4-H Club			Treasurer's Name	
REQUIREMENTS: The Treasurer's Book is r	not complete	if the followi	ng items ar	e not met.
-Monthly reports for all 12 months of the current 4-H year -Receipts for all purchases -Monthly bank statement for all 12 months of current 4-H year -Finances are balanced and accurate -All records are compiled into a binder with a cover page				Yes No Yes No Yes No Yes No Yes No
	Excellent 10-7 pts	Acceptable 6-4 pts	Poor 3-0 pts	Comments
Presentation				
Organization/Neatness				
Spelling, Punctuation & Grammar				
Records of Receipts & Deposits				
Yearly Budget				
Signed Review of the Financial Committee Yearly Summary of Club Finances				
Club Finances				Total Points=

Kansas State University Agricultural Experiment Station and Cooperative Extension Service K-State Research and Extension is an equal opportunity provider and employer. https://www.ksre.k-state.edu/employee_resources/civil_rights/

Comments: