



## Winnebago County 4-H "Best Of" Treasurer Record Book

---

### What elements must this record book contain to be eligible for the "Best Of" Award?

- Record Book **Cover Page**
- **Table of Contents** (create your own)
- Copy of the **Club's Budget** for the year, and/or a **Payment Approval Log** for motions carried for payments and expenses (see suggested budget and payment approvals template)
- **Record of Finances** (see suggested template or can use copy of checkbook register)
- **Monthly Treasurer's Report** for each month (see suggested template or can be an excel spreadsheet that is printed)
- **Balanced Checking and Savings Record** for each month (can use back of bank statement or digital version that is printed)
- **Dues log** (see suggested template)
- Completed **Audit Checklist**
- **Letter** from your club leader commenting on your work as the treasurer for the club year.
- **Neatness and Organization is a must!**