 points	_____
Treasurer's Annual Report	20 points	_____
Neatness	<u>10 points</u>	_____
Total	100 points	

Comments:

