

**Brown County 4-H
Treasurer Record Book
Criteria Evaluation Form
DUE TO THE 4-H OFFICE: September 1**

Judging for the Treasurer Record Book is separated into two categories. The Junior Division is for Treasurers in Grades 3-8 and the Senior Division is for Treasurers in Grades 9–13.

Treasurer Books can be completed by using a 3-ring binder for your materials.

By using the Treasurer's Handout that you obtained by attending the Officer Training workshop, your treasurer book should be complete. Your book will be judged on the completeness of the following items:

- Monthly Reporting
- Accurate Record of Dues/Fees Payment
- Correct and Complete Financial Information for your Club
- Neat Financial Records and Annual Reports including Review/Audit conducted

Treasurer Books are due from each club on or before September 1. Points will be deducted for turning in late books.