

Ohio FFA Treasurer's Book Rubric

Student Name: _____

Chapter: _____

Criteria	3	2	1	0	Multiplier	Total Points
Auditing Committee Report	Computer-generated copy, complete with accurate <i>(same as reported in records from a school generated report)</i> overall balance of funds, date of signature, and signed by the Auditing Committee Chair. Records must match the auditing report.	Computer-generated, complete, and accurate but not signed Auditing Committee Chair or records do not match the auditing report.	Computer-generated or hand-written, but has incomplete and/or inaccurate, or not signed by the Auditing Committee Chair and records do not match the auditing report.	Not Present	X6	/18
1.6.11. Describe how all business activities of an organization work within the parameters of a budget.						
Chapter Budget	Budget is computer-generated and is a representation of both income and expenses as reflected in records.	Budget is computer-generated and reflects both income and expenses but is incomplete and/or inaccurate according to other records in the book.	Budget is computer-generated or hand-written, budget included but is incomplete and/or inaccurate.	Not Present	X5	/15
1.9.1. Create, analyze and interpret financial documents (e.g., budgets, income statements).						
Overall Balance of Funds	Net worth statement is computer-generated listing assets, accounts receivable (money owed to the chapter) and accounts payable (money the chapter owes). Serves also as an accurate representation of accounts payable and receivable for the chapter.	Net worth statement is computer-generated listing two of the following: assets, accounts payable and accounts receivable. Records may also be inaccurate.	Net worth statement is computer generated, or written listing one or none of the following: assets, accounts payable and accounts receivable. Records are also inaccurate.	Not Present	X4	/12
1.9.8. Identify income sources and expenditures.						
Individual Financial Records	Members' names computer-generated in a distinguishable order (e.g. Chronological, alphabetical, program specific etc.) that includes all the following: date dues paid, detailed record of individual student financial transactions (dollar amounts included for each transaction).	Members' names computer-generated in distinguishable order (e.g. Chronological, alphabetical, program specific etc.) including date dues paid and a list of individual student financial transactions, but unable to see financial details.	Members' names computer-generated or written but in no distinguishable order (e.g. Chronological, alphabetical, program specific etc.), no record of date dues paid, and/or no student records.	Not Present	X7	/21
1.1.6. Explain the importance of work ethic, accountability and responsibility and demonstrate associated behaviors in fulfilling personal, community and workplace roles.						
Record of Receipts and Disbursements	Includes <u>all</u> purchase orders, receipts, transaction balance sheets (ledgers), <u>or</u> financial documentation tracking chapter spending in a distinguishable order (e.g. Chronological, alphabetical, program specific etc.).	Missing minimum of two of the following: purchase orders, receipts, transaction balance sheets (ledgers), <u>or</u> financial documentation tracking chapter spending in a distinguishable order (e.g. Chronological, alphabetical, program specific etc.).	Missing minimum of four of the following: purchase orders, receipts, transaction balance sheets (ledgers), <u>or</u> financial documentation tracking chapter spending in a distinguishable order (e.g. Chronological, alphabetical, program specific etc.).	Not Present	X6	/18
*If generated by FFA Chapter School Treasurer signature or initials needs to be on the reports.	Must be computer generated by the school or the FFA Chapter.	Must be computer generated by the school or the FFA Chapter.	Computer generated or written and are incomplete OR is an inaccurate representation of the chapter's receipts and disbursements.			
1.4.5. Use information technology tools to maintain, secure and monitor business records.						

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Treasurer Reports	Computer-generated report for a minimum of 4 monthly FFA meetings. Report includes all the following: <u>beginning balance</u> , <u>receipts</u> , <u>disbursements</u> , and <u>end balance</u> . Reports are in a distinguishable order and both Treasurer and President signed off on the report.	Computer-generated report for a minimum of 3 monthly FFA meetings. Report includes at least 3 of the following: <u>beginning balance</u> , <u>receipts</u> , <u>disbursements</u> , and <u>end balance</u> . Reports are in a distinguishable order and both Treasurer and President signed off on the report.	Computer-generated or hand-written report. A minimum of at least 2 monthly FFA meetings. Report includes at least 2 of the following: <u>beginning balance</u> , <u>receipts</u> , <u>disbursements</u> , and <u>end balance</u> . Reports are in a distinguishable order, but missing signatures.	Not Present	X4	/12
1.4.2. <i>Select and use software applications to locate, record, analyze and present information (e.g., word processing, e-mail, spreadsheet, databases, presentation, Internet search engines).</i>						
Organization of Book	Book includes all the following: Chapter and Treasurer’s name and membership ID are clearly published with a date range of records on a title page. Also includes divider tabs, easy to read documents, records match date range on title page, and follows the order of the rubric document. Book covers 12 to 10 months of current calendar or fiscal year.	Book does not include at least one of the following: Chapter and Treasurer’s name and membership ID are clearly published with a date range of records on a title page, divider tabs, easy to read documents, records match date range on title page, and follows the order of the rubric document. Book covers 9 to 7 months of current calendar or fiscal year.	Book does not include two or more of the following: Chapter and Treasurer’s name and membership ID are clearly published with a date range of records on a title page, divider tabs, easy to read documents, records match date range on title page, and follows the order of the rubric document. Book covers less than 7 months of current calendar or fiscal year or has outdated information.	Not Present	X3	/9
1.1.7. <i>Apply problem-solving and critical-thinking skills to work-related issues when making decisions and formulating solutions.</i>						
<p>The Treasurer’s Book must be bound either in a notebook or in a permanent binder. Receipt books do not need to accompany the Treasurer’s Book.</p> <p>Rating: Gold 105-90; Silver 89-74; Bronze 73-58; Honorable Mention 57-42</p> <p>All FFA Treasurers that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention.</p>						/105