



Rotary Club of Castro Valley

Treasurer's Desk Procedures

The following documentation is intended to provide essential information and procedures for the Treasurer of the Rotary Club of Castro Valley.

GENERAL INFORMATION

- Club Meetings – Meetings are held every Tuesday at the Willow Park Golf Course. The Treasurer should arrive about 11:45pm to set up for the meeting. Members typically arrive shortly before noon until 12:30pm
- Club Financial Accounts
 - *Checking Account* – The Club's checking account is with the Community Banks of Northern California. The local branch is located in the 580 Marketplace on East Castro Valley Boulevard. The Treasurer has direct responsibility for this account. (See "Other Things to Know" below for detailed information on this account.)
 - *District 5170 Endowment Account* – The Club has funds deposited in the Rotary District 5170 Endowment. This account is the responsibility of the District 5170 Treasurer. (See "Other Things to Know" below for detailed information on this account.)
 - *Club Endowment Account* – The Club has created a separate endowment fund, managed by Club members through a separate board of directors. Endowment funds are raised through the raffle drawing at the weekly Club meeting and through individual donations. There is no role for the Club Treasurer, except to write checks from the Club to the endowment on a semi-annual basis (nominally December 31st and June 30th). See Alan West or Dwight Perry for further information.

WEEKLY ACTIONS

- Club Meetings (before and during)
 - Keep \$100 in cash for change (mainly ones; a few fives)
 - Collect \$18 from each person (except for the Speaker, Treasurer, Secretary, and guests).
 - \$17 goes to the Willow Park Restaurant to pay for lunch
 - \$1 goes to the 50/50 endowment raffle
 - Two documents are used during lunch each week
 - “Weekly Luncheon Notes” assists in keeping track of a number of income items, “comp” lunches, etc. To assist in verifying the number of attendees, the back of this form can be used to draw a rough diagram of the tables to help document the “head count.”
 - “Lunch Ticket and Raffle Notification” provides information to the luncheon attendees as they arrive and is used to inform the Club President about the raffle details when the raffle takes place at the end of the meeting.
 - Checks
 - A check is made out to “Willow Park Restaurant” (\$17 times the number of meals with a 30-meal minimum)
 - Other checks are written as required, either at the meeting or later, as appropriate.
 - Individuals asking for checks must submit a “Request for Payment or Reimbursement” form before a check is written. Regular checks (e.g., to the Willow Park Restaurant for lunch) do not require a “Request for Reimbursement” form.
- Club Meetings (after) – Process for documentation financial transactions and preparing bank deposit
 - “Check-Cash Reconciliation” form
 - Pull \$100 in cash for next week (replenish \$1 bills as needed)
 - Sort checks by dollar value
 - Count/total all checks or cash
 - Complete the bank deposit; ensure the total deposit balances to the “Check-Cash Reconciliation” form
 - “Weekly Receipts and Deposit” form
 - Enter total from “Check-Cash Reconciliation” form onto bottom of this form as “Total Amount of Deposit”
 - Complete bottom of form (i.e., all non-lunch items such a dues, fines, etc.). *NOTE: Pre-paid lunches (20-lunch cards that are punched) must show as a debit as noted on the form.*

- Lunches - “# of Tickets” at top of form are only those that paid at the meeting or via pre-paid lunch cards. Do not include “comp” tickets in this income total.
- Raffle Tickets
 - Split 50% to the raffle and 50% to the Club endowment fund
 - If the number is odd, then the extra \$1 goes to the raffle.
 - The “winner” is either \$5 or the raffle prize.
- At this point, calculate all the numbers on the form. It should balance to the bottom line (the amount deposited for that week). Sometimes, the figure is off by the value of one or two lunches. If so, adjust the number of lunch tickets.
- Any small variance (plus or minus) should be entered at the bottom of the form (“Cash Over or <Short>”).
- Run a copy of all “non-lunch” checks for future reference purposes. Attach the copy of checks to the “Weekly Receipts and Deposit” form along with the “Weekly Luncheon Notes” for that week and the “Check-Cash Reconciliation” for that week.
- “Weekly Luncheon Notes” form for the upcoming week
 - Set up for the next week by
 - Listing any outstanding IOUs under “IOUs Collected” (note the person, amount and date provided). Check these off as people pay their IOUs.
 - Noting the raffle information in the lower right corner (the number of marbles; the raffle dollar amount from the previous week plus the net addition from the previous week’s 50/50 proceeds)
- “Lunch Ticket and Raffle Notification” form for the upcoming week
 - Set up for the next week by filling in the number of marbles and the “amount for raffle” winner
- Make deposits at the Community Banks of Northern California – Deposits should be made weekly but can be done as time permits

