

**Brown County 4-H
Treasurer Record Book Evaluation Form
Year: _____**

Name of Club _____ Treasurer's Name _____

Division: _____ Junior _____ Senior

Category	Possible Points	Points Awarded	Comments
<p>Monthly Reporting</p> <p>Are monthly Treasurer Reports accurately prepared _____</p> <p>Do reports balance for each month _____</p>	10		
<p>Dues/Fees Record</p> <p>Are dues and fees recorded documenting date, name & amount _____</p> <p>Are the annual dues/fees clearly indicated _____</p> <p>Have these amounts been transferred to the monthly report _____</p>	5		
<p>Financial Record/Report</p> <p>Has a correct record been neatly maintained _____</p> <p>Was the annual financial report (budget) prepared correctly _____</p> <p>Was an annual review or audit of records conducted _____</p>	10		
Total Points	25		