

TREASURER BOOK SCORE SHEET

CLUB _____ TREASURER _____

	POSSIBLE POINTS	POINTS AWARDED
Cover Page (10 points) Name, Year, Club, 4-H Advisor	10	
Club Budget Year Income Expenses	30	
Record of Club Finances – concise, detailed Dates Money Received/Payments Made Check Numbers Running Balance End of year balance	200	
Treasurer’s Reports (need a report even if no meeting held – 10 points each) January February March April May June July August September October November December	120	
Yearly Financial Summary – 10 points each Starting Balance Income Expenses Ending Balance Treasurer’s Signature	50	
Financial Review Report – 10 points each Date Review Committee Signatures (3)	40	
TOTAL	450	

Comments (use back if necessary):

Revised 2021

