

Club Treasurer's Book Evaluation Criteria Sheet

A minimum book is one of the requirements for a club to be in "Good Standing" which allows members to participate in County or State Events, Fair and use the 4-H name and emblem.

*Required

| | | |
|--|-----------|--|
| Binder * | 10 Points | |
| Month Tabs * | 10 Points | |
| Budget, Register, Annual Reporting Tabs | 5 Points | |
| Attendance at Fall Officer Training | 20 Points | |
| Attendance at Spring Treasurer's Book Training | 20 Points | |

Beginning Sections of the Book

| | | |
|---|-----------|--|
| Cover Page (Club Name & Program Year Included) * | 10 Points | |
| Club Officers & Club Leader Contact Sheet with noted account approved check signers (equivalent to CA 4-H Officer Manual page 16) * | 10 Points | |
| Approved Budget with Signatures and actual year end amounts - Form 8.4 * | 40 Points | |
| Copy of Checking Account Register - Example 1.4 * | 10 Points | |
| Fundraising Approvals - Form 8.7 * | 50 Points | |
| Fundraiser Report of Funds Form (every event)- Tehama County Form | 20 Points | |

Ending Section of the Book

| | | |
|---|-------------------|--|
| Club Annual Inventory – Form 6.2 * | 20 Points | |
| Club Year End Peer Review Completed – Form 8.5 and Form 8.6 * | 50 Points | |
| Club Mid-Year Peer Review Completed – Form 5.2 and Form 5.3 | 40 Points | |
| Annual Financial Report – Form 6.3 * | 30 Points | |
| Total Points Page 1 | 345 Points | |



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Monthly Sections

Each is worth 5 Points Total Point Possible 540

| | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | June |
|---|------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Checkbook Balancing - Form 8.3 * | | | | | | | | | | | | |
| Club Ledger - Form 8.1 * | | | | | | | | | | | | |
| Club Project Ledger - Form 8.2 (only if your club has sub-accounts)* ¹ | | | | | | | | | | | | |
| Bank Statement * | | | | | | | | | | | | |
| Deposit Slips/Receipts * | | | | | | | | | | | | |
| Canceled Checks * | | | | | | | | | | | | |
| Club Income Receipts (enrollment, donations, apparel) | | | | | | | | | | | | |
| Club Check Request with original receipt(s)- Form 8.9 (or 8.10)* | | | | | | | | | | | | |
| | | | | | | | | | | | | |

1. If the club does not have any sub-accounts then they get credit as if they had them.

Total Points Page 2

/480

Page 1 Points _____ + Page 2 Points _____ = _____ Total Points Earned

Total Possible Points: 825

Club in Good Standing: 680 - 734

Blue: 735 - 779

County Winner: 780 - 825



Agriculture and Natural Resources

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Notes:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.