**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* | 66726726126 |  |
| ExpendituresExpenditure for each month is referenced to the appropriate receipts/evidence which have been included on the file | 12 |  |
| Bank StatementsBank 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.* | 66 |  |
| 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.* | 44 |  |