

# Colusa County 4-H

## Treasurer's Book Review - County Level

Club: \_\_\_\_\_

Year: \_\_\_\_\_

Item Evaluated	Completed		Comments
	Yes	No	
Book was submitted to county by deadline			
The book was <b>Peer Reviewed*</b> at the club level, by a committee ( <i>forms 8.5 and 8.6</i> ). The review includes:			
<ul style="list-style-type: none"> <li>Names of Club Treasurer and Community Club Leader(s)</li> </ul>			
<ul style="list-style-type: none"> <li>Names of individuals who are authorized to sign checks</li> </ul>			
<ul style="list-style-type: none"> <li>Club EIN number</li> </ul>			
The club submitted an <b>Annual Financial Report*</b> ( <i>form 6.3</i> )			
<ul style="list-style-type: none"> <li>Included in the Treasurer's Manual</li> </ul>			
<ul style="list-style-type: none"> <li>The report was also submitted online</li> </ul>			
The club submitted an <b>inventory*</b> report whether the club has an inventory or not ( <i>form 6.2</i> ).			
An <b>Annual Budget</b> , with actuals, is provided			
<b>Ledger entries</b> are complete and up-to-date			
<b>Bank statements</b>			
<ul style="list-style-type: none"> <li>A bank statement is included for each month</li> </ul>			
<ul style="list-style-type: none"> <li>Check images are included</li> </ul>			
<ul style="list-style-type: none"> <li>There are two signers on each check</li> </ul>			
Voided checks are included in Treasurer's Book			

<b>Income</b>			
• Deposits are made on time			
• A description is given for each deposit			
• Transaction receipt is included for each deposit			
<b>Fundraisers</b>			
• All fundraiser approval forms are included			
<b>Expenses</b>			
• A check request form is used			
• It is clear how money is spent and who is requesting money			
• All receipts are included in the Treasurer's Manual			
<b>Condition of Treasurer's Book</b>			
• Records are kept in a binder or bound folder			
• The book is neatly kept			
• Good use of tabs, dividers, etc. Information is easy to find.			

**Additional Comments:**

**Seal Awarded:**

- \_\_\_\_\_ **GOLD:** 22-25 items have been completed, including required items
- \_\_\_\_\_ **BLUE:** 18-21 items have been completed, including required items
- \_\_\_\_\_ **GREEN:** 19 and fewer items have been completed, including required items

\*Required items

Reviewed By: \_\_\_\_\_