



*Ohio FFA
Officer Book Resource*



Official Chapter Treasurer's Book

Chapter Name

Chapter Treasurer and Membership ID

Chapter Advisor

Duties and Objectives of the Chapter Treasurer

Duties

Chapter officers serve a vital function in FFA. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goals to lead by example and encourage other members to participate in chapter activities.

There are specific duties and responsibilities that generally relate directly to the Treasurer:

- Receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer reports at chapter meetings.
- Collect dues and special assessments.
- Maintain neat and accurate treasury records.
- In cooperation with the secretary, prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association.
- Serve as chairperson of the finance committee.

Objectives

All good leaders set goals and objectives for themselves. Your objectives as a chapter treasurer should include:

- Leave a permanent, legible record, easy for the next treasurer, or anyone who may review the book.
- Improve the earnings and savings habits of fellow chapter members.
- Keep the fiscal condition of the chapter in good standing.
- Submit completed treasurer's book as outlined in the Ohio FFA Treasurer's Book Rubric for evaluation with other chapters.

Regional Chapter Treasurer's Book Evaluation

Evaluation Year

Local chapters have the option to run their treasurer's book either by current calendar or current fiscal year. This should be indicated in the table of contents or on the title page at the front of the book.

Rules

1. The Treasurer's Book must be bound either in a notebook or a permanent binder.
2. Records shall be the product of the chapter treasurer, with the assistance of the advisor, and show evidence of financial transactions including reports from throughout the year.
3. The book shall include:
 - A. Auditing Committee Report
 - B. Chapter Budget
 - C. Overall Balance of Funds
 - D. Individual Financial Records
 - E. Record of Receipts and Disbursements
 - F. Monthly Treasurer Reports
 - G. Organization of Book

4. Judging is held during regional evaluations by current local advisors with the guidance of Ohio Department of Education staff. The Ohio FFA Treasurer's Book Rubric will be utilized for rating and scoring the books.
5. All FFA treasurers that earn a Gold Rating may be awarded a gold medal that may be presented at the Ohio FFA Convention.

Chapter Treasurer's Reference Material

General Information

The Official Treasurer's Book must be bound in either a notebook or in a permanent binder. This could be a normal three-ring binder or purchased through National FFA. Both forms are acceptable.

The Official Treasurer's Book appears in the following order: Auditing Committee Report, Chapter Budget, Overall Balance of Funds, Individual Financial Records, Record of Receipts and Disbursements, and Treasurer Reports. The book also needs to have the Chapter and Treasurer's name and membership ID clearly published with a date range of records on a title page. The book should also have divider tabs, easy to read documents, records match the date range on the title page and follows the above order to receive full points. This book also needs to cover a 10 to 12-month range to receive full points. This can be reflected by the current calendar or fiscal year.

The additional resources you may want to consider using is the Agriculture Experience Tracker (AET) and/or *The Official FFA Chapter Treasurer's Book* Microsoft Excel document. This Excel document can be accessed by [clicking here](#) or by visiting Ohioffa.org. You can also use a combination of the two resources.

Auditing Committee Report

This report needs to be computer-generated with accurate (same as reported in records from a school or FFA Chapter generated report) overall balance of funds. This report also needs to include date of signature, and signed by the Auditing Committee Chair. Records must match the auditing report. This report can be generated by using the excel document. This section is worth 18 points (17%) of the final score.

Chapter Budget

A realistic chapter budget should be developed in conjunction with the planning of the Program of Activities. The system of accounting for income and expenses must be cleared with the school administration. The budget needs to be computer generated and is a representation of both income and expenses reflected in records. By this, it should represent everything that the chapter is going to spend money on for the year. There are two example chapter budgets in the excel document. *Sample Budget* is a simplistic version and *Sample Budget 2* has a lot more detail. *Sample Budget 2* is the better example of what the rubric is talking about. This section is worth 15 points (14%) of the final score.

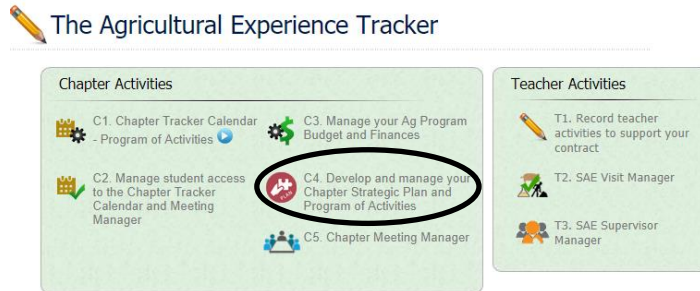


If you click on the AET icon above, it will take you to *AET's Strategic Planning Budget Worksheet*. You can utilize this tool as a planning document when creating a budget, then enter these numbers into AET once they become finalized.



You can also fill out the budget electronically in AET.

