

WHATCOM COUNTY 4-H TREASURER BOOK EVALUATION

NAME _____ 4-H CLUB _____

(Circle one) Jr. Int. Sr. Grade completed in school _____ 4-H Year _____

COVER: Book should be placed in some type of folder to keep everything together. Avoid 3-ring binders. Folders with the metal clips would work well.	
INTRODUCTION: Tell about yourself and your experiences in this office. Have you held this office before? Include what you have learned. 5
DATES: Entered in chronological order ie; October 1, October 15, etc. 10
EXPLANATION: Is the entry explained clearly? 15
AMOUNT RECEIVED: Entered correctly 10
AMOUNT SPENT: Entered correctly 10
BALANCE ON HAND: Agrees with amount received and amount spent. Mathematically correct. 10
RECEIPTS: Receipts and statements compiled and grouped by months. May staple each month's receipts and statements together. 15
CHECKING/SAVINGS: Entered on <u>separate</u> ledger sheets 5
OVERALL APPEARANCE: Back cover filled out. Neatness. Overall entries properly filled out. 20
TOTAL:	100

JUDGE'S COMMENTS (use reverse side if needed):