

ROTARY DISTRICT 6440 – 2016-2017
District Governor Rick Rivkin

CLUB TREASURER'S DUTIES

1. Introduction and outline of objectives of this presentation.
 - a. District Treasurer Morton Wax, Northbrook Rotary Club
 - b. You are the financial representative of your club responsible for:
 - i. Managing your club's finances.
 - ii. Collecting and submitting dues and fees
 - iii. Reporting on the state of your club's finances
 - iv. Working with The Rotary Foundation
 - v. Developing a budget
 - vi. Preparing your successor
2. Banking:
 - a. Rotary clubs need an operating bank account for all funds received. For charitable/tax- deductible donations see #8 below – Charitable Foundation/501(c)3 organizations.
 - b. Club boards determine which bank to use, to authorize opening accounts and naming check signers. Club boards also determine level of approvals required for disbursements.
 - c. Documentation of all transactions & reconciled bank statements must be accurate.
3. Billing Rotary club membership initiation fees and dues
 - a. Each club determines the amounts and frequency of initiation fees and dues.
 - b. Club policy is needed on how to handle delinquencies.
4. Payment of Rotary International dues and District 6440 dues:
 - a. Both RI and District 6440 dues are paid semi-annually (July & January). See examples.
 - b. Rotary International dues are paid using a new system first implemented January 2015. Start by a club officer downloading the club's RI dues invoice from the RI website. Login to <https://www.rotary.org/myrotary/en> , select Manage/Club & District Administration, Club Administration. Under the Club Invoice subheading select "Pay or View Club Invoice". On the page headed "Account Overview". Select "View Current Invoice". This invoice should have the correct current membership information. Pay this invoice to Rotary International, 14255 Collections Drive, Chicago, IL 60693.
 - c. The District 6440 dues invoice will be received from the District 6440 Treasurer. Complete this form using the membership information from the RI dues invoice, compute the amount payable and remit payment, with copies of both the RI and District dues invoices, as directed by the District Treasurer. Payments received more than 30 days after the due date are subject to a 10% late payment penalty.
5. Financial Statements
 - a. Software for recording Rotary clubs' revenue and expenses can include Quicken Home and Business, QuickBooks or similar tools.
 - b. Financial statements should include a balance sheet, an income statement with listings of individual receipts & disbursements and an aged accounts receivable summary.

c. Clubs' boards will determine frequency of issuing financial statements – quarterly financial statements are recommended. The quarterly financial statements should be issued to and approved by the club board before distribution to club members.

6. Annual Reporting Requirements:

a. Fiscal year for Rotary clubs ends on June 30.

b. Annual reporting for section 501(c)4 organizations is due of 15th day of the 5th month after the fiscal year end (i.e. Nov. 15). Use federal e-postcard Form 990-N if gross receipts are normally less than \$50,000; use Form 990-EZ or 990 if gross receipts are less than \$200,000 and total assets are less than \$500,000. Otherwise use Form 990.

c. Illinois Annual Report to the Secretary of State is due before the first day of the corporation's anniversary month (i.e. by November 30). Include \$5.00 filing fee.

7. Record Retention Recommendations:

a. Keep all organization documents indefinitely, including Articles of Incorporation & By-laws, Section 501(c)(3) and 501(c)(4) documents, Illinois Charity Registration, state sales tax exemption, board minutes and related documents.

b. Keep bank resolutions and signature cards as long as these accounts remain open.

c. Keep bank statements, check registers, investment statements, W-9 forms and similar documents at least 7 years.

d. Keep all other records at least 3 years.

8. Charitable Foundations/501(c)3 Organizations:

a. For charitable activities most clubs have created separate entities to meet 501(c)3 requirements.

b. Annual reporting is the same as for 501(c)4 organizations. See 6.b. above.

c. Illinois Annual Report to the Secretary of State is due before the first day of the corporation's anniversary month (i.e. by November 30). Include \$5.00 filing fee.

d. Annual Report, Form AG990-IL to the Illinois Attorney General is due within 6 months of the fiscal year end (i.e. by December 31). Send with filing fee of \$15 and a copy of the Federal Form 990. No filing fee is due if gross revenue and assets are under \$25,000.

e. The IL Attorney General must be informed within 10 days of any changes to the information submitted in the Form CO-1 (which was submitted after the Charitable Fund became a 501(c)(3) organization). Send a letter with this information to the Office of the Illinois Attorney General, Charitable Trust Bureau, 100 West Randolph Street, 11th floor, Chicago, IL 60601-3175, website: www.illinoisattorneygeneral.gov

9. Budgeting:

a. Find out what the budget is for the coming year and how it was established.

b. Review the club's financial history to determine sources of income and areas of expense.

c. The budget for club operations should be separate from the budget for charitable funds.

10. Other:

a. See *Club Treasurer's Manual, A Part of the Club Officer's Kit* from RI for \$3.

b. Questions/discussion?