Once you have logged into your AET account, click on the Tracker tab and click on C4. Develop and manage your Chapter Strategic Plan and Program of Activities.



Once you clicked on C4, you would then need to locate the Program Budget tab in the Program Strategy Manager. This should be located under the end date (make sure the Start Date and End Date reflect the correct time frame of the rest of the book will be aligned). Once clicking on the Program Budget Tab, you will see a program budget that you can fill out.

Overall Balance of Funds

This section is asking for a net worth statement that is computer-generated. On this statement, it needs to list all assets, accounts receivable (money owed to the chapter) and accounts payable (money the chapter owes). This serves as an accurate representation of accounts payable and receivable for the chapter. For this section, there is a template to use in the Excel document. That resource may be the most beneficial. This section is worth 12 points (11%) of the final score.

Individual Financial Records

For evaluation in this section, member's names should be computer generated in a distinguishable order. For each student you should also show the date dues were paid and a detailed record of individual student financial transactions. This section is worth 21 points (20%) of the final score. Examples are provided in the Excel document and below are examples of accessing these reports in AET.

Program Strategy Manager [Guides/Videos](#)

Select Plan: Jul 2018 - Jun 2019 Start Date: 7/1/2018 End Date: 6/1/2019

Strategic Planning Student Leadership Activities **Program Budget**

The budget can be used for your whole program or FFA-only areas. It is designed to align to Strategy/POA planning dates. A new year begins a new budget. **Once your Budget list is complete**, you may generate the PDF and send it to FFA as instructed or required in your state. Click to send a final Budget report (PDF) to FFA.org [Send to FFA.org](#)

Income				
Sources of Funding	Program Budget	Estimate from Events	Actual Income	Differences (Actual - Estimate)
Beginning Balance				
School Funding (School Budget and other Funds)	\$0		\$0	
FFA Funding (Dues and Other)	\$0		\$0	
Other Sources of Funding	\$0		\$0	
SUB TOTAL	\$0		\$0	
<input type="checkbox"/> GROWING LEADERS	\$0	\$0	\$0	\$0
<input type="checkbox"/> BUILDING COMMUNITIES	\$0	\$0	\$0	\$0
<input type="checkbox"/> STRENGTHENING AGRICULTURE	\$0	\$0	\$0	\$0
INCOME TOTAL	\$0	\$0	\$0	\$0
Expense				
Uses of Funding	Program Budget	Estimate from Events	Actual Expense	Differences (Actual - Estimate)
School Activities	\$0		\$0	
FFA Activities	\$0		\$0	
Other Sources	\$0		\$0	
SUB TOTAL	\$0		\$0	
<input type="checkbox"/> GROWING LEADERS	\$0	\$0	\$0	\$0
<input type="checkbox"/> BUILDING COMMUNITIES	\$0	\$0	\$0	\$0
<input type="checkbox"/> STRENGTHENING AGRICULTURE	\$0	\$0	\$0	\$0

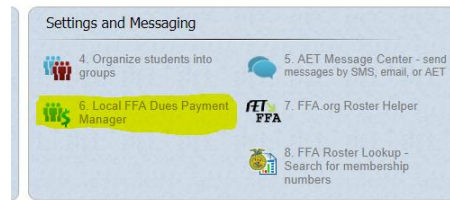


Once finished, you can export this document into a PDF for easy printing.



1. In AET Chapter Account, under accounts, locate Local FFA Dues Payment Manger and click. See picture below for graphic.

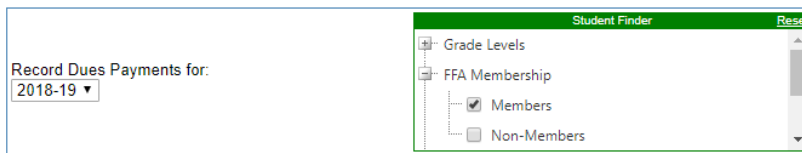
Experience Tracker



2. Once you have clicked on the *Local FFA Dues Payment Manger* link, make sure that the correct school year is selected under Record Dues Payments for and Members box is checked. See below for what it should look like for the 2018-2019 school year.

3. FFA member number should pull from National FFA Roster. Click in the box under dues paid once they have paid their dues. In the

Local FFA Dues Payment Manager
Note: This screen does not send students to FFA. This screen allows you to keep a record of who has paid dues. Use the [FFA.org Roster Helper](#) to send members to FFA.



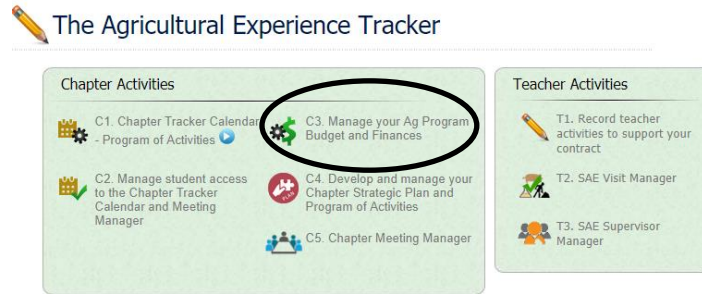
Notes/Check # you can indicate the date the dues were paid and how they paid their dues.

