

# How to be a Good Treasurer

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# Treasurer Training

My email is [Mills689@aol.com](mailto:Mills689@aol.com) . Email me if you are interested in the 100 plus pages that RI suggests you should know to be a club treasurer and I'll send it to you. Today, I'm going to talk about what your club wants you to know to be a good club treasurer. For a club president and board to accomplish all they would like to do in a Rotary year, they need to know what funds are available when they need to know.

## A. The Basics

1. Checking account with 3-4 signers, duplicate checks, no fees.
2. Use QuickBooks or ClubRunner or similar accounting program. Not Excel.
3. Set up a file box with a folder for each month.
4. Set up a Club PO box if you don't have one.

## B. Be Organized at Meetings

- Prepare a weekly form
- Record ALL receipts on the weekly sheet
- Pay recurring expenses weekly. Prepare checks before the meeting.
- Check the club mailbox and make deposits the same day
- Replenish petty cash the same day.

## C. Month End

- Bill / invoice meals & dues quarterly
- Send email statements monthly and send personal email reminders
- Balance check book(s) monthly

## D. Reporting

- Monthly reports to the board
- Prepare a budget and update it periodically
- Keep a financial history- consolidate multiple years
- Compile a forecast of income and expenses

## E. Efficiencies

- It's all about consistency and diligence. Don't think "I'll do it next week or next month".
- Find a way to accept credit cards –swipe with a "square" on a smart phone or similar.
- Offer to accept Paul Harris contributions. Bill (invoice) monthly for long term pledges.
- Find a CPA to volunteer to do the annual 990 tax return gratis or at minimal cost.