

Monroe County 4H Treasurer's Book Evaluation Guide

Treasurer's Books are a complete record of the club's finances and accounts. The Treasurer's Books are required to be up to date and accurate. They can serve as a legal record of the club's dealings from year to year should there ever be questions or audits. *They can also provide information for a club to review its activities from a financial perspective, to ensure they are able to fund their activities and to assess the financial wisdom of different activities.*

The Club Treasurer is responsible for compiling and organising the information to be included in the Treasurer's Book.

Treasurer Name _____

Club Name _____

Included in Treasurer's Book	Maximum Points	Points Earned
12 months of Treasurer's Report forms - dated <i>½ point per month</i>	6	
- beginning balance completed <i>½ point per month</i>	6	
- expenditures listed <i>1 point each for amount, recipient and reason completed for each item to a maximum of 6 points per month</i>	72	
- expenditures correctly totalled <i>½ point per month</i>	6	
- deposits listed <i>1 point each for amount, source and reason completed for each item to a maximum of 6 points per month</i>	72	
-deposits correctly totalled <i>½ point per month</i>	6	
- closing balance entered, agrees to sum of beginning balance, less expenditure plus deposits	12	
- signed by treasurer <i>½ point per month</i>	6	
Expenditures Expenditure for each month is referenced to the appropriate receipts/evidence which have been included on the file	12	
Bank Statements Bank statements included for the whole period. <i>These could be those received monthly or at intervals printed from online banking as long as the whole period is covered. ½ point per month</i>	6	

<p>Indication that the bank statements are checked to the expenditure and deposits. <i>½ point per month</i></p> <p><i>This could be a Bank Reconciliation to the ending balance on the report form or individual items checked off from the record form. This ensures that all items of expenditure and deposit were included on the report form.</i></p>	6	
<p>Inclusion of a Ledger Sheet or Financial Record for the year.</p> <p>Analysis of individual activities expenditure and deposits grouped together.</p> <p><i>An optional extra but a club may choose to analyse different fundraising activities to see how much they raised to aid decisions about continuing them in the future.</i></p>	4	