

## 2023 Trumbull County 4-H- Treasurer Score Sheet

Name: \_\_\_\_\_ 4-H Age: \_\_\_\_\_

Club: \_\_\_\_\_

Division (please circle): Jr. Treasurer (ages 8-13)    Sr. Treasurer (ages 14-18)

Treasurer Record Requirements	Total Points Possible	Points Received
<b>1. Quality</b> a) Cover Sheet (office position, officer name, club name, year) b) Organized neatly in folder or 3-ring binder	10	
<b>2. Neatness and Organization</b> a) Typed (appropriate font) or legibly handwritten in black or blue ink b) Records placed in chronological order (oldest to newest) c) Appropriate forms used (Ohio 4-H; [ohio4h.org]) i. Include copy of Treasurer Resource Guide & Record Book (2020 version)	15	
<b>3. Records of Club Financials: One report for each meeting (minimum of 6 meetings per year)</b> a) Beginning and ending balances b) Itemized expenses or income listed c) Record of Club Finances (Ohio 4-H Form pg. 6; running ledger) d) Copy of bank statements (1 per month)	40	
<b>4. Receipts for expenditures enclosed in orderly fashion</b> (i.e. by month)	10	
<b>5. Record of Club Dues</b> Enclose list of members and amount collected <b>OR</b> a list of members and statement that no dues were collected	5	
<b>6. 4-H Club Yearly Financial Summary</b> (Oct 1-September 31 of given year) Completed with Treasurer's signature (Form on Ohio 4-H; pg 13)	10	
<b>7. Attend County Officer Training</b>	10	
<b>BONUS: Financial Review Report:</b> A Financial Review Committee is two members and two advisors from at least two different families to review club financial records and deem them correct. Signatures must be listed on as well as notes/corrections. (pg 15 of Treasurer Record Book).	+10	
<b>TOTAL POINTS</b>	100	

Comments:

Treasurer's book is to be submitted by the first Monday in October of each given year. Therefore, the treasurer's records should include reports from Oct 1-September 31 of each year. Please disclose what months your club did not meet.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
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**Treasurer's Record Book-** <https://ohio4h.org/officerresources>

***Requirements and Guidelines***

1. Record book must be typed or handwritten in black or blue ink. If handwritten, must be neat and legible.
2. Record book should be neatly and chronologically organized (from oldest to newest/most recent) in a folder or binder. The folder or binder should include a cover sheet with the position, officer name, club name and year.
3. Use Ohio 4-H's document, **Treasurer's Report Form** to record monthly income/expenses related to club's checking account. One form is to be used per club meeting. You do not have to use the official report form but should use it as a guide. You are permitted to type up the report and save as a word document, excel file, or equivalent.
4. In addition to the monthly **Treasurer's Report Form**, also keep a running tab using the **Record of Club Finances** (checkbook balancing). Please use additional pages if needed.
5. Records should be completed according to the guidelines provided in the 4-H Treasurer's Resource Guide.
6. Treasurer's report must be signed by Treasurer and all checks/expenditures should have two signatures of approval.
7. Record book must include:
  - ✿ Copy of Treasurer Resource Guide & Record Book (2 separate documents)
  - ✿ Treasurer's reports (listed above in #3); beginning and ending balances included
  - ✿ Record of Club Finances (listed above in #3); running ledger for the year
  - ✿ Club dues (if applicable). At minimum, need list of members/member directory and statement that dues were not collected.
  - ✿ Copies of receipts written (personal and business)
  - ✿ Copies of monthly bank statements; 1 per month/meeting- if there is a stipulation with bank statements (i.e. do not send a statement if there is no activity), please just include a note with the Treasurer's records.
  - ✿ 4-H Club Yearly Summary Form (within Treasurer Record Book)

\*Optional: Club Budget Form (if applicable)

**Other notes:** Club treasurer's will receive **10 points** out of their total score for attending annual club officer training whether it is in the county or at another approved training.

**Bonus points (10 points)** will be awarded for completing an annual internal audit. A financial review committee (according to Ohio 4-H Guidelines and Treasurer Handbook) consists of two members and two advisors from at least two different families to review club records and sign off that records are correct. Signatures are listed on Yearly Summary (Ohio 4-H Form).

The tentative scoring rubric is as follows (subject to change):

**100-85: Excellent**

**84-75: Good**

**74-65: Average**

**64-below: Unsatisfactory**

**If no records are turned in for a club, the club will be placed on probation for 1 year.**

## Monthly Treasurer Report Example:

# Treasurer's Report

The Treasurer's Report informs members of the club's financial activity since the last meeting. Complete the Treasurer's Report, and present it to the club for each meeting.

4-H Club Name Happy Clovers Date January 10, 2022

1. State the beginning account balance: \$545.60 Date of previous meeting: December 4, 2022  
(Ending balance from previous meeting)

### 2. Money received:

\$ <u>20.00</u>	from <u>Dean Family</u>	for what purpose <u>Club Dues (Alicia, David)</u>
\$ <u>150.00</u>	from <u>Geauga Dairymen Association</u>	for what purpose <u>Dairy Bar Fundraiser</u>
\$ <u>50.00</u>	from <u>Meyer Family</u>	for what purpose <u>Club Dues</u>
\$ <u>30.00</u>	from <u>List Family</u>	for what purpose <u>Club Dues (Mel, Tony &amp; Mia)</u>
\$ _____	from _____	for what purpose _____
\$ _____	total amount of money received.	

### 3. Payments made:

\$ <u>80.00</u>	to <u>OSUE-Geauga</u>	for what purpose <u>Swine Project Books</u>
\$ <u>100.00</u>	to <u>OSUE-Geauga</u>	for what purpose <u>County Activity Fees</u>
\$ _____	to _____	for what purpose _____
\$ _____	to _____	for what purpose _____
\$ _____	to _____	for what purpose _____
\$ _____	total amount of payments made.	

4. State the ending balance: \$ 615.60

5. Submitted by: Henry Smith  
Treasurer

## Record of Club Finances

Club Name Flower Power Year 2023

The financial record allows you to keep your club treasury records up to date. Begin the record sheet with the ending balance from last year's treasurer's manual. Record **every** transaction on this record sheet and keep a running balance of money in the club treasury.

Date	Money Received—Name and Purpose Payments Made—Name and Purpose	Check Number	Money Received (+)	Payments Made (-)	Balance
	<i>Balance at the beginning of the year</i>	<b>X</b>	<b>X</b>	<b>X</b>	<b>750.25</b>
1/21/23	Club T-Shirt Order			250.00	500.25
1/21/23	January Mtg. Pizza Party			55.25	445.00
2/22/23	Candy Bar Fundraiser		1015.00		1460.00
3/27/23	2023 Stall Signs			125.00	1335.00
4/15/23	Club Activity Fees			170.00	1165.00
4/15/23	Club Project Book Order			136.00	1301.00
5/17/23	American Income Life, Accident Insurance			20.00	1281.00
7/10/23	Sawdust Shavings for Fair			200.00	1081.00
7/10/23	Award Sponsorships		675.00		1956.00
8/19/23	Post-Fair Member Recognition Awards			150.00	1806.00
10/20/23	Member Fall Party Supplies			75.00	1731.00
11/29/23	Christmas Recognition Dinner			225.00	1506.00
12/31/23	<i>Balance at the end of the year</i>	<b>X</b>			<b>1506.00</b>