
Treasurer

Club Officer Training



Treasurer

- ▶ Treasurer Role
- ▶ Treasurer Responsibilities
- ▶ Treasurer Education Resources



Treasurer Role Overview

- ▶ Club's chief accountant
- ▶ Manages club's bank account
 - Writes checks, makes payments as approved by the Executive Committee
 - Deposits dues payments and other revenues.
- ▶ Notifies members of dues cycles and submits all dues to World Headquarters.
- ▶ Member of Executive Committee
- ▶ Oversees the club's budget

Treasurer Responsibilities

- ▶ The Club Meeting
- ▶ Outside the Club Meeting
- ▶ The Executive Committee

Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing treasurer.
- ▶ Meet with current executive committee.
- ▶ Review Policies and Protocol.
- ▶ Prepare a budget.

Outside the Club Meeting-Banking

- ▶ Provide bank with a bank signatory card.
 - ▶ All parties must be present
 - ▶ Photo identification is required
 - ▶ Signed letter by currently authorized member
 - ▶ List changes to account authority (additions/deletions)
 - ▶ Minutes or agenda listing new club officers
- ▶ No Fees!
- ▶ Use banks that do not require minimum balances (i.e. Legacy Texas)

Before Club Meetings – Reports

- ▶ Prepare to deliver a brief financial report
 - ▶ Update on financial health of club
 - ▶ Revenues
 - ▶ Planned expenditures

Sample Treasurer's Report

TOASTMASTERS CLUB TREASURER'S REPORT FOR THE MONTH OF _____	
CASH BALANCE, BEGINNING OF MONTH	\$103.56
CASH RECEIVED:	
DUES	\$9.50
CASH SPENT:	
MEALS	\$65.00
POSTAGE	\$2.60
CASH BALANCE, END OF MONTH	\$45.46

During Club Meetings – Collect Dues

- ▶ \$36/ 6 month period
 - ▶ October-March; April-September
- ▶ *Plus
 - ▶ New member fee \$20 (registration & new manuals)
 - ▶ Club dues (as applicable)
- ▶ Reinstated members \$36/ 6 month period
- ▶ *Plus
 - ▶ \$20 manual replacement (if requested)
 - ▶ Club dues (as applicable)

During Club Meetings – Collect Dues

- ▶ Renewing members \$36/ 6 month period
 - ▶ Club dues (as applicable)

- ▶ *Special Note*
 - ▶ Dues will increase to **\$45/ 6month period** beginning **October 2016**
 - ▶ Initial registration/manual replacement will remain at \$20

Quick Tip- Membership Renewals

- **To submit dues renewals online, simply Login using your personal username and password.**
- Click on the Club Central link (middle left of page).
- Click on your club name to pay renewals.
- Under Conduct Club Business, click on the option Pay dues.
- Once on this page, simply select the option of "in the future." This will pull up all orders with a future membership end date.
- Select the members you wish to pay for and follow the prompts to submit payment
- Print Microsoft .xps file and save for your records



Outside the Club Meeting

- ▶ Provide bank with a bank signatory card.
- ▶ Prepare a budget.
- ▶ Collect and pay dues.
- ▶ Submit new member applications.
- ▶ Issue checks for club expenses.
- ▶ Keep financial records.
- ▶ Present financial reports.

Outside the Club Meeting -Budget

- ▶ Preparing a budget
 - ▶ Membership fees are designed to fund club activities
 - ▶ Membership fees are designed to fund the purchase of equipment and materials for the club
 - ▶ Budgets should outline expected income and expenditures for the Toastmaster year
 - ▶ Budgets and unexpected expenditures should be approved by club membership

Outside the Club Meeting -Budget

- ▶ Toastmasters international designated use of club funds (Club Constitution Article XI) :
 - ▶ Authorized
 - ▶ Educational and administrative materials for member use
 - ▶ Meeting place rental (if applicable)
 - ▶ Refreshments for club meetings (if approved by club)

Sample Budget

Club Budget

For the Period of _____ to _____

	Estimated	Actual
A. Beginning Balance		_____
B. Income		
1. International Dues (pass through)	_____	_____
2. Club Dues Collected	_____	_____
2. Fines Collected	_____	_____
3. Raffle Monies	_____	_____
4. Donations	_____	_____
C. Total Income	_____	_____
D. New Balance [(A) + (C)]		_____
E. Expenses		
1. International Dues (paid to WHQ)	_____	_____
2. Facilities Rent	_____	_____
3. Meeting Supplies	_____	_____
4. Postage	_____	_____
F. Total Expenses	_____	_____
G. Available Club Funds [(B) – (F)]		_____

Outside the Club Meeting- Dues

- ▶ Collect and pay dues
 - ▶ Develop system to efficiently collect and deposit dues submissions
 - ▶ Record individual deposits
 - ▶ Camera shots of individual checks
 - ▶ Print TI receipts for records (Microsoft .xps Document writer and save)

Submitting Membership Applications

- ▶ **Step 1:** Login Club Central, click on "Submit membership application(s) - new/dual/reinstate"
- Step 2:** Confirm Add Members, click on "Yes, Proceed"
- Step 3:** Add New Member, enter member's "Last Name" and "Customer ID" (membership number).
- Step 4:** "Personal Identification Details" will show member's information. If not, you may need to re-enter the correct "Last Name" that the member registered with Toastmaster Int'l before.
- Step 5:** Click on "Pay dues"
- Step 6:** Choose the "Membership Begin Date" as June 2016, you may also wish to add "Sponsor"
- Step 7:** You can include member details as Sponsor, so he/she will be rewarded for sponsoring 3 or more members by TIHQ.
- Step 8:** Click on "Calculate" and pay dues online via Credit Card

Outside the Club Meeting- Payments

- ▶ Issue checks or use debit card only as authorized by Executive Committee
- ▶ Obtain membership approval for expenditures at or below an agreed upon amount
- ▶ Keep receipts!

Outside the Club Meeting- Financials

- ▶ Keep financial records for entire term
- ▶ Prepare documents for turn over to successor or for a period of three years collectively

Outside the Club Meeting

- ▶ Submit club accounts for audit.
- ▶ Attend executive committee meetings.
- ▶ Reconcile deposits, expenditures and cash on hand.
- ▶ Ensure club meets government tax regulations.
- ▶ Receive financial correspondence.
- ▶ Prepare for audit committee.

Executive Committee - Your Responsibility

- ▶ Prepare a budget.
- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Work with executive committee on Club Success Plan.

Treasurer Responsibility Action Plan

- ▶ How will you fulfill this responsibility
- ▶ When will each action be completed?
- ▶ Who is available to help you?
- ▶ What materials and resources can you use?

This concludes the session.

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