

## Treasurer's Book Requirements

The Treasurer's Book **MUST** be completed and turned into the Extension Office by September 9, 2005. The following minimum requirements must be met for the book to be eligible for Honor Club points and Outstanding Treasurer's Book:

- \*Legible and complete - Receipts and expenses for each month, and record dues, if your club collects them.
- \*Correct Balances for each month (**Double check your math**).
- \*Annual Audit Report - with signatures, see the last page of your treasurer's book for guidelines.

Books meeting minimum requirements listed above will be evaluated for Outstanding awards based on the following criteria:

- \*Receipts for the year's transactions.
- \*Annual Report - with signatures, see the last page of your treasurer's book for guidelines.

Each year, two Outstanding Awards are given in the following areas: Secretary, Treasurer, Health, Safety, and News Reporter. If no one qualifies because of failure to meet the requirements, no awards will be given. If more than two qualify the selection of the two best will be left up to those in charge of judging the books.

**\*\*Remember, every club must turn in their Treasurer's book and treasury information along with their secretary's book to the Extension Office by September 9!**