

**4-H OFFICER NOTEBOOKS
TREASURER**

Name:

Club:

BASIS OF AWARDS:

	Excellent	Good	Fair	Needs to Improve
Begins with October business (October 1).				
Budget portion of book is complete.				
Notation made if bank statement is not received monthly.				
Balance on hand is listed each month.				
Money received/paid is listed each month.				
Balance is reconciled each month.				
Book is neat and completed in same color ink throughout (black or blue ink preferred).				
Book is not signed as 4-H year is not complete. (Book should be signed as of the end of the 4-H year - September 30. It should then be signed by the audit committee which could be community leaders, parents committee, or whoever is appointed by the club.)				

Comments:

Rating: Purple Blue Red White

Following the 4-H year, the Treasurer's book should be placed along with the historian, reporter, and secretary's books in a safe place to insure that a permanent record is retained for historical reference.