

Treasurer's Book Event

2013 Chairperson: Daryl Scofield, Albia & David Carlson, Waverly

I. Overview

This event is designed to stimulate the keeping of complete and accurate records of chapter's finances. Members and others may observe the record books maintained by chapter treasurers.

This is a District and State event.

Please check with District Advisor for date of District Book Judging.

II. Rules

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. Any form of the treasurer's record book may be used with the only restriction being that protective covers shall not be used on individual pages inside the record book. Protective covers are permitted on the cover however, covers will not be judged except to check for compliance with rule 7 below.
2. The record book shall be submitted to the District FFA Advisor at least two weeks before the date of the district event or at a time determined by the District FFA Advisor. Record books eligible for the state event shall be received by the state office 20 days before the State Leadership Conference. They will be obtained from the district advisor.
3. Record books will be returned to the chapter at the district event, except for the top two books from each district that will advance to the state event. The two books qualifying for state will not be displayed at the District Convention.
4. Officer books may extend one additional day and not be penalized. (Example: Jan 1 to Jan1). The record book shall cover one of the following time periods:
 - Current fiscal year (July 1-June 30).
 - Membership year (December 1-November 30).
 - Calendar year (January 1-December 31).
 - Event year (February 1-January 31).
 - Current school year (September 1-August 31).
 - Current officer year (may be a full year).
5. Record books will be judged no later than the time of the district event. Comment sheets will be completed by judges to provide feedback for the chapter. Judges shall score the treasurer's record book on accuracy and completeness, not on the basis of volume.
6. The record book is completed in ink, typed or computer generated.
7. The chapter name and treasurer(s) name are on the cover.
8. Individual members' records and dues are paid.

9. Net Worth and Inventory Statements are included.
10. A projected budget is included.

III. Resource Information

IV. Awards

Sub-District:	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
District:	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
State:	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	3 rd Place Chapter:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)

All awards subject to available sponsorship through the Iowa FFA Foundation.

V. Event Hosting Guidelines/Checklists

Needed Materials Checklist:

- _____ Submitted Treasurer's Books
- _____ Treasurer's Book Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- _____ General Critique Forms on blue (1 copy x 3 judges x Total Number of Contestants)
- _____ Treasurer's Book Summary Form on yellow (1 copy)
- _____ Enough tables to display all books for Judges
- _____ 3 Chairs for Judges
- _____ Pens/Pencils for Judges

VI. Scoring Rubrics/Judging Sheets

Judge's Score Form

FFA Treasurer's Book Event

Judge _____

_____ Sub-District of the _____ District (list)
 _____ District (list)
 _____ Date of Judging

	School P.O. (Town)	Participants	Auditing Committee and Agency Verification Report	Local Chapter Budget	Itemized Inventory	Net Worth Statement	Individual Member Records and Dues Paid	Record of Receipts and Disbursements	Special Project - Receipts and Disbursements	Monthly Treasurer's Reports	Neatness, Permanence, and Legibility	Math and Date Accuracy	TOTAL SCORE	Gold Emblem	Silver Emblem	Bronze Emblem	Participation	Advanced to Next Level	
			5	5	5	5	15	20	10	15	10	10	100						
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			

Treasurer's Book Rules Checklist

Chapter PO (Town)

Treasurer's Name(s)

Date

**Check if
complete**

	The chapter name and Treasurer's name(s) are on the cover.
	The record book is completed in ink, typed, or computer generated.
	Individual member records and dues paid are included.
	The Auditing Committee Report and Verification Form are signed by all appropriate individuals.
	Net Worth and Inventory Statements are included.
	A Projected Budget is included.
	The records cover one of the following time periods: a. Fiscal Year (July 1-June 30) b. Membership Year (December 1-November 30) c. Calendar Year (January 1-December 31) d. Event Year (February 1-January 31) e. School Year (September 1-August 31) f. Officer Year (may not be a full year)
	No protective covers are present on individual pages.
	Protective cover may be used on the outside, but not on individual pages.

Judge's Treasurer's Book FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Judge Names:

Event: Treasurer's Book CDE

_____ Sub-District of _____ District

District/State: _____

Date of Event: _____

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											