

**CLUB LEADERSHIP OBJECTIVES**

Date: November 7, 2016

POSITION TITLE: CLUB TREASURER

DISTRICT EXPECTATIONS:

1. As club treasurer your job is to keep your club healthy through good financial arrangements and by maintaining accurate financial records.

2. Pay all invoices in a timely manner which shall include District and Rotary International dues.

3. Be prepared to provide your president and board of directors financial reports as requested. A detailed annual report should be presented to club members at club assembly.

4. Have your club’s financial activity reviewed by a qualified accountant and file your club tax documents if required to do so by state and national tax codes.

5. Advise the president if expenses are not in line with current budget.

6. Attend District Meetings:

 a. District Training Assembly

BEST PRACTICES:

1. BEFORE YOU TAKE OFFICE

 Start preparing several months before you take office by meeting with the outgoing treasurer to learn:

• How your club’s bank accounts are organized and what signatures are required for transactions.

• How club members pay dues.

• How funds are allocated for club committees.

• What accounting system is in place.

• Where past financial records are kept and what records you will be expected to keep.

• What paperwork needs to be filed with the club board, district, Rotary International, and local government (e.g., for taxes or changes to bylaws).

• What the budget for the coming year is and how it was determined.

2. CLUB DUES AND ADMISSION FEES

Your club decides the amount members pay in club dues and admission fees and when they’re collected. If a member doesn’t pay dues within the deadline your board sets, ask your club secretary to send a notice that includes the amount owed and an absolute deadline. If the dues aren’t paid within the timeline set by your board/by-laws of the notification, membership may be terminated, at the discretion of the club’s board. The board may reinstate membership upon a member’s formal request and payment of all debts to the club.

3. DISTRICT DUES

District dues are due each July 1st. Do not confuse district dues with RI dues. Please contact the district treasurer if you would like a break down on how district dues are assessed. An invoice for your club’s district dues will be sent to your club president/secretary sometime in late May early June.

4. RI PER CAPITA DUES

All members pay per capita dues to Rotary International. Your club president/secretary will receive invoices from RI twice a year, once in July and once in January. Please check with your club president/secretary to make sure you receive a copy and are able to pay these invoices in a timely manner. You may also be able to obtain a copy at the RI website. (rotary.org)

5. GRANTS

If your club receives a district grant, work with your Foundation Chair to manage the funds and follow reporting guidelines.

6. FINANCIAL CONTROLS

Financial controls help clubs manage funds properly and protect you and your club from allegations of funds misuse. Establishing standard procedures for ongoing duties will also simplify your job as treasurer. Consider following these procedures if your club doesn’t already do so:

• Email reports to board members for review to confirm accuracy before presenting them.

• Allow time for questions after presenting the monthly finance report to the board.

• Ask the club president to review all bank statements before giving them to you.

• Review monthly bank statements and reconcile the transactions they list with club records.

• Require more than one signature on all checks and withdrawals.

• Ask that the chair of an event review all expenses for his/her event.

• Require board approval for operating expenditures over a certain amount.

• Stay current on local tax requirements and laws.

RESOURCES

* Previous Club Treasurer
* Current Club President
* Previous Club Presidents
* Assistant Governor for your Territory
* District Treasurer
* District Governor
* District Website
* Rotary International Website has various documents dedicated to club treasurer.