

Rotary Club Treasurer

District 5340 Training Assembly
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Past President RSF Rotary 21/22
Past Treasurer RSF Rotary 22/23
Treasurer RSF Rotary Foundation 24/25

Manage Club FINANCES

- 1 Dues
- 2 Meals
- 3 Socials
- 4 Events
- 5 Rotary International
- 6 Donations
- 7 Payments
- 8 Credit Cards

2

Before You Start

- Review policies and procedures of your club
 - Bylaws
 - Current And Past Treasurers "How To" Manual. Ask!

- Gain access to accounts and records
 - Minutes in June for Bank and Credit Card

- Be designated as treasurer 2025/26 in www.myrotary.org
 - Receive RI and district invoices

3

RSF Rotary Meeting/Social Income Report

The image shows a screenshot of a web-based form titled "RSF Rotary Meeting/Social Income Report". The form includes a header with a logo and title, followed by several input fields for "Meeting Name", "Date", and "Time". Below these is a large table with multiple columns and rows, intended for recording financial data. At the bottom of the form, there are fields for "Prepared By" and "Date".

During Your Term

Maintain Financial Records

- RI Learning Center "PROTECTING PERSONAL DATA COURSE"
- Paper VS Electronic?

Invoice Members

- Club Runner, QuickBooks, Paper

COLLECT DUES AND FEES

- Club Runner

3

Collecting Dues & Fees

Through your website

- Autopay on CC or bank draft-
- Members receive link to pay

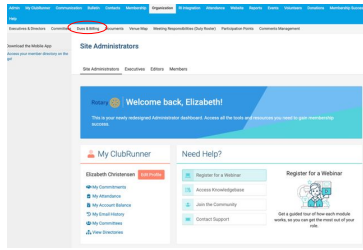
At Meetings

- Credit card is tapped or swiped
- Checks are received

By Mail

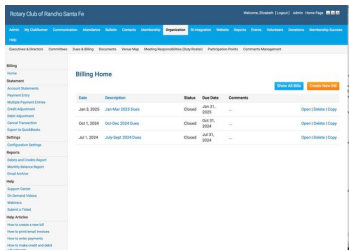
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Collect Dues & Fees on Club Runner



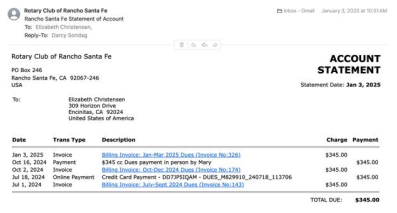
10

Collect Dues & Fees on Club Runner



11

Collect Dues & Fees on Club Runner



12

File Income Tax

Don't Take Responsibility

Hire a Professional!

16

Near the End

- 1 Work with incoming board to prepare a budget
- 2 Prepare final report
- 3 Hand it off

17

Thoughts to Ponder

- 1 Member Financial Obligation fact sheet for new members?
- 2 Should your club maintain a reserve?
- 3 Should we have a calendar year budget?
- 4 Work with President, Secretary and Membership to collect dues and fees using the past due policy and procedure.
- 5 Work with the Foundation Treasurer to make sure all tax deductible donations go through the Foundation. Along with any pass through payments to Rotary International like EREY.

18
