

Rotary Club

Treasurer

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

District 5340 Training Assembly
March 29, 2025

Manage Club

FINANCES

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

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

Treasurer and *Finance* Committee Chair

- 1 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

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

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 Runner

The screenshot shows the Club Runner administrator dashboard. At the top is a blue navigation bar with links: Admin, My ClubRunner, Communication, Bulletin, Contacts, Membership, Organization, RI Integration, Attendance, Website, Reports, Events, Volunteers, Donations, and Membership Success. Below this is a secondary navigation bar with links: Executives & Directors, Committees, **Dues & Billing** (circled in red), Documents, Venue Map, Meeting Responsibilities (Duty Roster), Participation Points, and Comments Management. On the left side, there is a sidebar with a link to 'Download the Mobile App' and text: 'Access your member directory on the go!'. The main content area is titled 'Site Administrators' and includes sub-links for Site Administrators, Executives, Editors, and Members. A large blue banner welcomes the user back, Elizabeth, and states: 'This is your newly redesigned Administrator dashboard. Access all the tools and resources you need to gain membership success.' Below the banner are two main sections: 'My ClubRunner' and 'Need Help?'. The 'My ClubRunner' section shows the user's name 'Elizabeth Christensen' with an 'Edit Profile' button and a list of links: My Commitments, My Attendance, My Account Balance, My Email History, My Committees, and View Directories. The 'Need Help?' section contains buttons for 'Register for a Webinar', 'Access Knowledgebase', 'Join the Community', and 'Contact Support'. To the right of these buttons is a 'Register for a Webinar' call-to-action with an illustration of a person and a video player icon, and the text: 'Get a guided tour of how each module works, so you can get the most out of your role.'

Collect Dues & Fees on Club Runner

The screenshot shows the Club Runner interface for the Rotary Club of Rancho Santa Fe. The page is titled "Billing Home" and features a table of bills. The table has columns for Date, Description, Status, Due Date, and Comments. There are three bills listed, all with a status of "Closed".

Rotary Club of Rancho Santa Fe Welcome, Elizabeth [Logout] Admin Home Page

Admin My ClubRunner Communication Attendance Bulletin Contacts Membership **Organization** RI Integration Website Reports Events Volunteers Donations Membership Success

Help

Executives & Directors Committees Dues & Billing Documents Venue Map Meeting Responsibilities (Duty Roster) Participation Points Comments Management

Billing

Home

Statement

Account Statements

Payment Entry

Multiple Payment Entries

Credit Adjustment

Debit Adjustment

Cancel Transaction

Export to QuickBooks

Settings

Configuration Settings

Reports

Debits and Credits Report

Monthly Balance Report

Email Archive

Help

Support Center

On Demand Videos

Webinars

Submit a Ticket

Help Articles

How to create a new bill

How to print/email invoices


How to enter payments

How to make credit and debit

Billing Home Show All Bills Create New Bill

Date	Description	Status	Due Date	Comments
Jan 3, 2025	Jan-Mar 2025 Dues	Closed	Jan 31, 2025	... Open Delete Copy
Oct 1, 2024	Oct-Dec 2024 Dues	Closed	Oct 31, 2024	... Open Delete Copy
Jul 1, 2024	July-Sept 2024 Dues	Closed	Jul 31, 2024	... Open Delete Copy

Collect Dues & Fees on Club Runner

 **Rotary Club of Rancho Santa Fe**
Rancho Santa Fe Statement of Account
To: Elizabeth Christensen,
Reply-To: Darcy Sondag

Inbox - Gmail January 3, 2025 at 10:51AM

Rotary Club of Rancho Santa Fe

PO Box 246
Rancho Santa Fe, CA 92067-246
USA

ACCOUNT STATEMENT
Statement Date: **Jan 3, 2025**

To: Elizabeth Christensen
309 Horizon Drive
Encinitas, CA 92024
United States of America

Date	Trans Type	Description	Charge	Payment
Jan 3, 2025	Invoice	Billing Invoice: Jan-Mar 2025 Dues (Invoice No:326)	\$345.00	
Oct 16, 2024	Payment	\$345 cc Dues payment in person by Mary		\$345.00
Oct 2, 2024	Invoice	Billing Invoice: Oct-Dec 2024 Dues (Invoice No:174)	\$345.00	
Jul 18, 2024	Online Payment	Credit Card Payment - DD7JPSIQAM - DUES_M829910_240718_113706		\$345.00
Jul 1, 2024	Invoice	Billing Invoice: July-Sept 2024 Dues (Invoice No:143)	\$345.00	
TOTAL DUE:			\$345.00	

You can check your account transaction history at any time by clicking [here](#).
To pay by credit card, please click [here](#).

This message is automatically generated by [ClubRunner](#).

Collect Dues & Fees on Club Runner

My Transactions

Elizabeth Christensen
You have a credit of \$0.00 USD
Statement last emailed on Jan 03, 2025

Make a Payment

Type in the amount you would like to pay (USD)

[Make a Payment](#)

[Print Report](#)

Date	Trans Type	Description	Due Date	Charge	Payment
Jan 8, 2025	Online Payment	Credit Card Payment - H9D9GQAJC - 04XCLM29W10_252706,183446			\$345.00
Jan 3, 2025	Invoice	Billing Invoice: Jan-Mar 2025 Dues (Invoice No 204)	Jan 31, 2025	\$345.00	
Oct 16, 2024	Payment	\$345 cc Dues payment in-person by Mary			\$345.00
Oct 2, 2024	Invoice	Billing Invoice: Oct-Dec 2024 Dues (Invoice No 176)	Oct 31, 2024	\$345.00	
Jul 18, 2024	Online Payment	Credit Card Payment - 00UJPSQAM - 04XCLM29W10_240718,113376			\$345.00
Jul 1, 2024	Invoice	Billing Invoice: July-Sept 2024 Dues (Invoice No 142)	Jul 31, 2024	\$345.00	
				Total	\$1,380.00
				Account Balance	\$0.00

Manage Accounts

Payable

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

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

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

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.