

TREASURER'S BOOK SCORING GUIDE (Revised 2007)

Name _____ Club _____ Date _____

Checklist

Introductory Information

- { } Title Page including the club's name, the officer's name and the club year.
- { } Table of Contents
- { } Personal Statement by officer. Should describe what the Treasurer did during the year, and be signed by the Club Community Leader.

Year Opening Documentation

- { } Annual Club Budget

Financial Progress, Organized by Month**

- { } Club Ledgers
- { } Project/Sub-Account Ledgers, If Applicable
- { } Bank Statements. **Checkbook should be reconciled on the back of these statements each month.**
- { } Photocopies of Bank Deposit Slips*
- { } Monthly Report Forms

Year Closing Documentation

- { } Annual Financial Report
- { } Annual Inventory Report
- { } Peer Review Checklist

*If photocopies of Bank Deposit Slips are not available, other documentation of each deposit is acceptable.

** These may be done in pencil for but **MUST** be clean copies to turn in to count.

	Comments	Max Points	Points Given
Introductory Information. (Full points should be given as long as all three documents are included, and there is no critical information missing.)		5	
Club Budget		10	
Financial Progress: <i>Reconcile on back of Bank Statement</i>		50	
Year Closing Documentation		25	
Arrangement/Layout. (Should be neat, visually pleasing and follow the order of the scoring guide to make effective judging possible.)		10	
TOTAL		100	