

4-H TREASURER'S BOOK – JUDGING SCORE SHEET

Details:

- 1) Applicant is to have used the C0231 4-H Treasurer Book, available from the 4-H Office.
- 2) Book is judged on neatness, completeness, and clarity.
- 3) Club Treasurer completes top portion of form and attaches it to their records.

CLUB NAME: _____

TREASURER'S NAME: _____

NEATNESS – 18 points

Clean	6 points	_____
Written in ink, typed or word processed	6 points	_____
Errors corrected neatly	6 points	_____

COMPLETENESS/ACCURACY – 70 points (Old book revised June 1995)

Completed entries on page 6 & 7 for the date, explanation, amount received, amount spent, and balance on hand.	45 points	_____
Calculations Correct	20 points	_____
Completed back page information	5 points	_____

COMPLETENESS/ACCURACY – 70 points (New book revised September 2003)

Monthly treasurer report for each month	45 points	_____
Calculations Correct	20 points	_____
Prepared/Accepted by signed & dated	5 points	_____

CLARITY – 12 points

Legible	6 points	_____
Spelling	6 points	_____

TOTAL SCORE _____

COMMENTS: