



CLUB TREASURER

CNY Rotary District Learning Assembly April 2025

TOPICS

- Job Description according to Rotary International
- Tax exempt status
- Annual Tax filing (IRS and NYS)
- Membership Dues
- Insurance
- Software
- Best Practices
- Resources

JOB DESCRIPTION

Before you take office

Meet with the current treasurer to review the club's procedures.

Receive access to club accounts, accounting records, and any related materials from the outgoing treasurer.

Make sure that you've been reported in My Rotary as treasurer for the upcoming year.

Attend the district training assembly and the district conference.

Learn how funds are allocated for club committees.

Consult with the district treasurer about local practices and policies.

JOB DESCRIPTION

During the fiscal year

Maintain the club's financial and historical records in accordance with local laws.

Work with the club secretary to send invoices to all club members for their dues and fees.

Collect dues and fee payments and use those funds to meet the club's financial obligations.

Manage the club's funds, including paying bills like insurance and RI expenses such as member dues, district dues, and subscription fees.

Distribute grant and scholarship funds.

Work with The Rotary Foundation to manage grant funding and submit contributions on behalf of club members.

Give monthly reports to your club's board.

File your club's taxes, if local or national laws require your club to do that.

JOB DESCRIPTION

Near the end of your term

Work with the incoming board to plan next year's budget. The current board needs to approve that budget.

Write and present a detailed annual report for the end of the year

Meet with the incoming treasurer to give them the club's financial records and add them to club bank accounts.

ARE DONATIONS TAX-DEDUCTIBLE?

Typically, Rotary Clubs are 501(c)4 membership organizations and donations are NOT tax deductible on individual's tax forms.

Club may not apply for sales tax exempt status in New York State.

Club foundations are typically, 501(c)3 non-profit organizations and donations ARE tax deductible on individual's tax forms.

- Ensure donations receipts are provided to all donors.

REQUIRED TAX FILINGS

FILE **IRS FORM 990 Annually** [ROTARY CLUBS AND ROTARY CLUB FOUNDATIONS]

- Due on the **15th day** of the **5th month** after the end of the accounting period
 - Fiscal year-end June 30: November 15th
 - Fiscal year-end December 31: May 31
- Must be registered with the IRS (one-time registration)
 - Check with the previous Club Treasurer for registration/log-in details

FILE **NYS Form CHAR500 Annually** [501(c)3 Organizations only]

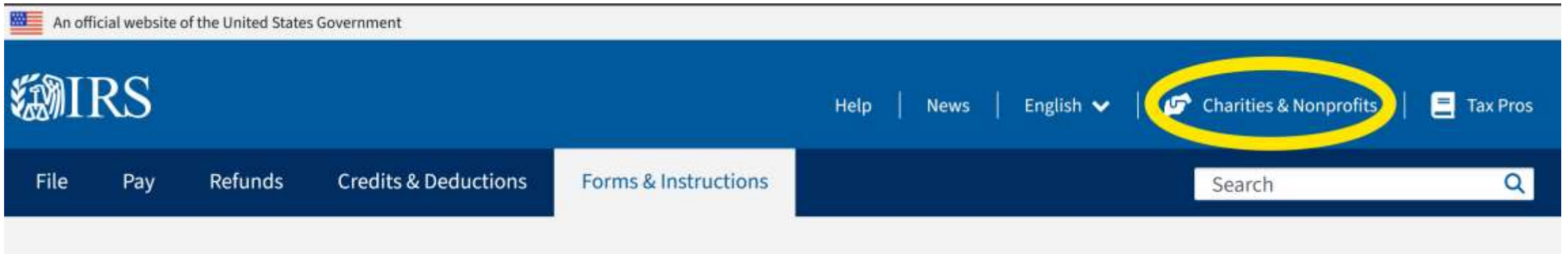
- www.CharitiesNYS.com
- Due **4 ½ months** after the fiscal year-end

WHICH 990 SHOULD MY CLUB FILE?

Status	Form to File	Instructions
Gross receipts normally \leq \$50,000 Note: Organizations eligible to file the e-Postcard may choose to file a full return	990-N	User Guide for Form 990-N PDF
Gross receipts $<$ \$200,000, and Total assets $<$ \$500,000	990-EZ PDF or 990 PDF	Instructions PDF
Gross receipts \geq \$200,000, or Total assets \geq \$500,000	990 PDF	Instructions PDF
Private foundation - regardless of financial status	990-PF PDF	Instructions PDF

WHERE TO FIND THE 990 FORM

WWW.IRS.GOV



WHERE TO FIND THE 990 FORM

WWW.IRS.GOV

The screenshot shows the IRS website's "Charities and nonprofits" section. The left sidebar lists various topics, with "Annual filing and forms" highlighted in a yellow box. The main content area features a yellow-bordered box around the "Annual filing and forms" section, which includes a link to "Find filing forms".

