



University of California Cooperative Extension San Luis Obispo County 4-H Youth Development Program Criteria For Evaluating Treasurers' Books

MANDATORY: The 4-H State Office requires all clubs to submit a Treasurer's Book to the 4-H office each year by Record Book judging time, and it must include the following items:

1. Front cover completely filled out. Includes: title "Treasurer's Report", "San Luis Obispo County 4-H Youth Development Program", 4-H Club name, city, fiscal (program) year, Club Treasurer's name, Club President's name, Community Club Leader's name, Treasurer Advisor's name, LAST 4 digits of checking account number, and name of bank.
2. Annual Club Budget, signed by Community Club Leader, President, and Treasurer.
3. Ledger report for each month of the 4-H program year (July 1 to June 30), and sub-accounts (if your club keeps them).
4. Annual Financial Report for the 4-H program year (July 1 to June 30) – with the EIN #.
5. Annual Inventory Report – only list items \$100 or more.
6. Completed **Form 8.5 Year-End Club Peer Review Report** on pages 33-34 of the Treasurer's Manual Revised August 2008– **signed by two youth and two adults not related to persons eligible to sign checks.**
7. Bank statements from July 1 through June 30 of the current program year. July and June statements must include the entire month.

Treasurer's Books must include *all* seven items!

Please use the California 4-H Treasurer's Manual Revised August 2008 (preferably in a **3-ring binder**). The 4-H office has copies or you can download the manual and the excel forms at: <http://www.ca4h.org/Resources/Publications/>. You are permitted to use your own computer or typed forms as long as they include the information asked for in the Treasurer's Manual. Extra pages may be included if necessary, however, please do not submit receipts, supplemental information, etc.