



**LORAIN COUNTY 4-H ADVISORY COMMITTEE**  
**GUIDELINES FOR 4-H TREASURER BOOK CONTEST**



Special premiums are awarded to the Best 4-H Treasurers in this contest:

<u>Junior Div. 9-13 yr. old</u>		<u>Senior Div. 14-18 yr. old</u>	
1 <sup>st</sup> Place	\$15.00	1 <sup>st</sup> Place	\$15.00
2 <sup>nd</sup> Place	\$10.00	2 <sup>nd</sup> Place	\$10.00
3 <sup>rd</sup> Place	\$5.00	3 <sup>rd</sup> Place	\$5.00

To enter the contest, your treasurer records must be submitted to the Extension Office by the September deadline indicated on the Lorain County 4-H Calendar.



Here are some guidelines so that you know what the awards committee looks for when they select the best record books:

1. Submit all of your records in a notebook or bound together in a report folder.
2. Records should be neat, complete and written in pen, pencil or typed on computer. (See pages 1 & 2 of the Treasurers' Book, Job Description & Guidelines)
3. Show an accurate monthly record of income and expenses.
4. Record dues collected on a separate sheet marked dues only. (Indicate if no dues were collected.)
5. Shows receipts for all income, expenses and deposits.
6. Fill out Treasurer's Annual Report or Yearly Summary. A copy of last year's Treasurer's Annual Report or Yearly Summary must also be in Treasurer's book.
7. Include tax exempt number used on account. Suggest IRS Form.
8. Should be neat and organized. **Current year, club name, and the name and age division of the 4-H'er completing the book shall be included on cover of book or on first page.**
9. Include bank statements or copies. **Complete a monthly checkbook balancing sheet (bank reconciliation form).** Available online at <https://ohio4h.org/families/members/officer-resources>

Treasurer's Annual Report Form/Yearly Summary is available online at: <https://lorain.osu.edu/program-areas/4-h-youth-development/4-h-forms-and-club-management-resources>



Updated 11/2024

