Rotary Club Treasurer

District 5340 Training Assembly March 29, 2025

Elizabeth Christensen, O.D. ElizChristensen@gmail.com Past President RSF Rotary 21/22 Past Treasurer RSF Rotary 22/23 Treasurer RSF Rotary Foundation 24/25

Manage	Clu	b
Finances		

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

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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 $\mathbf{www.myrotary.org}$

Receive RI and district invoices

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Treasurer and Finance Committee Chair

- Don't Do This Alone
- 2 Recruit Rotarians To Help
- 3 Train Them To Do Your Job
- 4 Simplify The Job And Use Technology And Professional Help

Rotary International and District Training

Access RI: MyRotary.org Knowledge and Resources Drop down to Rotary Tools Learning Center View Club Leadership Courses Select CLUB TREASURER BASICS

CLUB'S PROCEDURES

- How to Fund Committees?
- Process for paying for Events, Invoices and General Bills?
- ³ Process for Reimbursing members?

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RSF Rotary Expense Peimbursement



RSF Rotary Meeting/Social Income Peport 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 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







Collect Dues & Fees on Club P-unner Ny Francisco The Collect Dues & Fees on Club P-unner Ny Francisco The Collect Dues & The Collect Dues Barrier The Co

Manage Accounts Payable

- Write Checks
- Use Debit Card
- Note Budgetary Categories In Memo
- Use Software Or Spreadsheet To Sum All Categories
- Hire A Bookkeeper!!!

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Provide Monthly Reports to Board

- Balance Sheet: Money in the bank
- Profit and Loss: Actual vs. Budget
- Accounts Receivable: Money Owed to Club
- Bookkeeper can do this!

File Income Tax

Don't Take Responsibility

Hire a Professional!

Near the End

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

Thoughts to Ponder

- Member Financial Obligation fact sheet for new members?
- 2 Should your club maintain a reserve?

- Should your club maintain a reserver.
 Should we have a calendar year budget?
 Work with President, Secretary and Membership to collect dues and fees using the past due policy and procedure.
 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.

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