

Geauga County 4-H Treasurer Score Sheet 2021

Name: _____ 4-H Age: _____

Club: _____

Minutes' Requirements	Total Points Possible	Points Received
1. Quality a) Cover Sheet (office position, officer name, club name, year) b) Organized neatly	10	
2. Neatness and Organization a) Typed (appropriate font) or legibly handwritten in black or blue ink b) Records placed in chronological order	15	
3. Monthly Treasurers Report: One report for each meeting (minimum of 8 meetings per year, 5 pts per meeting for all three requirements) a) Beginning and ending balances b) Itemized expenses or income listed c) Copy of bank statements (1 per month)	40	
4. Receipts for expenditures enclosed in orderly fashion	10	
5. Record of club dues Enclose list of members and amount collected OR a list of members and statement that no dues were collected	5	
6. Check Register Completed All payments and deposits accurately recorded	10	
7. Internal Club Audit Completed Advisor, Adult(s) and/or Treasurer's signature	10	
8. BONUS: Yearly Budget & Budget Finance Report	+ 5	
9. BONUS: Treasurer attended officer training session	+10	
TOTAL POINTS	100	

Comments:

100-90: Excellent
89-80: Good
79-70: Average
69-below: Poor

