

Considerations for Reviewing 4-H Treasurer Book

TREASURER REPORTS

Required

1. Treasurer Book Cover (Name, Grade, Club, Financial Year)
2. Club Monthly Treasurer Reports
3. Beginning Balance on hand when Treasurer position transferred
4. End of Year Financial Report (*including June 30 bank statement*)
5. Club Financial Record Page or Check/Saving Ledger

Recommended

6. Member Listing and Dues Record Page (if applicable)
7. Listing of Club Assets (Any property your club owns, such as flags, podiums, speakers, etc. with a recorded value of that property)
8. Expense/Profit Report of Club Fundraisers
9. Monthly Bank Statements with Evidence of Checkbook Reconciliation

Overall Neatness of Reports

- Written, printed neatly (computer produced minutes are acceptable – place your signature at the bottom of the report to customize them)
- Reports are in date order

TREASURER REPORT REVIEW

Age of Treasurer: _____ Name: _____ Club: _____

Treasurer Reports	Excellent (3)	Average (2)	Needs (1) Improvement
Treasurer Book Cover Name, Grade, Club, Financial Year			
Monthly Treasurer Reports			
End of Year Financial Report			
Club Financial Record Page or Check/Saving Ledger			
Overall effort (neatness of reports)			
Total			

Please include comments explaining ratings: