## CLUB TREASURER JOB DESCRIPTION



As club treasurer, you manage your club's finances and ensure good financial stewardship by tracking incoming and outgoing funds and following your club's budget. Here are some other responsibilities of the club treasurer.

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Review all the procedures with the outgoing treasurer

Review the club's financial history to determine its likely income and expenses

Receive funds, accounting records, and any related materials from the outgoing treasurer

Attend the district training assembly and the district conference

Learn how funds are allocated for club committees

## **During the fiscal year**

Maintain club financial and historical records in accordance with local document retention laws

Work with the club secretary on invoicing all club members for their dues and fees

Collect dues payments and use these funds to pay the club's financial obligations

Manage club and project funds, including paying bills and other expenses

Distribute grant and scholarship funds

Work with The Rotary Foundation to submit contributions on behalf of club members and manage grants

Give monthly reports to your club's board

File your club's taxes, if required to do so by local or national code

## At the end of your term

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

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

Hand all records over to the incoming treasurer

For any questions regarding your role, you can email the Rotary Support Center at <u>rotarysupportcenter@rotary.org</u> or call +1-866-9-ROTARY (+1-866-976-8279) toll-free within the U.S. and Canada. Rotarians outside North America should contact the <u>international office</u> for their area.