Treasurer

As treasurer, your job is to have custody of and maintain accounts of all club funds, receive and disburse funds, prepare financial reports, help develop the budget, and perform other fiscal duties normally associated with your office. The functions of the club treasurer are delineated in the “Recommended Rotary Club Bylaws” (012B-EN), which explains that the treasurer prepares an annual accounting of the club’s financial status and at any other time upon demand by the board. The treasurer also performs other duties pertaining to the office and upon retirement turns over all funds, books of accounts, and other club property to the incoming treasurer or the president.

The club bylaws also suggest that the treasurer deposit all club funds in a bank named by the board, and that all bills be promptly paid by checks signed by the treasurer after two officers have verified in writing that the transactions are legitimate. Also, a thorough audit of all the club’s financial transactions should be made annually by a certified public accountant or other qualified person.

In addition to the above specific duties, budgetary expenses often are within the scope of the treasurer’s interests.

Coordination with club secretary

Meet with the club secretary to coordinate fiscal plans and responsibilities. The primary duty of the club secretary, in relation to club finances, is to send to all members statements of club dues, payable on 1 July.

According to the custom of the club, the secretary should prepare and mail — monthly, quarterly, or semiannually — statements that also may include other items, such as the cost of meals.

After payments have been made, the secretary should record all collections, sign membership identification cards, issue them to the members, and forward the money to you as club treasurer. Always give a receipt for money received to the secretary for the records.

Once or twice a year, (more often in many clubs) it is your responsibility to prepare and distribute to club members a report on the financial condition of the club, showing income and expenditures.

Collecting club dues

Club members have a right to know and understand the purposes for which they are paying dues. They should be aware that the club must pay to Rotary International for each active, additional active, past service, and senior active member’s uniform per capita dues, to be used for purposes set forth in the RI bylaws.
In addition, it is a condition of membership that each active, additional active, past service, and senior active member become a paid subscriber to the official magazine of RI (THE ROTARIAN) or to an approved regional magazine prescribed by the RI Board. This is in accordance with Article XII of the “Standard Rotary Club Constitution.” Subscribing to a Rotary magazine is not optional or at the discretion of the individual member.

The most widely practiced method of collecting dues is to mail statements to members. This is done by the club secretary. If a member is slow in returning payment, a follow-up statement and, later, a phone call is in order. Perhaps the member’s name is passed to a collection committee. Club secretaries should submit the names of members who are noticeably delinquent in their dues to the board of directors so that necessary action can be taken in accordance with the club constitution and bylaws.

Developing a budget
The adoption of a budget for the club is a guide to many aspects of the club’s service and fellowship activities; it also is good protection against financial difficulties. A budget accepted and adhered to protects the club against overly enthusiastic expenditures by committees and guards the club against obligating itself beyond its means.

The “Recommended Rotary Club Bylaws” suggest that “at the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year.” The appropriations and expenditures agreed upon stand for the year unless otherwise changed by action of the board. Here are some tips on budget preparation (check against the sample form at the end of this leaflet):

- Avoid the danger of overestimating income and underestimating expenses.
- Be conservative in setting aside amounts for club activities. Plan to show a favorable balance at the end of the year. (One way to help ensure this is to provide regular reports on the club’s financial condition.)
- Estimate the income that will probably be received for the year to determine the amount available for expense appropriations (the top of the form provides for this).

Here are items for estimated expenditures:
- Secretary’s office. Items might include printing and stationery, salaries, postage, telephone, faxes, rent, badges, and miscellaneous office equipment.
- Committees. Fix the amount that the club authorizes each committee to spend; notify the chairpersons of the amounts approved. The appropriation for the club bulletin should be listed under a separate heading and incorporated into the budget under the “Club Service activities” category.
Though not required to do so, some clubs incorporate contributions to The Rotary Foundation in their budgets.
Rotary International. The required subscriptions to the official magazine (THE ROTARIAN) or to official regional magazines are explained in Article XII, Sections 1 and 2 of the “Standard Rotary Club Constitution.”

Conventions and conferences. Each club is entitled to send one voting delegate for each 50 members, or major fraction thereof, to the annual Convention of Rotary International. Some clubs pay part or all of the cost of attending for one or more of its delegates, one of whom frequently is the incoming club president. Each club is entitled to send one voting delegate for each 25 members, or major fraction thereof, to the annual district conference. Appropriations for expenses of conference delegates vary from club to club.

The Rotary club should reimburse the incoming president for travel expenses to the district assembly and the club presidents-elect training seminar. Funds also might be budgeted for attendance of club officers and committee chairpersons at workshops, intercity forums, and similar meetings.

Miscellaneous expenses. Many clubs place an extra charge on meals at weekly meetings to meet the expenses of invited guests. This surcharge does not usually apply to visiting Rotarians.

There are many other items that might be included under miscellaneous expenses, such as flowers, road signs, musicians, bank charges, contributions to district funds, gifts to retiring officers, gratuities, and RI publications for new members. Amounts that the club intends to spend for charitable or civic activities should be appropriated. By operating with a budget, a club can better handle appeals for certain types of contributions.

Contingency fund. If at all possible, every budget should provide for a small emergency fund from which extraordinary expenses may be authorized by the board of directors.

Special funds. Many clubs have their own special funds, such as scholarship funds, which should be incorporated into the budget.

Accountability for service project funds and District Designated Funds (if any were granted to the club)

Rotary clubs frequently raise funds for service projects. It is sound business practice to keep such funds separate from club operating funds. It is good public relations to issue reports on the disposition of money collected from the community to assist in the projects.

Clubs that have been awarded District Designated Funds have special accounting requirements for those funds for a three year period. Check with the District Foundation Chair to learn these requirements if your club is successful at obtaining DSC funds.

Club Secretary’s Manual/65