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9/26

Harry Schnieber

Treasurer of the Year

Purpose

The New Jersey FFA Harry Schnieber Treasurer of the Year 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.

Objectives

Through participation in this event, participants will be able to display their ability to:

- Maintain the financial records of the chapter.
- Maintain copies of the chapter budget and inventory.
- Maintain records of chapter member dues and fund-raising earnings.
- Maintain paid receipts and copies of bills in order to document receipts/expenditures.
- Maintain copies of reports submitted to the chapter.

Event Rules

- This event is open to all current Chapter Treasurers. Each chapter may submit one (1) entry.
- Participants must preregister prior to the event through the State Convention Registration via JudgingCard.
- The Treasurer's Book must be created by the chapter treasurer of the FFA chapter under the guidance of the FFA advisor. The Treasurer's Book must not be developed by a professional.
- Book Guidelines:
 - The book must be contained in an 8½" x 11" binder that is no more than 3" thick.
 - Each section must be clearly labeled using tabs.
- All contents must be contained in one Treasurer's Book.
- Information provided in the treasurer's book should be from the current school year and should indicate that records have been updated throughout the year.
- The book must include a title page containing the following:
 - Chapter Name
 - Year and Dates Covered
 - Advisor(s) Name
 - Secretary's Name
- The following items must be included in the Secretary's Book:
 - Chapter Budget – A realistic chapter budget should be developed in conjunction with the planning of the Program of Activities.
 - Inventory and Net Worth – The inventory and net worth are summaries of financial information that determine financial standing. It should include Cash on Hand, Bonds, Accounts Receivable, Items on Inventory, Total Assets, Total Liabilities, and other financial information that may be useful.
 - Individual Membership Records – You should keep an accurate record of the financial status of each member, as it relates to FFA activities.
 - Monthly Treasurer's Report – A monthly treasurer's report should be included.

- Record of Receipts and Disbursements -Include a record of income and expenses of the chapter.
- Neat, Organized, and Up-to-Date – Materials are in good condition and in appropriate order.

Scoring

Chapters will be ranked in numerical order based on the final score determined by each judge. without consultation.

The judges' rankings of each chapter shall then be added. The winner will be the chapter whose added total is the lowest. The lower totaled score indicates the higher chapter ranking. Other placings will be determined in the same manner (ranking method of selection). All event scorecards are at the end of this chapter of the handbook.

Treasurer's books will be judged at the State FFA Convention. Chapters should drop off their treasurer's book to the CDE Coordinator at the time and location designated in the state convention program. Please have the person placing the book initial the **yellow official entry list** to verify the book is there. If your chapter is scratching the book, please have a person cross out the entry on the yellow official entry list and initial.

TIEBREAKER

Ties will be broken based on the greatest number of high chapter rankings. As teams are ranked in numerical order, lower numbers indicate a higher ranking. Chapter ranks will be counted, and the team with the greatest number of high ranks will be declared the winner.

Awards

Awards will be presented to the top individual during the 3rd general session of the New Jersey State FFA Convention. Awards are sponsored by the New Jersey FFA Foundation, Inc. and the New Jersey FFA Association.

1st Place: \$50

This is a state-level event; therefore, the first-place individual will not advance to further competition.

Tips for Success

- **Keep accurate records.** Record every income and expense promptly and consistently.
- **Know the budget.** Understand the organization's approved budget and monitor spending throughout the year.
- **Separate personal and organization finances.** Never mix organizational funds with personal accounts or expenses.
- **Save every receipt.** Maintain documentation for all purchases, reimbursements, deposits, and payments.
- **Reconcile accounts regularly.** Compare your records with bank statements each month to catch errors or discrepancies early.
- **Track income and expenses.** Know where money is coming from and where it is going.
- **Stay ahead of deadlines.** Keep a calendar for bills, reports, deposits, reimbursements, renewals, and financial statements.
- **Prepare clear financial reports.** Reports should be easy for members or the Executive Committee to understand.