MONTHLY ACTIONS

- Enter financial information into the existing Quicken software or other software (e.g., Rotary software).
- Reconcile the bank statement
- Prepare a monthly financial report for the monthly Club Board meeting
 - Single-page summary for Board members (Excel spreadsheet from data derived from Quicken)
 - Transactions detail by category for the Treasurer (backup information)
- Prepare and update the Club donations spreadsheet as required
 - Authorization normally comes in October or November after the past presidents meet and the Board approves the priority list.
 - Additional donations may be authorized throughout the year.
 - All authorized donations should be documented through Secretary's minutes of the monthly Board meetings.
 - Donations are made based on an on-going assessment of cash balances and availability of funds. The assessment is based on projected fixed costs, club operating expenses, and any required cash reserves to support upcoming fundraising events.

ANNUAL ACTIONS

- Prepare annual financial report (*NOTE: Fiscal year from July 1st through June 30th*). This will become a “prior year” financial report.
 - Same form as for the monthly financial report
 - Data ending June 30th of each year
 - As part of the fiscal year closeout, during the month of July, entries may be dated as of June 30th to align costs with the proper fiscal year.
 - Close the books to new prior year entries after July 31st.
- Prepare a new, draft “current year” budget. Try to complete this by August 7th (prior to the August Board meeting noted below).
- Present the prior year financial report and a draft current year budget at the August Board meeting (the initial Board meeting for the incoming president).
 - The Board should take accept the prior year financial report.
 - The Board should adopt the current year budget (either as presented or modified by Board direction).
- Tax Preparation
 - Tim McKinney (Club member and former Club Treasurer) continues to prepare the Club’s taxes. His documentation will include any amounts owed as well as filing instructions.
 - Provide McKinney with a copy of the prior year annual report (noted above) as well as the supporting transactions detail by category. This can be provided to McKinney any time after they are prepared but no later than October 31st.

OTHER THINGS TO KNOW

- Checking Account
 - Checks required two signatures.
 - The “authorized signatures” list is in a folder in the Treasurer’s briefcase and annotated on the inside cover of the checkbook.
- District 5170 Endowment Account – The Club has funds deposited in the Rotary District 5170 Endowment. This account is the responsibility of the District 5170 Treasurer.
 - Club funds are deposited into this account when the Club uses the District’s credit card receipt process (e.g., for auction proceeds during the annual BBQ fundraiser).
 - Funds can only be distributed by the District Treasurer directly to a non-profit, 510(c)3 entity. The Club Treasurer and President must submit a District request for distribution (see attached form and process).
 - The Club does not receive regular account information but can request such information from the District Treasurer.
- Club Raffle
 - Takes place weekly in conjunction with regular Club meetings.
 - Once a raffle pot is won, start the next week with twenty (20) marbles and \$20 (or the net proceeds of the previous meeting if those proceeds are greater than \$20).
- Dues
 - Club dues are owed annually. The Secretary notifies each club member about the \$150 annual dues, including the opportunity to pre-pay the annual \$150 in fines. The latter (i.e., prepayment of fines) is optional. The Treasurer assists the Secretary in tracking dues/fine payments.
 - District and Rotary International dues are paid by the Club on a semi-annual basis. The Club Secretary helps calculate the dues and notifies the Treasurer when the dues calculation is completed. *NOTE: Sometimes this can be delayed and the Club is in arrears. Ask the Secretary if you believe the dues may be overdue.*

FORMS

The following Club forms are available in hard copy and electronic versions. They should be modified as appropriate to meet emerging needs.

- “Request for Payment or Reimbursement”
- “Invoice”
- “Pre-paid Lunch Tickets”