

4-H TREASURER'S AWARD CHECK SHEET

GENERAL INFORMATION

1. It is the desire of the Record Book Committee to use the award system described on this paper and the County Officer's training as educational tools to assist the local club treasurers in keeping accurate records.
 2. The local 4-H treasurer will submit the treasurer's book by the deadline established by Community Club Council.
 3. The Treasurer's Award Selection committee will consist of the County Club Council Treasurers. Club Treasurers submitting a complete book are eligible for a gold, blue or red award. Each Treasurer's Book receiving a gold award will be recognized at Sonoma County Achievement Night. The Treasurer's Book is club property and is returned to the club's Community Leader.
A Gold award will be eligible for a rebate of their annual registration fees from the previous year with the exception of the curriculum fee.
 4. The following criteria will be used judging books for Treasurer Awards:
 - A. Each Treasurer works with the Club Finance Committee to formulate a purposed realistic balanced club budget.
 - B. Treasurer's Book should indicate the local club attempted to follow the proposed budget. Insert the final Treasurer Report next to club/unit budget page.
 - C. Each Treasurer's book will be checked for completeness including:
 - Completing every blank which is applicable.
 - Budget -Any fundraiser added to the approved purposed budget estimated to raise over \$100 must file an intent with the 4H Advisor or the 4H Program Assistant, indicating the type of activity and program for which the funds are to be raised.
 - Record of receipts and disbursements -use a receipt book and record numbers in Treasurer's Book
 - **Evidence of auditing committee can be penciled in book and should not be corrected later by treasurer.**
 - Submit Treasurer Book with peer audit (Form 8.6 in handbook) and attach evidence of balancing the register each month.
 - In order for the book to balance, all totals must be the same on the following:
 1. **Final Treasurer's report**
 2. **Last month's ledger report**
 3. **Annual Financial Report**
 4. **Last bank statement**
- Every bank statement throughout the club year must be enclosed. Statements become part of the Treasurers Book. *Please do not enclose cancelled checks or receipts. Bank statements must be worked each month.* **NOTE: Pencil is recommended.**

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A final TREASURER'S REPORT will be required as part of the Treasurer's Book when submitted for award consideration. A written report of cash receipts and cash payments that a treasurer of an organization prepares and submits to the membership is known as the TREASURER'S REPORT.

At the end of the club year, the income and expense items are combined into one report for the entire club year. This report is most useful when it provides for a comparison of the budget and the actual amounts entered in the second amount column. Any difference between actual amounts and budgeted amounts can be readily observed. This comparison will be useful in the preparation of the budget for the following year.

For further training on creating a high quality Treasurer's Book, attend the Officer's Training given each fall, or attend one of the record book training sessions where Treasurer's Book training is offered.

All of the forms and how to use them are listed in the Treasurer's Manual located on the State Web Site or available from the Record Book Committee. A blank record book is given to each youth who attends the fall Officer Training. Electronic versions of each form, in a XLS spreadsheets, is available only from the State Web Site.

Judging Criteria for Gold Award

Book must contain all of the following components in this order:

- A Budget approved by the club for the fiscal year dated from beginning of year.
- Final Treasurer's Report Form
- Completed monthly Ledger Reports & Ledger Sub Account Reports showing receipts and check numbers listed
- Annual Financial Report
- Annual Inventory Report
- Audit Report
- Bank statements enclosed and worked
- Balanced (sections 6.2 through 6.4 and Fiscal Report)