- **Be transparent.** Financial information should be accurate, accessible to the appropriate leadership, and supported by documentation.
- **Follow your organization's policies.** Know the bylaws, financial procedures, spending limits, and approval requirements.
- **Get proper approvals.** Make sure expenditures are authorized before funds are spent whenever required.
- **Maintain an audit-ready system.** Keep financial records organized throughout the year rather than scrambling at audit time.
- **Secure financial information.** Protect checks, account information, passwords, receipts, and other sensitive documents.
- **Create a transition file.** Keep instructions, passwords/access procedures, account information, reporting templates, and important contacts organized for the next treasurer.
- **Ask questions.** If you're unsure about a transaction or procedure, ask before moving forward.
- **Plan ahead.** Don't just report what happened—help leadership understand upcoming financial needs and potential challenges.
- **Be consistent.** A good financial system should work the same way month after month.
- **Communicate concerns early.** If you notice unusual spending, missing documentation, or a budget concern, bring it to leadership promptly.

Request for Reasonable Accommodations

The New Jersey FFA Association is committed to providing equal access to our events and activities for all people. Use this form to request a reasonable accommodation or assistance at least 3 weeks before any state-level events: <https://form.jotform.com/NJFFA/accommodations-request>. A new form will need to be submitted for each event in which a reasonable accommodation is being requested. This information will be kept confidential and will be used only to process the request. Our staff will review the request upon receipt and contact the requestor with additional information. The association cannot guarantee accommodations or assistance if a form is received less than 3 weeks before an event. Accommodations being requested that require the assistance of another person (nurse, interpreter, scribe, reader, etc.) is the responsibility of the school/requestor. It is also the school/requestor's responsibility to provide any approved equipment to aide in the accommodation process, if applicable. This also includes **any food allergies** a student/advisor/chaperone may have that is attending this Career/Leadership Development Event/Conference/Convention.

Artificial Intelligence (AI) Policy and Guidelines

The standard operative procedures allow FFA members to use AI tools to assist them in their learning. Appropriate uses of AI may include generating ideas for any FFA-related assignment, project, contest and award application; checking facts of a phenomenon; or checking for and correcting grammatical errors in a paper written by a member. Specific guidelines for appropriate use, including examples, is provided in the policy. To ensure clarity, a statement outlining ethical AI utilization will be added to program handbooks. Non-compliance with this policy represents plagiarism and will automatically disqualify a member.

Please visit the State Activity Guide, [Artificial Intelligence \(AI\) Policy 1.007](#) to view the full guidelines and best practices.

Professional Integrity

FFA members participating in New Jersey FFA programs and events understand and agree that all work must result from their own effort and ability, created, and completed alone (except for partner or chapter applications). When outside sources (direct quotes or phrases, specific dates, figures, or other materials) are used for a project, document, or application, the required reference citation must be completed according to the rules specified by the applicable handbook.

While participating in National FFA programs, FFA members are prohibited from:

- Plagiarizing
- Violating copyright
- Cheating
- Falsifying information
- Using another person's results or thoughts as their own, even with this person's permission. This includes work done by a family member or a mentor.
- Using information or data obtained from the internet without proper citation.

Any attempt to gain an unfair advantage will not be tolerated. Non-compliance represents plagiarism and will automatically disqualify a member.

Harry Schnieber Treasurer of the Year Event Scorecard

1,000 POINTS

Chapter Name: _____

Disqualification Determination		Yes	No
Size	Was a binder 3" thick or less used?		
Records	Were the records kept by the Treasurer and do they show evidence of having been kept up to date during the year?		
Time Period	Does the records start when the Treasurer took office and continue until the entry is due at the State Convention in May?		
If any of the above statements were answered "No," then the book is disqualified, and you should stop scoring it.			
ITEMS TO BE SCORED		Possible Points	Points
COMPLETENESS AND ACCURACY		800	
Chapter Budget		200	
Inventory and Net Worth		100	
Statement of Net Worth		100	
Individual Membership Record		200	
Record of Receipts and Disbursements		200	
NEATNESS, PERMANENCE, AND LEGIBILITY		200	
TOTAL POINTS (1,000 POINTS)			

Notes/Comments:

Judge's Name

Judge's Signature

Date