Payments for School Year 2018-19				
Name	FFA Member #	Dues Paid	Notes / Check #	
Bell, Katherine		<input checked="" type="checkbox"/>	Cash - Sept. 1	
Burgos, Tania		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Dendinger, Tracy		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Helby, Logan		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Heigley, Brittany		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Jones, Wyatt		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Landis, Elizabeth		<input checked="" type="checkbox"/>	Cash - Aug. 31	
McClain, Cody		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Nicol, Frances		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Orr, Taylor		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Robin, Red		<input checked="" type="checkbox"/>	Cash - Aug. 31	
S, E	553480067	<input checked="" type="checkbox"/>	Cash - Aug. 31	
Shafer, Ellyse		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Swinehart, Laura		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Thwaits, Sara		<input checked="" type="checkbox"/>	Cash - Aug. 31	
Walls, Kayla		<input checked="" type="checkbox"/>	Cash - Aug. 31	

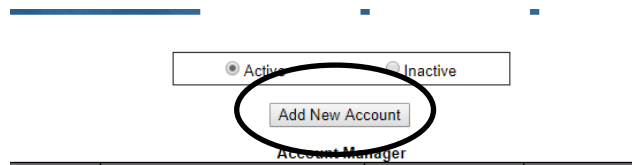


You can also use AET to track the financial details of your chapter and each individual student.

- Under the Tracker tab, click on C3. Manage your Ag. Program Budget and Finances.



- Once you have clicked on C3, you will need to set up your “account” if you have not already done this. Click on “Add New Account”.



- Once you click “Add New Account”, fill in the information. In this section, you can also opt to allow the ALL the students to enter financial information or not. The advisor can also just give access to one or multiple different students. You will do this after creating the account by clicking the edit hyperlink under the Option column.
- When entering each transaction, have the Sub Account be the student’s name and the memo indicate what the transaction will be used for. When you export data into an excel document, you can then filter and sort through each student for the individual financial information indicated on the rubric. You can also export the information entered a PDF document.

Transaction Ledger

Year:	Account:	Transaction Category:	Sub Account:
2018-2019 ▼	Sample FFA Chapter ▼	(All) ▼	(All) ▼

Options	Date	Vendor	Income	Expense	Running Balance
Edit	11/19/2018	Sample FFA Chapter (Student FFA Funds) Ohio FFA FFA Dues	\$17.00		\$192.00
Edit	11/16/2018	Sample FFA Chapter (Fundraising Sales) Sample Local Schools Group Food Sales - Laura Swinehart	\$58.00		\$175.00
Edit	9/14/2018	Sample FFA Chapter (FFA Dues) Ohio FFA Student FFA Dues for the year		\$51.00	\$117.00
Edit	9/7/2018	Sample FFA Chapter (Ag Program Product Sales) Ohio FFA State and National FFA Dues - Joanne Smith	\$17.00		\$168.00
Edit	8/31/2018	Sample FFA Chapter (Student FFA Funds) Sample Local Schools State and National FFA Dues - Laura Swinehart	\$17.00		\$151.00
Edit	8/31/2018	Sample FFA Chapter (Student FFA Funds) Sample Local Schools State and National FFA Dues - Red Robin	\$17.00		\$134.00
Edit	8/31/2018	Sample FFA Chapter (Student FFA Funds) Sample Local Schools State and National FFA Dues - Tracy Dendinger	\$17.00		\$117.00
Edit	7/1/2018	Sample FFA Chapter (Beginning Balance)	\$100.00		\$100.00
Grand Total			\$243.00	\$51.00	

	A	B	C	D	E	F	G	H	I
1	Account_Name	Vendor	Date	Amount	SubAccount	Memo	TransTypeName	RunningBalance	
2	Sample FFA Chapter	Ohio FFA	9/7/2018	17	Joanne Smith	State and National FFA Dues - Joanne Smith	Ag Program Product Sales	\$168.00	
3									
4	Sample FFA Chapter	Ohio FFA	11/19/2018	17	Laura Swinehart	FFA Dues	Student FFA Funds	\$192.00	
5	Sample FFA Chapter	Sample Local Schools	11/16/2018	58	Laura Swinehart	Citrus fruit sales - Laura Swinehart	Fundraising Sales	\$175.00	
6	Sample FFA Chapter	Sample Local Schools	8/31/2018	17	Laura Swinehart	State and National FFA Dues - Laura Swinehart	Student FFA Funds	\$151.00	
7									
8	Sample FFA Chapter	Sample Local Schools	8/31/2018	17	Red Robin	State and National FFA Dues - Red Robin	Student FFA Funds	\$134.00	
9									
10	Sample FFA Chapter	Sample Local Schools	8/31/2018	17	Tracy Dendinger	State and National FFA Dues - Tracy Dendinger	Student FFA Funds	\$117.00	
11						Student FFA Dues for the year			
12									
13	Sample FFA Chapter	Ohio FFA	9/14/2018	51			FFA Dues	\$117.00	
14									
15	Sample FFA Chapter		7/1/2018	100			Beginning Balance	\$100.00	
16									

