

## Club Treasurer

### Preparation

- Work with outgoing treasurer to ensure a smooth transition
- Attend training at district assembly

### Responsibilities

Your responsibilities as club treasurer include:

- Managing funds
  - Ensure that all collected funds and expenses are accurately documented. Provide members with receipts for their dues and donations, and record any transactions, including club purchases, in a ledger. If exceeding the budget is unavoidable, be sure to request the board's approval.
  - Work with Foundation Committee Chair, to open a separate bank account to handle Rotary Foundation funds, especially for Global Grant projects.
- Collecting and submitting dues and fees:

#### WHAT TO COLLECT

Club dues  
Admission fees  
District dues  
RI per capita dues  
RI fees

#### WHAT TO PAY

District dues  
Semiannual dues invoice  
> RI per capita dues  
> New-member prorated dues  
> RI fees: magazine costs, Council on Legislation fees  
> Outstanding balance (if any)

- Reporting on the state of your club's finances
  - Issuing monthly reports to your club's board, regular financial updates and a detailed annual report to club members. At board meetings, present the club's monthly expenses and income, and indicate the status of fundraising efforts and the overall budget.
- Working with The Rotary Foundation
  - Submitting donations and helping to apply for and monitor grants.
- Developing a budget
  - Develop a club budget for the coming year. Before creating the budget, review the club's financial history to determine the likely sources of income and areas of expense, and meet with incoming officers to discuss their plans for the year. The income and expenses included in the budget should be broken into two parts: club operations and charitable funds. Additionally, establishing a reserve fund can help your club handle unexpected expenses; some clubs base this fund on their annual operating costs.
- Preparing your successor
- Risk management
  - You are in a position to minimize risk and safeguard your club's members, program participants, and assets by planning, organizing, leading and controlling your club activities.
- Financial control
  - Establish standard procedures for ongoing duties help clubs function smoothly. Ensure that funds are managed properly, and help protect you and your club from allegations of fund misuse.

### Resources

- **Club Treasurer's Manual** - <https://www.rotary.org/myrotary/en/document/519>
- **Be a Vibrant Club: Your Club Leadership Plan** – <https://www.rotary.org/myrotary/en/document/556>

### Resource Person

District Treasurer – PP Ted Ho (Email: [tedho@worldlinkcpa.com](mailto:tedho@worldlinkcpa.com))