Sheboygan County 4-H

Treasurer Award

Each 4-H club treasurer is eligible to participate

General Outline for Treasurer Book

**indicates required items, other items are recommended*

1. *Treasurer Book Cover *(Name, Grade, Club, Financial Year)*
2. *Club Monthly Treasurer Reports
3. *End of Year Financial Report *(Including June 30th Bank Statement)*
4. *Club Financial Record Page or Check/Savings Ledger
5. Member Listing And Dues Record Page If Applicable
6. Listing of Club Assets *(Any property that your club owns such as flags, podiums, speakers, etc with a recorded value of that property)*
7. Expense/Profit Report of Club Fundraisers
8. Monthly Bank Statements With Evidence of Checkbook Reconciliation

Books are evaluated on:

- Accuracy/Math (additions, subtractions, totals)
- Completeness
- Neatness

Treasurer Books are due to the Extension Office by October 1st

Awards will be made in two age divisions if there are adequate entries -- the senior division for treasurers will typically be high school grades and the junior division for those in elementary-middle school grades.

Indicate your name, club, grade, and financial year of the records on the cover of the Treasurer Book

Awards are sponsored by Sheboygan County 4-H Leaders Association and will be announced at the 4-H Awards and Recognition Program held at Acuity on November 28th, 2016.

Access to on-line forms

4-H Money-Handle with Care:
https://fyi.uwex.edu/wi4hpublications/4-h-money-handle-with-care/
Club Financial Record:
https://fyi.uwex.edu/wi4hpublications/financial-record-club/
4-H Club Fundraising:
https://fyi.uwex.edu/wi4hpublications/club-fund-raising/
Handling Club Money Lesson:
https://fyi.uwex.edu/wi4hpublications/handling-club-money/

4-H CLUB TREASURER BOOK SCORE CARD

Member Name _____ Club _____

Circle the number of points earned for each of the following categories. Total the points at the end to determine which book has the highest score. 3 points = Best – Detailed, easy to understand, complete, accurate 2 points = Very good – Complete with basic information, complete 1 point = Room for Improvement- Content is vague, unclear, or incomplete 0 points = Category was not included at all	Best	Very Good	Room for Improvement	Not Included
Treasurer Book Cover *Comments:*	3	2	1	0
Club Monthly Treasurer Reports *Comments:*	3	2	1	0
End of Year Financial Report *(Including June 30th Bank Statement)* *Comments:*	3	2	1	0
Club Financial Record Page or Check/Savings Ledger *Comments:*	3	2	1	0
Additional Information: Fundraiser Reports, Club Asset Inventory, Record of Club Members and Dues PD, Bank Statements with Reconciliation etc *Comments:*	3	2	1	0
Neatness *(Contents are orderly & flow; neat, arranged legibly)* *Comments:*	3	2	1	0
Accuracy (Math: addition, subtraction, totals; Dates*)* *Comments:*	3	2	1	0

Total Points = _____/21

Additional Comments: