

ELK COUNTY

TREASURER RECORD BOOK – SCORE SHEET

Name _____ 4-H Age _____

Club _____

Requirements	Possible Points	Points Received
1. 3 Ring Binder or Folder with Pronges	5	_____
Overall Neatness- -Use of Blue or Black Ink Pen/Computer Printed -Legible – appropriate fon -Appropoate forms -Organized presentation	20	_____
2. Record of Club Finances	40	_____
-Includes the following: -All enteries for the 4-H year, in chronological order -Monthly report form, a copy can be found in back of the Treasurer's Book -Receipts enclosed in orderly fashion -Montly Bank Statements		
3.. Treasurer's Report	15	_____
-Include's 1 completed Report per meeting <ul style="list-style-type: none"> • Copy of what is submitted to Secretary 		
4. Yearly Summary of Club Finances	10	_____
-Completed information		
5. Club Budget	10	_____
TOTAL POINTS	100	_____

Comments:

Treasurer's Book is to be submitted to the Extension Office by the Due Date.