

SCORESHEET FOR _____ 4-H CLUB
TREASURER'S BOOK

CRITERIA	POINTS AVAILABLE	POINTS AWARDED
Dues paid to county 4-H Council on time (November 1) or the 1st Saturday in November	0-5	
Treasurer's Report in the minutes of each month's meeting (from Secretary's book.) Needs to include income, expenses and balance.	0-12	
All Bank Statements included with Treasurer's Book	0-10	
All checks contain two signatures. Documentation that 2 signatures are on checks written*	0-10	
Membership Roster for Dues complete	0-5	
Record of Finances completed	0-10	
4-H Annual Financial Report and 4-H Audit Report completed with all required signatures, and totals match	0-10	
Copy of Club's EIN included	0-10	
Invoices or bills for checks written	0-10	
TOTAL POINTS	82	

*This documentation is preferably canceled checks, if your bank provides those with the bank statement. Alternate is a copy of the signature card, copies of a random sample of checks obtained by printing from online banking, or by requesting a random sample of copies from your bank.

Gold Seal
Silver Seal
Bronze Seal

70-82
57-69
56 and below