**Monroe County 4H Treasurer's Book Evaluation Guide**

Treasurer's Books are a complete record of the club's finances and accounts. The Treasurer's Books are required to be up to date and accurate. They can serve as a legal record of the club's dealings from year to year should there ever be questions or audits. *They can also provide information for a club to review its activities from a financial perspective, to ensure they are able to fund their activities and to assess the financial wisdom of different activities.*

The Club Treasurer is responsible for compiling and organising the information to be included in the Treasurer's Book.

Treasurer Name

Club Name

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| **Included in Treasurer's Book** | **Maximum Points** | **Points Earned** |
| 12 months of Treasurer's Report forms  - dated *½ point per month*  - beginning balance completed *½ point per month*  - expenditures listed *1 point each for amount, recipient and reason completed for each item to a maximum of 6 points per month*  - expenditures correctly totalled *½ point per month*  - deposits listed *1 point each for amount, source and reason completed for each item to a maximum of 6 points per month*  -deposits correctly totalled *½ point per month*  - closing balance entered, agrees to sum of beginning balance, less expenditure plus deposits  - signed by treasurer *½ point per month* | 6  6  72  6  72  6  12  6 |  |
| Expenditures  Expenditure for each month is referenced to the appropriate receipts/evidence which have been included on the file | 12 |  |
| Bank Statements  Bank statements included for the whole period.  *These could be those received monthly or at intervals printed from online banking as long as the whole period is covered. ½ point per month*  Indication that the bank statements are checked to the expenditure and deposits. *½ point per month*  *This could be a Bank Reconciliation to the ending balance on the report form or individual items checked off from the record form.*  *This ensures that all items of expenditure and deposit were included on the report form.* | 6  6 |  |
| Inclusion of a Ledger Sheet or Financial Record for the year.  Analysis of individual activities expenditure and deposits grouped together.  *An optional extra but a club may choose to analyse different fundraising activities to see how much they raised to aid decisions about continuing them in the future.* | 4  4 |  |