# Rotary Club Trocari

District 5340 Training Assembly
March 29, 2025

# Treasurer

Elizabeth Christensen, O.D.

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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

- **Dues**
- 2 Meals
- 3 Socials
- 4 Events
- **5** Rotary International
- 1 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

- 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?
- Process for Reimbursing members?

# RSF Rotary Expense Peimbursement

| A STATE OF THE STA |      |            |       |        |       |                |                       |   |
|--|------|------------|-------|--------|-------|----------------|-----------------------|---|
|  | RSFR | Rotary     | Exper | nse Re | imbur | sement         |                       |   |
| Rotarian Name:   |      |            |       |        |       |                | Date of Event         |   |
|  |      |            |       |        |       |                |                       |   |
| RSF Rotary -Chair/Budget   |      |            |       |        |       |                |                       |   |
| Purpose:   |      |            |       |        |       |                |                       |   |
| _  |      |            |       |        |       |                |                       |   |
| Itemized Expenses  |      |            |       |        |       |                |                       |   |
| DATE   |      | DESCRIPTIO | ON    |        |       | CATEGORY       | COST                  |   |
|  |      |            |       |        |       | CATEGORY       | COSI                  |   |
|  |      |            |       |        |       |                |                       |   |
|  |      |            | -     |        |       |                |                       | 1 |
|  |      |            |       |        |       |                |                       | 1 |
|  |      |            |       |        |       |                |                       |   |
|  |      |            |       |        |       |                |                       |   |
|  |      |            |       |        |       |                |                       |   |
|  |      |            |       |        |       |                |                       |   |
|  |      |            |       |        |       | SUBTOT         |                       |   |
|  |      |            |       |        | TOTAL | ess Cash Advan | ce or                 |   |
|  |      |            |       |        |       |                | t to attach receipts! |   |
| Rotarian Signature   |      |            |       |        |       |                | _                     |   |
|  |      |            |       |        | Date  |                |                       |   |
| President Approval Signature   |      |            |       |        | Date  |                | _                     |   |
|  |      |            |       |        | 500   |                |                       |   |
|  |      |            |       |        |       |                |                       |   |
|  |      |            |       |        |       |                |                       |   |
|  |      |            |       |        |       |                |                       |   |

## RSF Rotary Meeting/Social Income Peport

|                               |                            | 9                |           |                        |
|-------------------------------|----------------------------|------------------|-----------|------------------------|
| Rotarian Name:                |                            |                  |           | Oate                   |
| circle Mee                    |                            | _                | _         |                        |
| orde Mee                      | eting or Social            | if socia         | I, which? | _                      |
| Meeting/Event Itemized Income |                            |                  |           |                        |
| Name DESCRIPTION (Guest/Fee/  | Roffle/Happy Dollars/Other | Cash/Chec        | e/cc      | Amour                  |
|                               |                            |                  | -         | NAME OF TAXABLE PARTY. |
|                               |                            |                  | 1         |                        |
|                               |                            |                  |           | -                      |
|                               |                            |                  |           |                        |
|                               |                            |                  |           |                        |
|                               |                            |                  |           |                        |
|                               |                            |                  | 1         |                        |
|                               |                            |                  |           |                        |
|                               |                            |                  |           |                        |
|                               |                            |                  |           |                        |
|                               |                            |                  | _         | _                      |
|                               |                            |                  |           |                        |
|                               |                            |                  |           |                        |
|                               |                            |                  | _         | _                      |
|                               |                            |                  |           |                        |
|                               |                            | St.<br>Less Cash | BTOTAL    |                        |
|                               |                            | TOTAL SUB        |           | -                      |
|                               |                            |                  |           |                        |
|                               |                            |                  |           |                        |
| Rotarian Signature            |                            | Date             |           |                        |
|                               |                            |                  |           |                        |
|                               |                            |                  |           |                        |
| President/Treasurer Signature |                            | 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

