Treasurer book end of year information:

Books need to be turned in to the Extension Office by Tuesday, January 17, 2023. The 4-H Advisory Council will review the books. Please make sure to read through the list provided below for guidelines.

Club Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Advisor(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Guidelines for review, Treasurer Book

 The following criteria will be used to evaluate the treasurer books:

 Check in the square for each item you have completed in the treasurer’s book

* Club name on the front of the book.
* Treasurer’s name and age on the first page.
* **Paragraph written, signed, and dated by treasurer on what they have learned from this office. Paragraph should be on a separate piece of paper and included in your folder/binder.**
* Book is neat, clean and readable.
* Complete list of club members with dues/enrollment fees.
* Maintain a treasurer’s report of income and expenses for each meeting.
* Complete Yearly Financial Summary, provided by OSU Extension. If you do not have a copy please make sure to call the Extension Office. All blanks need to be completed and signatures needed. Form can be found on OSU Extension website under volunteer resources or in your year end packet.
* Bank Statements
* Submit to the Extension Office by January 17, 2023.