

(Apr 2024)



Kern County 4-H Club Treasurer Book Judging Guidelines

All club Treasurer Books must be submitted to the Cooperative Extension Office for review, whether or not they are being considered for competition. If you would like to have your Treasurer's Book judged, include a copy of the *Club Treasurer Book Judging Form* along with the book when you turn it in. Be sure to have it as the first page of the book. The Treasurer's book must contain a completed *4-H Club Peer Review Report* and a *4-H Year-End Peer Review Checklist*. You may use a standard three ring binder. Use dividers between sections. The Treasurer's Book is to be organized as follows:

1. *4-H Club Peer Review Report (Form 8.5)*
(<https://4h.ucanr.edu/files/19876.pdf>)
2. *Year-End Peer Review Checklist (Form 8.6)*
(<http://4h.ucanr.edu/files/19877.pdf>)
3. *Annual Financial Report (Form 6.3)*
(<http://4h.ucanr.edu/files/23114.pdf>)
4. *Monthly Ledger Reports (Form 8.1)*
(<http://4h.ucanr.edu/files/23115.pdf>)
5. *Annual Inventory Report* (<http://4h.ucanr.edu/files/19875.pdf>)
6. *4-H Club Budget* (can be found in the Treasurers Manual)
<https://ucanr.edu/sites/UC4-H/files/14647.pdf>)
7. (Optional) Reconciliation Statement on Outstanding Checks
8. (can be found in the Treasurers Manual) <https://ucanr.edu/sites/UC4-H/files/14647.pdf>)

**Kern County 4-H
Club Treasurer Book Judging Sheet**

Club _____ Treasurer _____ Year _____

| Category | Points Allowed | Judge's Score |
|--|--------------------|---------------|
| 1. Period of time covers 1 year (July 1st – June 30th) | 3 points | |
| 2. 4-H Club Peer Review Report (Form 8.5) & Year-End Peer Review Checklist (Form 8.6) * Audit date provided * Peer Review Committee does not include signers on account or relatives of signers 5 point deduction if it does * Completed committee review report * Signatures of Peer Review Committee | 10 points | |
| 3. Annual Financial Report (Form 6.3) * Accuracy, information corresponds to monthly ledgers * Completeness, includes EIN number | 10 points | |
| 4. Annual Inventory Report (Form 6.2) (This form is in the back in some books.) * Completeness, provides inventory acquired during the year | 5 points | |
| 5. Monthly Ledger Reports (Form 8.1) * Accuracy, completeness, in chronological order * Checks in proper numerical sequence (note if checks are lost) * Voided checks marked as such on ledger sheets and check register and voided checks provided (if club had any) * Monthly bank statement included. * Numbered club receipts provided for all income received – cash and checks * Deposits slips provided for all transactions * Expense documents provided all transactions (bills, sales slips, etc.) | 60 points | |
| 6. 4-H Club Budget (Form 8.3) * Completeness, projection * Budget covers 1 year * Approval date provided * Includes signatures of President, Treasurer, and Community Club Leader * Final Budget is included with actual numbers filled in | 5 points | |
| 7. Fundraiser Approval Forms (Form 8.7) * Completeness, (form has 2 sides) * Approval signatures (club and county) and date provided | 3 points | |
| 8. Overall Appearance, Neatness, and Effort * May be typed or written, if written it must be neat and easy to read | 4 points | |
| Total Points | 100 | |
| Bonus Points (Optional) Reconciliation Statement | 5 points | |
| County Award is earned if Grand Total points are 85 or above. | Grand Total | |
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