



TREASURER'S BOOK EVALUATION
DEPARTMENT OF CAREER AND TECHNICAL EDUCATION
SFN 4907 (8-03)

District	Chapter
Name	Date
Each factor is worth 1 point. * A score of 7 points is suggested to rate satisfactory.	
1.	Chapter records and accounts completed
2.	A chapter budget is completed
3.	Beginning inventory completed
4.	Beginning net worth completed
5.	A dues breakdown is included
6.	Member records including dues collection records are started
7.	Record of receipts and disbursements are up-to-date
8.	Special chapter project records have been started
9.	Monthly treasurer's reports are included (at least 1)
10.	Receipts of deposit are included
11.	Record of payment – bills, cancelled checks, school fund records, etc. are included
TOTAL POINTS	Check one: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory