
Club Treasurer Section

As club treasurer, your duties include:

- Managing all club funds and maintaining accounts of them
- Receiving and disbursing funds
- Preparing financial reports
- Helping to develop the budget
- Performing other fiscal duties normally associated with your office

As stated in the Recommended Rotary Club Bylaws, the treasurer prepares an accounting of the club's financial status once a year and at any other time at the request of the board. At the end of the year, the treasurer turns over all funds, books of accounts, and other club property to the incoming treasurer or the president.

The club bylaws also suggest that the treasurer deposit all club funds in a bank named by the board, and that all bills be promptly paid by checks signed by the treasurer after two officers have verified in writing that the transactions are legitimate. Also, a thorough audit of all the club's financial transactions should be made annually by a certified public accountant or other qualified person.

In addition to the above specific duties, the treasurer may be asked to process and maintain records of contributions to The Rotary Foundation of Rotary International. See page 13 of the *Club Secretary's Manual* for more information on suggested procedures.

Coordinating with Club Secretary

Meet with the club secretary to coordinate fiscal plans and responsibilities.

The secretary will typically record all collections and forward the money to you. Always give a receipt for money received to the secretary for club records.

Collecting Club Dues

According to the custom of your club, the secretary or treasurer will prepare and mail statements of club dues (monthly, quarterly, or semiannually). Other items, such as the cost of meals, may be included on the statement.

If a member is slow in returning payment, a follow-up statement and, if necessary, a phone call is in order. The names of members who are noticeably delinquent in their dues should be sent to the board of directors so that necessary action can be taken in accordance with the club constitution and bylaws.

Developing a Budget

The adoption of a club budget is a guide to many aspects of the club's service and fellowship activities. It also is good protection against financial difficulties; by accepting and adhering to a budget, the club protects against unnecessary expenditures and guards against obligating itself beyond its means.

As the Recommended Rotary Club Bylaws suggest, at the beginning of each fiscal year the board should prepare a budget of estimated income and expenditures for the year. The appropriations and expenditures agreed upon stand for the year unless otherwise changed by action of the board.

Tips on budget preparation

- Avoid the danger of overestimating income and underestimating expenses.
- Be conservative in setting aside amounts for club activities.
- Plan to show a favorable balance at the end of the year. (One way to help ensure this is to provide regular reports on the club's financial condition.)
- Estimate the income that will be received for the year to determine the amount available for expense appropriations (see top of the sample budget form).

Estimated expenditures

As club treasurer, help the board develop a budget by considering the following potential expenditures:

Secretary's office. Items might include printing and stationery, salaries, postage, telephone, faxes, Web hosting, rent, badges, and miscellaneous office equipment.

Committees. Determine the amount that the club authorizes each committee to spend, and notify the chairs of the amounts approved. The appropriation for the club bulletin should be listed under a separate heading and incorporated into the budget under the “Club Service activities” category.

The Rotary Foundation. Though not required to do so, some clubs incorporate contributions to The Rotary Foundation in their budgets.

Rotary International. The required subscriptions to the official magazine (THE ROTARIAN or approved Rotary regional magazine) are explained in the Standard Rotary Club Constitution.

RI Conventions. Each club is entitled to send one voting delegate for each 50 members, or major fraction thereof, to the annual RI Convention. Some clubs pay part or all of the cost of attending for one or more of its delegates, frequently including the incoming club president.

District conference. Each club is entitled to send one voting delegate for each 25 members, or major fraction thereof, to the annual district conference. Appropriations for expenses of conference delegates vary from club to club.

Other meetings. The club should reimburse the incoming president for travel expenses to the district assembly and presidents-elect training seminar. Funds also might be budgeted for attendance of club officers and committee chairs at workshops, intercity forums, and similar meetings.

Miscellaneous expenses. Many clubs place an extra charge on meals at weekly meetings to meet the expenses of invited guests. This surcharge does not usually apply to visiting Rotarians.

Other items that might be included under miscellaneous expenses: flowers, road signs, musicians, bank charges, contributions to district funds, gifts to retiring officers, gratuities, and RI publications for new members. Amounts that the club intends to spend for charitable or civic activities should be appropriated.

Contingency fund. If at all possible, every budget should provide for a small emergency fund from which expenses may be authorized by the board of directors.

Special funds. Many clubs have their own special funds, such as scholarship funds, which should be incorporated into the budget.

Accounting for Service Project Funds

Rotary clubs frequently raise funds for service projects. It is sound business practice to keep such funds separate from club operating funds.

You can also promote good public relations by issuing reports on how money collected from the community is being used in club projects.

SAMPLE BUDGET FORM

Rotary Club of _____

Budget for fiscal year beginning 1 July _____

Estimated receipts:

Membership dues _____

Other income _____

Total _____

Estimated expenditures: _____

Item	Appropriation Last Year	Expenditure Last Year	Amt. Under/Over Last Year	Appropriation This Year
Secretary's Office (List each major or standard expense separately.)				
Committees Club Service Vocational Service Community Service International Service Other Committees				
Rotary International Per capita dues Subscription to THE ROTARIAN or Rotary regional magazine Other magazines				
Rotary International & District Meetings RI Convention District conference Presidents-elect training seminar District assembly Other meetings				
Other Expenditures Miscellaneous expenses (list) Contingency fund Special fund				