## Collecting Dues & Fees

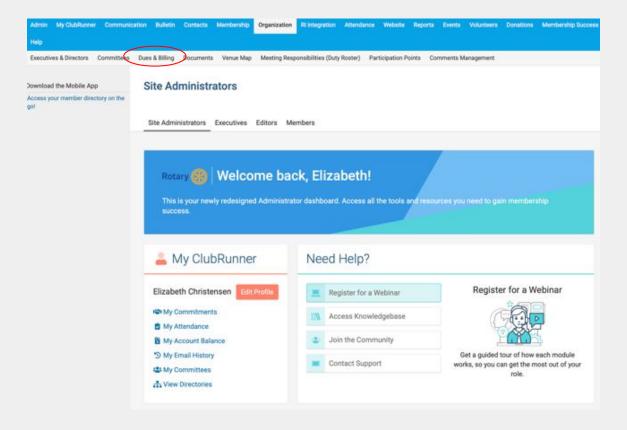
#### Through your website

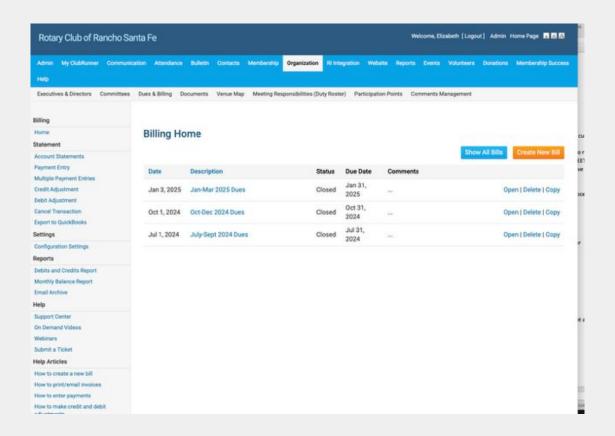
- Autopay on CC or bank draft-
- Members receive link to pay

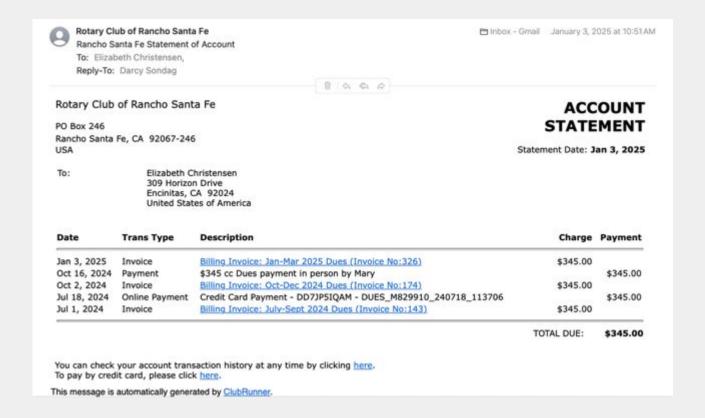
#### At Meetings

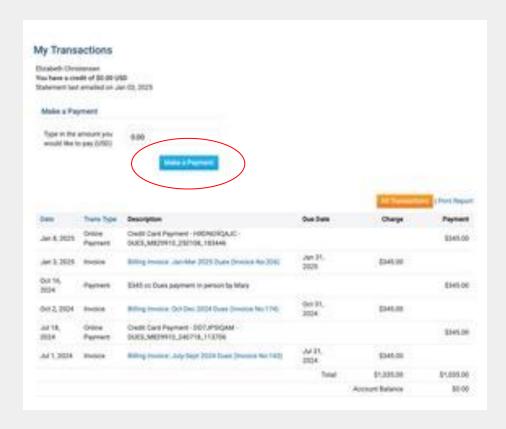
- Credit card is tapped or swiped
- Checks are received

By Mail









# 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

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

# Thoughts to Ponder

- I 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.
- 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.