An official website of the United States Government

IRS

Help | News | English | Charities & Nonprofits | Tax Pros

File | Pay | Refunds | Credits & Deductions | Forms & Instructions

Search

Home / File / Charities and nonprofits

Charities and nonprofits

English | Español | 中文(简体) | 中文(繁體) | 한국어 | Русский | Tiếng Việt | Kreyòl ayisyen

Individuals

Businesses and self-employed

Charities and nonprofits

- Exempt organization types
- Lifecycle of an exempt organization
- Annual filing and forms**
- Charitable contributions
- Search for charities
- Education sessions

International taxpayers

Clean Energy Tax Credit benefits available

Government and tax-exempt entities can now benefit from clean energy tax credits with new options enabled by the Inflation Reduction Act of 2022. Find out about [elective pay and transferability of clean energy tax credits](#).

[Publication 5884, Inflation Reduction Act \(IRA\) and CHIPS Act of 2022 \(CHIPS\) Pre-Filing Registration Tool - User Guide and Instructions](#) [PDF](#)

Tax Exempt Organization Search (TEOS)

Use the TEOS tool to find information on an organization's status and filings

[Search organizations](#)

Annual filing and forms

990-series forms, requirements and tips to help you complete your annual reporting and filing

[Find filing forms](#)

Employer identification number (EIN)

Get an EIN to apply for tax-exempt status and file returns. Be sure you are a legally formed organization before applying for an EIN

[Apply](#)

WHERE TO FIND THE 990 FORM

IRS File Pay Refunds Credits & Deductions Forms & Instructions

Annual filing and forms

Individuals

Businesses and self-employed

Charities and nonprofits

Exempt organization types

Lifecycle of an exempt organization

Annual filing and forms

Required filing (Form 990 series)

Employment taxes

Unrelated business income tax

Charitable contributions

Search for charities

Education sessions

International taxpayers

Governmental liaisons

Federal, state and local

In general, exempt organizations are required to file [annual returns](#), although there are [exceptions](#). If an organization does not file a required return or files [late](#), the IRS may assess [penalties](#). In addition, if an organization does not file as required for three consecutive years, it automatically loses its tax-exempt status.

Effective for tax years beginning after July 1, 2019, the Taxpayer First Act, Pub. L. No. 116-25 Section 2301, requires organizations exempt from taxation under section 501(a) to file their annual Form 990 and Form 990-PF returns electronically, unless covered by one of the exceptions listed in the [form instructions](#). Form 990-EZ filers are required to file electronically for tax years ending July 31, 2021, and later. NOTE: Electronic filing is only available for the current tax year and two prior tax periods. If the return you are attempting to file is for a prior year, you must instead paper file the return regardless of the current e-file requirement. As of December 26, 2023 the IRS will no longer accept electronically filed returns for years 2020 and older.

When paper filing an older tax year, such as 2020, write at the top of the return, "the IRS no longer accepts electronic filing of the tax year 2020 returns after December 26, 2023". [IRS: Recent legislation requires tax exempt organizations to e-file forms](#) contains a summary of e-filing requirements.

The IRS sends back [Form 990 series returns](#) filed on paper – and rejects electronically filed returns – when they are materially incomplete or the wrong return. If we send back your organization's return, follow the instructions in the accompanying letter and on [Filing procedures – incomplete returns](#).

The most [common errors](#) causing the return of a Form 990 series returns are missing or incomplete schedules.

Review these pages for Form 990, 990-EZ, and 990-PF filing tips:

- [990-series forms and schedules](#)
- [Filing thresholds – which 990-series return to file](#)
- [Table of due dates for exempt organizations annual returns](#)

IRS File Pay Refunds Credits & Deductions Forms & Instructions

Required filing (Form 990 series)

Individuals

Businesses and self-employed

Charities and nonprofits

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Charitable contributions

Search for charities

See the [Form 990 filing thresholds page](#) to determine which forms an organization must file.

For prior year forms, use the Prior Year search tool on the IRS [Forms, Instructions & Publications](#) page.

Forms	Instructions
Form 990-N	User Guide for Form 990-N PDF
Form 990-EZ PDF	Instructions for Form 990-EZ PDF
Form 990-PF PDF	Instructions for Form 990-PF PDF
Form 990 PDF	Instructions for Form 990 PDF
Schedule A PDF	Public Charity Status and Public Support PDF
Schedule B PDF	Schedule of Contributors (instructions included in schedule)
Schedule C PDF	Political Campaign and Lobbying Activities PDF
Schedule D PDF	Supplemental Financial Statements PDF
Schedule E PDF	Schools (instructions included in schedule)

MEMBERSHIP DUES

Rotary International Dues

Pay Semi-annual dues from Rotary International upon receipt.

