



TREASURER'S BOOK SCORE SHEET



Treasurer's Book must be submitted by 4:30 p.m. on January 15, 2018 to eligible for competition.

Name _____

Club _____

Requirements	Points Possible	Points Received
A. Neatness: <ul style="list-style-type: none"> a.) use of ink pen – legible/or typed b.) contents in a binder/folder c.) sections of notebook labeled d.) all transactions and paperwork are dated 	10	_____
B. Club Budget <ul style="list-style-type: none"> a.) anticipated income b.) anticipated expenses 	10	_____
C. Records <ul style="list-style-type: none"> 1. Record of Club Finances <ul style="list-style-type: none"> a.) date, type of transaction and purpose included b.) check number included (if applicable) c.) correct balance after each transaction d.) record of dues paid including name and amount (if applicable) 	20	_____
2. Checkbook Balance/Reconciliation Form <ul style="list-style-type: none"> a.) completed all Steps to Reconcile/Balance Account b.) listed outstanding deposits (if applicable) c.) listed outstanding checks (if applicable) 	10	_____
3. Treasurer's Report <ul style="list-style-type: none"> a.) one for each club meeting b.) includes club name and date of meeting c.) sections 1-5 are complete 	15	_____
4. Financial Records including <ul style="list-style-type: none"> a.) bank Statements (in date order) b.) cancelled check and deposit slips (in date order and secured) c.) receipts for all income (in date order and secured) d.) bills for all expenses (in date order and secured) 	25	_____

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| 5. | Yearly Summary Report | 10 | _____ |
| | a.) completed in its entirety – every section | | |
| | b.) signatures of audit committee members upon completion of the audit | | |

TOTAL POINTS	100	_____
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COMMENTS: