

FULTON COUNTY 4-H TREASURER OFFICER BOOK **OUTSTANDING RECORD KEEPER JUDGING RUBRIC**

Treasurer's Name: _____ Club Name: _____

Club Rolls

- | | | |
|--|-------|-------|
| 1. Members listed in alphabetical order by last name | _____ | 1 pt. |
| 2. Contains record of dues | _____ | 1 pt. |
| 3. Contains payment method used for dues | _____ | 1 pt. |

Subtotal _____

Ohio 4-H Treasurer's Record Book

- | | | |
|---|-------|-------|
| 1. My Officer Goals (page 4) is completed | _____ | 1 pt. |
| 2. Club budget (page 5) is completed to the best of the officer's ability | _____ | 1 pt. |
| 3. Record of club finances (page 6) is completed (can be kept monthly) | _____ | 1 pt. |
| 4. Contains Treasurer's report for at least 6 meetings | _____ | 1 pt. |
| 5. Contains current and up to date yearly financial summary report | _____ | 1 pt. |

Subtotal _____

Additional Records

- | | | |
|---|-------|-------|
| 1. Contains monthly bank statements (Jan.- Sept.) | _____ | 1 pt. |
| 2. Contains receipts | _____ | 1 pt. |

Subtotal _____

Appearance

- | | | |
|---|-------|-------|
| 1. Pages are typed or neatly written | _____ | 1 pt. |
| 2. Binder is divided by categories using dividers | _____ | 1 pt. |
| 3. Records are in chronological order | _____ | 1 pt. |
| 4. Treasurer's book is presented in a binder | _____ | 1 pt. |
| 5. Cover contains name of club | _____ | 1 pt. |
| 6. Cover contains participant's name with office | _____ | 1 pt. |
| 7. 2 or less mathematical errors | _____ | 1 pt. |

Subtotal _____

Total Score _____ / 17

*Can submit original documents and can be completed in pencil.