- Will receive an invoice from RI in July and January
- Based on number of members reported to RI before 6/30 and 12/31 each year by the Secretary
- **SUPER IMPORTANT**: Make sure Club member numbers are updated with RI by these Due Dates each and every year.
- Recommend collecting dues from Club Members prior to reporting deadlines

MEMBERSHIP DUES

CNY ROTARY DISTRICT DUES

Pay District Dues upon receipt

- Officers will receive an emailed invoice from CNY Rotary around both July and January - 50% of dues are included in each invoice. It is very important to update ClubRunner with any changes of officers and/or contact information as that database is used for the email addresses.
 - *\$35/per member year [*\$17.50 in January and \$17.50 in July*]
- *July Invoice will also include PEELS (President-Elect Learning) charges. [*~\$275*]
- Based on member numbers reported to RI by 6/30 and 12/31 deadlines.

**Dues and PEELS charges pending CNY board budget approval and MD-PEELS planning*

BEST PRACTICES

Keep Good Financial Records:

Club Income: i.e. Dues from members, Happy dollars/fines, etc.

Club Expenses: RI/District dues due, zoom fees, pins/badges, etc.

Fundraisers Income and Expenses – separate from Club inc./exp.

Financial Decisions discussed, presented, or approved

Separate Operating and Grant Funds into separate bank accounts

BEST PRACTICES

Financial Policies & Procedures oversight:

Help prepare/adjust financial policies/procedures as needed with Club input.

Examples: Payment approval process, reporting requirements, approval process for non-budgeted items, annual audit of books, record-keeping procedures

Maybe set aside portion of fundraising proceeds for large project – if voted to do so, document Board/member approval in the minutes and account for funds separately.

Manage bank accounts and assign check signers and signature requirements, with Board approval.

BEST PRACTICES

Financial Preparation and Reporting:

Help with Budget preparation

Regular reporting of Finances to Club Board or Club Members

- Monthly or, at the minimum, quarterly
- Present printed financial copies at least once/year
- Make sure Financials are approved by Board or Membership after presentation
- Report approval of financials in the meeting minutes.

Collect Dues and Fees: Suggest collecting in advance of membership reporting deadlines: July 1, Dec 31

Timely Deposits and Payments

Distribute charitable contributions to outside organizations immediately after Club/Board approval of those disbursements.

SOFTWARE

QuickBooks Online: If you have a 501(c)3 arm/foundation as part of your club, you can get this software from TechSoup for \$75/year [for the club, the Foundation cannot purchase QB for the club use]

- Tracks income, expenses, assets, liabilities. Depreciates assets.
- Tracks customers, if needed, with their contact information
- Balance bank accounts, create checks/disbursements
- Produce reports on sales, expenses, income, customers, etc.
- Easy and quick financial reporting: Balance Sheet, Income Statement
- More expensive if no 501(c)3 status

ClubRunner: Dues Management feature for clubs with their own subscription

Other free or low fee software may be available

If don't use software: can set up a spreadsheet from database software (or use templates) for reporting financials

BEST PRACTICES

Risk Management Assistance or Development:

- Assess risks: probability of occurrence, Club impact
- Develop mitigation procedures
- Review contracts
- Adherence to established rules and procedures
- Insurance needs [RI covers Clubs for many events – get Certificate of Insurance from them]

Succession Planning: President, Treasurer, Secretary, Committee Chairs

Global Grants Assistance: Suggest separate bank account.

BEST PRACTICES

Donations to The Rotary Foundation: complete forms with donations

For **more information** plus links to further info:

- www.Rotary.org and log into My Rotary
- Enter The Learning Center
- <https://learn.rotary.org/members/learn/learning-plans/7/club-treasurer-basics>

ROTARY LEARNING RESOURCES

If you have questions about your role, you can contact your district finance committee or other club treasurers. You can also write to the Rotary Support Center at rotarysupportcenter@rotary.org. Members in the U.S. and Canada can call +1-866-9-ROTARY (+1-866-976-8279), and members in other locations can contact their [regional office](#).

CNY ROTARY RESOURCES

Lead District Treasurer: TBD

District Treasurer Team/Accounts Receivable: **LaVerne DeLand**

315-591-3126 – cell

laverne7150@gmail.com

Immediate Past District Treasurer 2021-24: **Tara Renner**

315-458-4530 – home (best number); 315-283-1060 – cell

trenner1@twcny.rr.com

Can help with 990-N forms, if needed



QUESTIONS