



Your Role: Club Treasurer



Rotary



Get Ready: Club Treasurer

**MyRotary.org
Learning Center**

SESSION OBJECTIVES

After this session, you should be able to

- Rotary Online Learning Center
 - GET READY – CLUB TREASURER
- Describe the roles and responsibilities of a Rotary Club Treasurer
- Identify ways to work with other club leaders

POLL #1

**In the Chat Box, please answer as follows:
#Years, Yes/No, CPA/CMA**

Question #1

How many years have you served as Treasurer of your club?

Question #2

Do you hold a professional accounting certification?

Question #3

If you hold a professional certification, please indicate which one.

KEY POINTS FOR TREASURERS

Role and Responsibility

Resources

What is expected of you?

Club Budget

Financial Records & Accounts

Communication: Club, District, RI, & IRS

Financial Reporting

Fiscal Control

Best Practices

SUMMARY OF TREASURER'S ACTIVITIES

- Treasurer's charge is to help the club management meet their fiduciary responsibilities, which are to:
 - Plan financial goals/needs and define funding sources
 - Annual operating budget, annual giving schedule
 - Annual and ad hoc cash flow projections
 - Control cash flow (using a bank account)
 - Obtain timely receipts of dues, donations and fees
 - Meet obligations with timely payments
 - Safeguard assets
 - Limit access and establish accountability
 - Provide proper controls, especially for fundraisers
 - Report performance (and provide necessary oversight)
 - To the club board and club membership
 - To the Internal Revenue Service

POLL #2

In the Chat Box, please answer with the number of your hardest area?

Question #2

As Treasurer, what will be your hardest area to address?

- 1) Budgeting
- 2) Cash management
- 3) Fundraising
- 4) Internal controls
- 5) Reconciling the bank account
- 6) Risk management
- 7) Spending
- 8) Other



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STARTING POINT



Rotary Club of XXX

Bylaws



Budget
2021-22

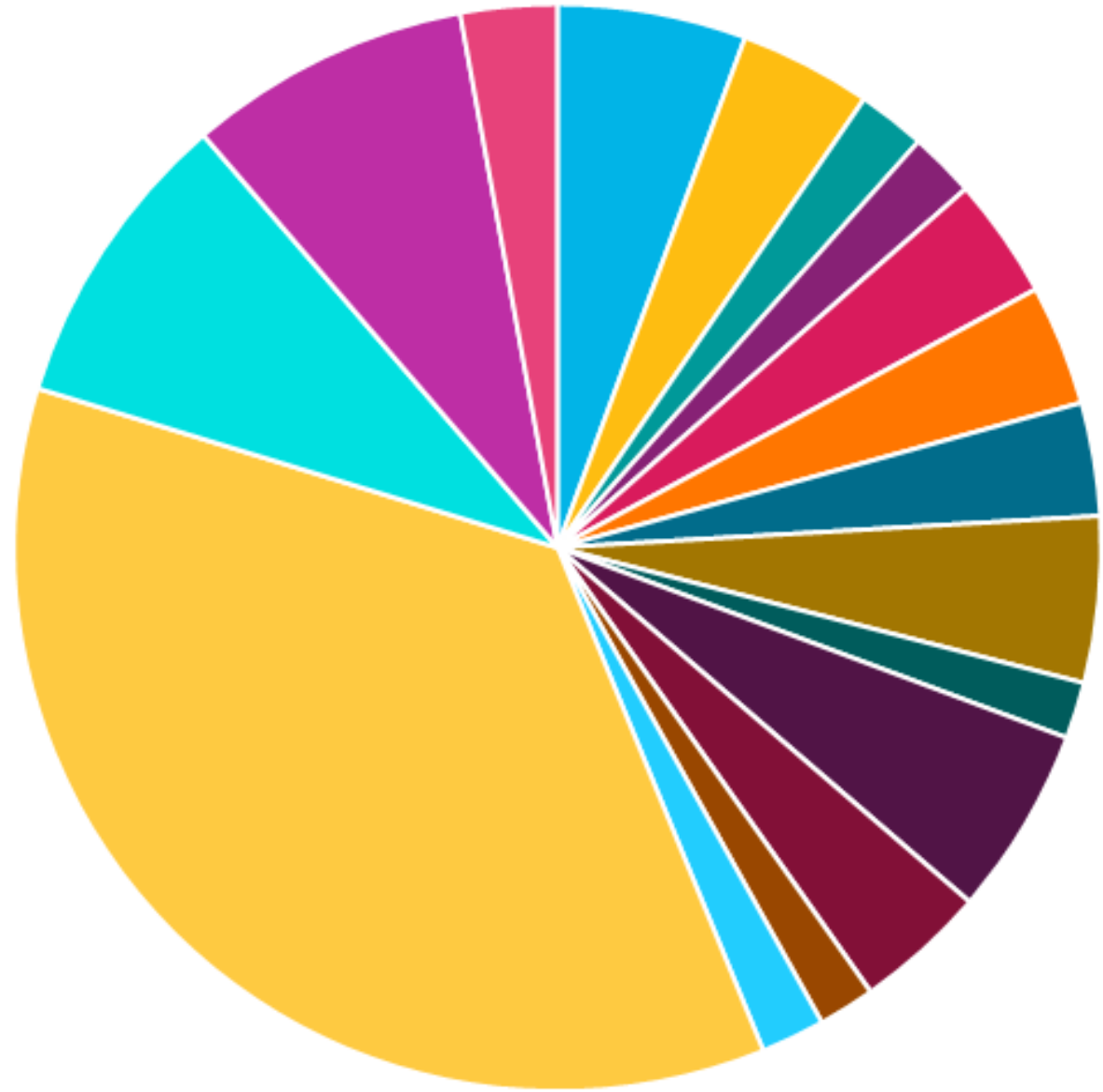


INCOME	Budgeted income last year	Actual income last year
<i>OPERATIONS</i>		
Membership dues		
Admission fees		
Income from visitors		
Other income		
SUBTOTAL	0	0
<i>CHARITABLE</i>		
Donations to club for projects		
Club fundraisers		
Other income		
SUBTOTAL	0	0
TOTAL INCOME	0	0

EXPENSES	Budgeted income last year	Actual income last year
<i>OPERATIONS</i>		
Secretary's Office		
Badges/engraving		
Postage and post box		
Printing		
Stationary		
Phone/fax		
Annual report		
Web site hosting charges		
Rent		
Miscellaneous supplies		
Other		
SUBTOTAL	0	0
District Dues		
SUBTOTAL	0	0
Rotary International		
Dues		
Subscriptions		
Liability Insurance		
RI Convention		
Council on Legislation		
Other		
SUBTOTAL	0	0

Email me for the MS Excel spreadsheet:
barnesrotary@gmail.com

FINAL
PRODUCT





**ONE MORE
(OVERLOOKED)
RESPONSIBILITY**

DISTRICT AND GLOBAL GRANTS

READ

READ THE MOU [MEMORANDUM OF UNDERSTANDING] REQUIRED TO BE SIGNED BY CLUB PRESIDENT AND PRESIDENT ELECT.

MAINTAIN

MAINTAIN A SIGNED COPY OF THE MOU.

CREATE

CREATE, IF NECESSARY, AND REVIEW THE FINANCIAL MANAGEMENT PLAN.

KEEP

KEEP RECEIPTS OF ALL GRANT EXPENDITURES, ALL BANK STATEMENTS, AND COPIES OF ALL CANCELLED CHECKS WRITTEN USING THE DISTRICT GRANT FUNDS.



***What did you
learn that
you can
apply to your
club?***



QUESTIONS

Thank You!!

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