

APPENDIX E:

CHAPTER TREASURER BOOK

- A. Records must be the work of the Treasurer.
- B. Records must be kept up to date throughout the year.
- C. Records must cover the period for which the treasurer served through date of submission.
- D. Treasurer must make regular reports to the chapter and these reports must show up in the secretary's book.
- E. The chapter treasurer will develop an electronic portfolio based on the rubric provided.
- F. The treasurer's book portfolio must be uploaded to the state FFA as either a PDF or Word document by the posted due date.
- G. Books will be judged by a committee appointed by state staff.
- H. Treasurer books shall be ranked in numerical order, on basis of final score by each judge. The winner shall be the book whose total ranking is the lowest.
- I. If the lowest rank value is a tie, the tie-breaker will go to the submission with the greatest number of lowest ranks.
- J. The chapter secretary with the top book will be recognized at the Nevada FFA Convention.

Nevada FFA Association - Treasurer's Book Rubric

Chapter: _____ **Judge's Initials:** _____

Criteria	3	2	1	0	Weight	Total
Cover Page, Table of Contents, Organization and Neatness	Book meets all of the following: -Title page (minimum of chapter name, treasurer name, year) -Table of Contents organized in a logical manner with reference to appropriate page numbers -Attention to detail, formatting and design is evident -No grammar or spelling errors	Book meets most of the following: -Title page (minimum of chapter name, treasurer name, year) -Table of Contents organized in a logical manner with reference to appropriate page numbers -Attention to detail, formatting and design is evident -Limited grammar or spelling errors	Book meets few of the following: -Title page (minimum of chapter name, treasurer name, year) -Table of Contents organized in a logical manner with reference to appropriate page numbers -Attention to detail, formatting and design is evident -Limited grammar or spelling errors	Not Present	X 6	/18
Chapter budget	Budget is typed and reflects both income and expenses.	Budget is typed and reflects both income and expenses, but is incomplete and/or inaccurate.	Budget is typed or hand written, budget included but is incomplete and/or inaccurate.	Not Present	X 8	/24
Net Worth Statement	Net worth statement is typed and includes all the following: -assets (Reports chapter paraphernalia at a minimum), -accounts payable (money the chapter owes) and -accounts receivable (money owed to the chapter).	Net worth statement is typed and includes 2 the following: - assets (Reports chapter paraphernalia at a minimum), -accounts payable (money the chapter owes) and -accounts receivable (money owed to the chapter).	Net worth statement is typed or hand written and includes 1 the following: - assets (Reports chapter paraphernalia at a minimum), -accounts payable (money the chapter owes) and -accounts receivable (money owed to the chapter).	Not Present	X 6	/18
Record of receipts and disbursements	Record of all FFA receipts and disbursements in a distinguishable order and typed or computer generated by either the school or FFA chapter.	Limited record of FFA receipts and disbursements typed or computer generated.	Very limited record of receipts and disbursements typed, computer generated or hand-written.	Not Present	X 20	/60
	<i>A record is defined as purchase orders, receipts, transaction balance sheets, or financial documentation that tracks the chapters spending.</i>					
Auditing Committee Report (Note: The treasurer cannot be the chair of the auditing committee)	Typed report includes all of the following: -accurate (same as reported in secretary's records) overall balance of funds and investments, -signed by the Auditing Committee Chair -date of signature	Typed report includes 2 of the following: -accurate (same as reported in secretary's records) overall balance of funds and investments, -signed by the Auditing Committee Chair. -date of signature	Typed report includes 1 of the following: -accurate (same as reported in secretary's records) overall balance of funds and investments, -signed by the Auditing Committee Chair. -date of signature	Not Present	X 5	/15

Judge's Comments/Feedback:	Judge's Rank: _____ /135
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