



**ND FFA - State  
Chapter Treasurer's Award Score Sheet (2018)  
Minimum Standards Remarks**

1. The official treasurer's book or suitable accounting methods/computer program was used.	( ) Meets ( ) Does not Meet	
2. Records appear that they were the work of the Chapter Treasurer, Assistant Treasurer, and/or Mini-Chapter Treasurer's.	( ) Meets ( ) Does not Meet	
3. The records show evidence of being kept up to date during the year.	( ) Meets ( ) Does not Meet	
4. The records cover the entire time for which the Treasurer was elected. <b>(Include dates covered)</b>	( ) Meets ( ) Does not Meet	
5. The Treasurer made regular reports to the chapter and copies of these reports <b>are available for</b> the Secretary's book.	( ) Meets ( ) Does not Meet	

<b>1. <u>Opening inventory, closing inventory, and chapter's net worth statement are included.</u></b> (typed, complete, and properly formatted) Each is worth 10 points.	<b>30</b> All required statements are included.	<b>20</b> Missing one of three required statements.	<b>10</b> Missing two of three required statements.	<b>0</b> Zero required statements were included.	<b>Points Awarded:</b>
<b>2. Auditing committee's report is included.</b>	<b>25</b> Report is included.		<b>0</b> Report is not included.		<b>Points Awarded:</b>
<b>3. A chapter budget is included for the current year. Neatly typed, income and expense budget included.</b>	<b>75</b> All three requirements are met.	<b>50</b> Two of three requirements are met.	<b>25</b> One of the three requirements is met.	<b>0</b> Zero requirements have been met.	<b>Points Awarded:</b>
<b>4. A dues collection record breakdown is included <b>or affiliate chapter roster.</b></b>	<b>20</b> Members are listed. Date paid is included.	<b>10</b> Members are listed. Date paid is not included.	<b>0</b> Not included		<b>Points Awarded:</b>

<p><b>5. Individual member records, including dues, fundraising, and project information are completed and neatly typed.</b> --Note that not all students will have info. for projects</p>	<p><b>150</b> Records are complete and neatly typed.</p>	<p><b>75-1</b> Records are complete but not neatly typed.</p>	<p><b>0</b> No records are included.</p>	<p><b>Points Awarded:</b></p>
<p><b>6. Student generated receipts and disbursements journal is completed.</b> -Note that activity fund reports are not student generated.</p>	<p><b>250-150</b> Six to 10 monthly records are included.</p>	<p><b>125-25</b> One to five monthly records are included.</p>	<p><b>0</b> Journal is not included.</p>	<p><b>Points Awarded:</b></p>
<p><b>7. Records of special chapter projects or mini-chapters is included. Each report is worth 10 points (30 max).</b></p>	<p><b>30</b> 3 chapter project reports are included.</p>	<p><b>10-20</b> 1-2 chapter project reports are included.</p>	<p><b>0</b> No chapter project reports are included.</p>	<p><b>Points Awarded:</b></p>
<p><b>8. Monthly treasurer's reports are included. Each report is worth 10 points (max 100).</b></p>	<p><b>100-60</b> Six to 10 monthly reports are included. (10 points per report)</p>	<p><b>10-50</b> One to five monthly reports are included. (10 points per report)</p>	<p><b>0</b> No reports are included.</p>	<p><b>Points Awarded:</b></p>
<p><b>9. Neatness, legibility, and permanence of records. Needs to be typed to receive maximum points.</b></p>	<p><b>50-26</b> Records are typed, clean, and organized in logical order.</p>	<p><b>25-1</b> Records are typed and clean.</p>	<p><b>0</b> Records are handwritten and/or noticeably disheveled.</p>	<p><b>Points Awarded:</b></p>

<p><b>Total Points Awarded (can't exceed 730)</b></p>	
<p><b>Award Granted- Gold- 730-550 Silver- 549-300 Bronze- 299-1</b></p>	

<p><b>Remarks</b></p>
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