

## Treasurer Book Judging Guidelines

The 4-H Club Treasurer's information should be completed and turned into the Extension Office by September 11, 2020. All club treasurers should submit club treasury information regardless of whether they wish to compete for awards and regardless of whether their club is submitting an honor club application. The 4-H Treasurer's Handbook and additional resources are available [HERE](#) or by going to [erie.osu.edu](http://erie.osu.edu). (Click on 4-H Youth Development, then Officer Books. Under 'Print Your Officer Books' click the link to be taken to the Ohio 4-H website.) The Handbook is to be used as a reference by club treasurers. Other resources available at the same site in Microsoft Excel or PDF format include: a club budget form, check balancing/reconciliation form, record of club finances, treasurer's report form, and a yearly summary form.

Two outstanding Treasurer Officer Books will be chosen, IE, at least two are truly outstanding (no books or only one book may receive awards depending on the quality of the books submitted).

Books will be evaluated for awards and for honor club points based on the following:

- A club budget for the year should be included on the *club budget* worksheet.
- Records should be legible and complete. All receipts and expenses should be listed on the *record of club finances* form. Records should include correct balances (double check your math).
- *Check balancing/reconciliation* forms should be included documenting that you compared your bank statements and checkbook register each month to be sure they balanced.
- *Treasurer's report* forms should be completed and included for each meeting.
- The *yearly summary* form should be completed, including having an auditing committee of at least two members and two advisors from at least two different families review the records (signatures should be included).
- Receipts for the year's transactions should be included.
- The book should be well organized and neat in appearance.

