

## ROTARY CLUB PRESIDENT'S YEAR-END CHECK LIST

This is intended as an informational guide only and not an exhaustive list of all actions to be taken. Different clubs may have different requirements and procedures.

1. **Rotary Club Central:** Used by clubs to track key performance indicator goals/actuals. Used by RI to track and issue RI Presidential Citation Awards. Failure to update may disqualify clubs from RI Presidential Citation Awards.
  - March/April: Review and update actuals in March/April to get understanding of outstanding goals and to lessen year-end data entry demands. Generate 2 to 3 month action plan to achieve attainable goals/criteria.
  - June: Update all actuals by June 30.
2. **District Awards:** Used by clubs to track key performance indicator goals/actuals and generate strong action plans. Used by District to recognize outstanding clubs. Failure to timely submit will disqualify clubs from District Awards.
  - March/April: Review and update actuals in March/April to get understanding of outstanding criteria and to lessen year-end data collection demands. Generate 2 month action plan to achieve attainable criteria.
  - May: All award submissions must be completed by May 15. May be done online.
  - June: Attend District Awards and Stepdown ceremony on June 27.
3. **Special Club Meetings**
  - CORONAVIRUS UPDATE: Avoid long disruptions and disconnectedness by continuing regular meetings and board meetings using telecom technology available to clubs generally and/or from the District (*e.g.* Zoom, Go-To-Meeting). Plan and be prepared to resume regular club operations by early May.
  - Joint Board Meeting: Host a board meeting in June and invite the incoming board to attend, observe and ask questions.
  - Allocations/Giving Meeting: Host a meeting for the purpose of recognizing your club's/foundation's beneficiaries. You may also use this as an opportunity to recognize your club's efforts throughout the year (*e.g.* money raised/donated, projects completed, volunteer hours invested, membership growth, support of TRF, etc.)
  - Annual Guest Meeting: Host a meeting for all guests from throughout the year to encourage them again to join. May consider combining with the Allocations/Giving meeting.
  - Club Awards: Host a meeting to recognize individual members in June for their efforts throughout the year. Order awards as early as possible because the supply chain may be affected by the Coronavirus crisis.

- President's Demotion / Installation of new President: Plan a demotion/installation meeting for June. Consider combining with demotion/installation meeting.
4. **Accounts Receivable:** Take action to bring all members current on their dues/fees by June 30.
  5. **Inventory:** Review inventory and order supplies by June 30 to the incoming President has everything they need on July 1 (*e.g.* flags, banners, pins, new member kits, A/V equipment, speaker gifts, etc.)
  6. **Grants:**
    - Public Image Grants: Submit applications by March 31 or as soon thereafter as possible. Submit public image project completion reports by June 30.
    - District Grants (DDF): Submit DDF project completion reports by June 30.
  7. **TRF:**
    - Generate 2 to 3 month action plan to achieve attainable giving goals/criteria.
    - Submit all remaining contributions to TRF by June 15 to ensure credit towards the current year.
  8. **Corporate Requirements:**
    - Prepare and store Year-End financials for tax returns before treasurer changes over.
    - At June board meeting, authorize (by motion) banking for appropriate new board members and removal of the previous ones (*e.g.* signature cards).
    - On June 30, file a new Statement of Information with the California Secretary of State which is due every two years or as information changes. This will ensure that important legal communications are sent to the appropriate board members as opposed to the previous ones. May be completed online at the Secretary of State website.
    - At June board meeting, Review and renew contracts (*e.g.* venue, bookkeeper, etc.)
  9. **Club Accounting**
    - Provide every member with a detailed accounting of their dues and fees paid for the Rotary year (for their taxes).
    - Provide every member with a Year-End Financial Report showing your club's budget to actuals and financial position.
  10. **Membership:** Remove all inactive members from your club membership roll by June 30 in order to avoid being charged RI/District dues.
  11. **Document Retention/Transfer**

- Provide a binder of all corporate documents to the incoming president, including but not limited to Articles of Incorporation (available on the California Secretary of State website if you cannot locate them), Bylaws, Continuing Resolutions, Minutes from the prior Rotary year, Tax ID numbers, most recent tax returns (state and fed), and contracts (e.g. venue, bookkeepers, etc.)
- Load important documents onto an electronic storage device with proper labelling for safe keeping for up to five years.
- Provide incoming board of directors with all the documents and information they may need.

**12. Webmaster Transfer:** Transfer Clubrunner, website and other online media access/logins to the appropriate new board of directors and remove prior member's access

**13. Group Presidents Get Together:** Get together with the presidents from your group to celebrate the end of an amazing journey (go out for drinks/dinner, etc.)