



Callaway County 4-H Council
University of Missouri Extension

4-H Treasurer Score Card

Club Name _____ Year _____

Treasurer's Name _____ Blue Red White Treasurer of the Year

Description	Points Possible	Points Awarded
1. Bank Statements included (Sept thru Aug) 1 point each	12	
2. 4-H Group Information page is filled out: <ul style="list-style-type: none"> 4-H group information page (from the printed book) OR 4-H club leadership information page (from the on-line book) 	5	
3. 4-H Membership Dues pages: <ul style="list-style-type: none"> Date and amount for each member/family paid is recorded legibility 	10	
4. 4-H Record of Finances pages: <ul style="list-style-type: none"> This is basically a copy of the check book register. All Charges should be recorded here All Credits should be recorded here Check numbers recorded for each check written/voided Dates recorded for each transaction 	12	
5. Each month has been reconciled with the monthly bank statement: <ul style="list-style-type: none"> Reconciliation forms found on the back of the bank statements Checks are checked off as they clear Deposits checked off as they clear 	12	
6. 4-H Annual Financial Report:		
<ul style="list-style-type: none"> Club account and signer(s) information completely filled out 	2	
<ul style="list-style-type: none"> Previous balance (The beginning balance from the September bank statement.) 	2	
<ul style="list-style-type: none"> Dues total amount recorded equals all dues recorded for the program year 	2	
<ul style="list-style-type: none"> Deposits/receipts total amount recorded equals all deposits/receipts recorded for the program year 	2	
<ul style="list-style-type: none"> Bank fees total amount recorded equals all bank fees recorded for the year 	2	
<ul style="list-style-type: none"> Payments/bills total amount recorded equals all deposits/receipts recorded for the program year 	2	
<ul style="list-style-type: none"> Outstanding bills total equals the total amount of outstanding bills recorded for the program year 	2	
<ul style="list-style-type: none"> Actual balance recorded equals the actual balance of the bank statements and the check book when balanced with the August statement. 	2	
<ul style="list-style-type: none"> All three signatures are included (Treasurer, leader and auditor) 	3	



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7. 4-H Audit Report (top half for treasurer)		
<ul style="list-style-type: none">Top half of page to "signature of treasurer" completely filled out and signed by treasurer	10	
8. 4-H Audit Report (bottom half to be completed by someone in the club who has audited the completed treasurers book & filled out the bottom of the book.)	20	
Total possible points	100	
Judge's Signature	Date	

Please note:

When submitting treasurer's book and bank statements; please put them in a three ring binder to keep all the information secure and together.

You must have someone audit the book and fill out the Auditor Report before it is turned into the club; someone not related to the treasurer or the club leaders

ALL treasurers' books **MUST** be reviewed annually and turned into the Callaway Extension Center by the first Tuesday after Labor Day.