Record of Receipts and Disbursements

For this section, the report needs to be generated computer generated by the school or the FFA Chapter. If generated by the FFA Chapter, the School Treasurer needs to initial or sign off to verify the report. This section should include all purchase orders, receipts, ledgers, or financial documentation to support the chapter spending. This all should be in a distinguishable order. This section is worth 18 points (17%) of the final score.

Treasurer Reports

All Treasurer Reports' should be included for every monthly meeting held, with a minimum of 4 meetings (according to Robert's Rule of Order). These should be computer generated and include the beginning balance, receipts, disbursements, and the end balance. The reports should be placed in the permanent binder in a distinguishable order with both the Treasurer and President's signature on the report. This section is worth 12 points (11%) of the final score.



If using the AET Meeting Manager, you will have the 4 needed areas that the Secretary or Treasurer would just insert the value in. Once the Report is printed, all that would be needed is signatures.

An example of a Treasurer Reports is below.

Treasurer's Report

Balance on hand at the beginning of the reporting period: \$100

Receipts (money that came in): \$50

Disbursements (money that went out): \$50

Balance on hand at the end of the reporting period: \$100

Emily J. Buxton

Emily Buxton, Chapter President

Joe Shultz

Joe Shultz, Chapter Treasurer

Organization of Book

To receive full points in this section, the Chapter and Treasurer's name and membership ID need to be clearly published with a date range of the records in the book clearly on the title page. Also, have divider tabs dividing each section, ensure all documents are easy to read, the records match the date range on the title page, and the book follows the order of the rubric for easy grading. The book must cover at minimal 10

months of the current calendar or fiscal year to receive full points. For the title page of the book, you could use the title page of this manual. This section is worth 9 points (8%) of the final score.

Ohio FFA Treasurer’s Book Check Sheet

This is a tool that was created to have a “to-do” list of everything that needs to be in the officer book to receive full points or ensure everything is in the book that needs to be. You still **need to use the rubric** for more details, this is just a guide.

Criteria Area	What needs to be included for <i>full</i> points	Yes	No
Auditing Committee Report	Is the report fully computer generated with no handwriting on the list, other than the signatures?		
	Is the report accurate overall balance of funds (verified in the book)?		
	Is the report signed by the auditing committee chair?		
Chapter Budget	Is the budget fully computer generated with no handwriting on the budget?		
	Is the budget a representation of both income and expenses as reflected in records?		
Overall Balance of Funds	Is the net worth statement fully computer generated with no handwriting on the list?		
	Does the net worth statement show accounts receivable (money owed to the chapter)?		
	Does the net worth statement show accounts payable (money the chapter owes)?		
	Is this report an accurate representation of accounts payable and receivable for the chapter?		
Individual Financial Records	Is this report fully computer generated with no handwriting on the list?		
	Are all members names listed in a distinguishable order?		
	Do the records reflect all the following? <ul style="list-style-type: none"> - Date dues were paid - Individual student financial transactions (dollar amount included) 		
Record of Receipts and Disbursements	Is this report fully computer generated with no handwriting, except for signatures if applicable?		
	Does this report show <u>at least one</u> of the following? <ul style="list-style-type: none"> - Purchase orders, Receipts, Transaction balance sheets (ledgers) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> - Other documentation tracking chapter spending 		
	Is everything in this section in a distinguishable order?		
	Is this report generated by the school or the FFA Chapter?		
Treasurer Reports	Are all reports fully computer generated with no handwriting, except for signatures?		
	Do you have at least 4 reports that was presented at the monthly FFA meeting?		
	Does the report include a beginning balance?		
	Does the report include receipts?		
	Does the report include disbursements?		
	Does the report include end balance?		
	Are the reports in a distinguishable order?		
	Did the Treasurer and President sign off on the reports?		

Organization of Book	Does the book include all the following on a title page? <ul style="list-style-type: none"> - Chapter Name - Treasurer's Name - Membership ID - Date Range of records 		
	Does the book include divider tabs?		
	Are the documents easy to read to people outside of the organization?		
	Do the records match the date range on the title page?		
	Does the book follow the order of the rubric?		
	Does the book cover 10-12 months of the current calendar or fiscal year?		