

## **TREASURER 101 COURSE OBJECTIVES**

- 1. CREATE TOASTMASTERS VALUE FOR EACH MEMBER.**
- 2. DESIGN AND PREPARE A BUDGET.**
- 3. CREATING INVOICES TO SUBMIT TO MEMBERS ON AUGUST 1<sup>st</sup> AND FEBRUARY 1<sup>st</sup>.**
- 4. PAYING DUES ON CLUB CENTRAL.**
- 5. SUBMITTING MEMBERSHIP APPLICATION ON LINE.**

## **TREASURER BASIC -101**

- 1. Attend the TLI training and learn the basics of your job.**
- 2. Create Value for your members.**
  - **6 months' membership in Toastmasters is \$45.00(\$7.50)**
  - **If you attend 4 meetings (cost is less than \$2.00)**
  - **If you attend 2 meetings (cost is less than \$4.00)**
  - **If you attend a monthly meeting (\$7.50)**
- 3. The outgoing Treasurer should release to you all data, checking account information, balance in the checking account. There should not be more than \$200 in the account for the club.**
- 4. You select a bank or return to the same bank if you are not paying a service fee. (Banks not charging fees are Viewpoint, Chase etc.)**
- 5. If you are returning to the same bank, you and your secretary should visit the bank and sign the paper work.**
- 6. After signing the paperwork with Secretary, you are the official Treasurer for your club.**
- 7. Design a Budget for yourself, listing your revenues and expenses for your club.**

**Example of a Budget**

**ABC CLUB BUDGET  
JULY 1-DECEMBER 31**

**Current Asset**

<b>Cash (Members' Dues)</b>	<b>\$600.00</b>
<b>Total Assets</b>	<b>\$600.00</b>

**Current Liabilities**

<b>Dues paid to TI</b>	<b>\$400.00</b>
<b>Payment to TLI (every 6 months)</b>	<b>\$20.00</b>
<b>Payment to Conference (Fall)</b>	<b>\$100.00</b>
<b>Total Liabilities</b>	<b>\$520.00</b>

<b><u>Cash on Hand</u></b>	<b>\$80.00</b>
----------------------------	----------------

**Strategies for collecting 100% of your club dues On September 30 and March 30 Spring Renewals**

**Invoices should be sent to each member on February 1<sup>st</sup> detailing the amount owed.**

<b>INVOICE Toastmaster International Dues</b>	<b>\$45.00</b>
<b>Club dues varies</b>	<b>\$12.00</b>
<b>Total dues</b>	<b>\$57.00</b>

**Repeat the same for the Fall Dues by submitting Invoices to members by email on August 1.**

**This allows you to collect all dues by the Due Date.**

## **HOW TO MAKE PAYMENTS ON LINE**

- 1. Log in on [www.toastmasters.org](http://www.toastmasters.org)**
- 2. Click on Leadership Central.**
- 3. Click on CLUB CENTRAL**
- 4. Sign in with your username and password.**
- 5. This will highlight your club name.**
- 6. Click on PAY DUES**
- 7. Click on In the future- Name of Club members.**
- 8. Fill in the payment information and billing address on your credit card.**
- 9. Click on process payment ONLY ONCE.**
- 10. You will receive confirmation from TI about member's payment. Email immediately to club members about their dues payment.**
- 11. Announce to members during your next meeting about dues payment.  
Repeat this process until 100% of dues are collected for**
- 12. EARLY BIRD RIBBON FOR YOUR BANNER.**