



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 27th, 2017.

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
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Treasurer Book Cover	3	2	1	0
<i>Comments:</i>				

Club Monthly Treasurer Reports	3	2	1	0
<i>Comments:</i>				

End of Year Financial Report (<i>Including June 30th Bank Statement</i>)	3	2	1	0
<i>Comments:</i>				

Club Financial Record Page or Check/Savings Ledger	3	2	1	0
<i>Comments:</i>				

Additional Information: Fundraiser Reports, Club Asset Inventory, Record of Club Members and Dues PD, Bank Statements with Reconciliation etc	3	2	1	0
<i>Comments:</i>				

Neatness (<i>Contents are orderly & flow; neat, arranged legibly</i>)	3	2	1	0
<i>Comments:</i>				

Accuracy (Math: addition, subtraction, totals; Dates)	3	2	1	0
<i>Comments:</i>				

Total Points = _____/21

Additional Comments: