

Appendix 1: Best Practices Checklist for Club Treasurers

Completing the items on this checklist can help you ensure transparent and professional financial practices.

Monthly

- Collect and record dues from club members to pay RI dues (twice a year) and club and district dues (as set by the club and district).³
- Perform basic account maintenance — including reconciling bank statements, making deposits, and paying bills — in a timely manner.
- Work with club committees to ensure that their expenses are within budget.
- Report on the status of club finances in relation to the budget at monthly club board meetings.

Annually

- Manage the budget developed by the previous treasurer and club board.
- Prepare a budget for the following year.
- Set up separate club bank accounts for operating and charitable expenses, and assign two signatories to each account.
- Make sure the club has a procedure for sending contributions to The Rotary Foundation and dues to Rotary International.
- Be aware of local laws regarding donated funds, and make sure those laws are followed.
- Register the club with the government, if required.
- Submit club tax documentation, if required by the local or national tax code.
- Have the yearly financial report reviewed by a qualified accountant who is not involved with the regular management of club funds.
- Make sure the club has an effective process for learning about financial best practices, and that these practices are passed on to incoming officers.
- Ensure that if your club has a foundation, it is managed in accordance with local laws.
- Review the semiannual dues invoices with your club secretary, and make sure the balance is paid by 1 July and 1 January.
- Review all paper and electronic files at the end of your term. Retain all necessary records for your successor, and dispose of others.

³ Dues can be collected weekly, monthly, quarterly, or semiannually, as decided by each club.