

# 4-H TREASURER'S AWARD CHECK SHEET

## GENERAL INFORMATION

1. **Treasurer records are a vital part of our Sonoma County 4-H program. The County CCC and UCCE office has worked together to provide electronic records to all of our Treasurers to assist them with this very important task.**
2. **The local 4-H treasurer are required to 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.**
4. **The following criteria will be used judging books for Treasurer Awards:**
  - A. **Treasurer's books must contain the required forms to be eligible for gold or blue awards. If the required forms are not included the book will receive a red award. The State requires the County to submit all the required forms with our annual report to remain a County in good standing.**
  - B. **Treasurer's Books must submit an approved balanced current year budget.**
  - C. **All books should include UCCE Director approved fundraising proposals over \$100.**
  - D. **Each Treasurer's book will be checked for completeness and should be in the following order:**
    - \* **Current approved budget**
    - \* **Club Inventory**
    - \* **Annual Financial Report**
    - \* **Monthly ledger, sub account ledger (if applicable), bank statement and monthly bank reconciliation sheet - group together by month**
    - \* **Form 8.3 Actual to Budget Report**
    - \* **Final Report**
    - \* **Peer Reviews - 2**
    - \* **Check Register (optional)**
    - \* **Reciept Register (optional)**
    - \* **Proposed budget for new year**
    - \* **Approved fundraising proposals**
  - E. **In order for the book to balance, all totals must be the same on the following:**  
**Final Treasurer Report, Last month's ledger report, Annual Financial Report and the last bank statement. All statements must be included in the record book.**

# SONOMA COUNTY 4-H TREASURER SCORESHEET

Club Name \_\_\_\_\_

Total Score: \_\_\_\_\_

Award: \_\_\_\_\_

Treasurer Name: \_\_\_\_\_

	Points Possible	Score
Approved- balanced budget for current fiscal year report	5	<input type="text"/>
Complete Inventory report <b>(REQUIRED DOCUMENT)</b>	5	<input type="text"/>
Approved Fundraising Proposals for current year	1	<input type="text"/>
Annual Financial Report <b>(REQUIRED DOCUMENT)</b>	10	<input type="text"/>
Completed Monthly Ledgers and Sub Account Ledgers with check numbers and receipts ledger/numbers and cash collection sheet for each .	24	<input type="text"/>
Balanced Bank Statement reconciliation for each month following the monthly ledger it corresponds to.	12	<input type="text"/>
Bank Statement for each month	5	<input type="text"/>
Final Report <b>(REQUIRED DOCUMENT)</b>	10	<input type="text"/>
Audit Report - Peer Reviews <b>(REQUIRED DOCUMENT)</b>	10	<input type="text"/>
Proposed Budget for following year	4	<input type="text"/>
Is the report balanced?  <b>(Final Treasurer's report, last month ledger, annual financial report and last bank statement must balance.)</b>	10	<input type="text"/>
Is record book in correct order?	2	<input type="text"/>
Were directions followed?	2	<input type="text"/>
<b>Total</b>	<b>100</b>	<input type="text"/>

Gold - 90-100 and must include required documents

Blue - 70-89 and must include required documents

Red - under 70