



# Club Treasurer Training

Presenter: Neal E. Miller, District Treasurer  
Date: April 27, 2019



# What does the club treasurer do?

# Responsibilities

- Manage club funds
- Collect and submit dues and fees
- Report on the state of the club finances
- Work with The Rotary Foundation
- Prepare IRS Form 990N
- Risk management

# Treasurer Resources

- MyRotary to monitor Rotary International dues account
- To acquire forms to make The Rotary Foundation contributions: Sign in to My Rotary, navigate to the Manage tab, then to the Club & District Administration list, click on Club Administration. Scroll to the Club Giving section, where you'll find options for making a contribution on behalf of a club or club members.

# Treasurer Resources

- Risk Management – To acquire a certificate of insurance, visit <https://insight.ajg.com> Username is Rotary@ajg.com and Password is rotarian1.

# Accounting Software

- Quickbooks Pro - \$219 purchase
- Quickbooks Online w/o budgeting - \$15/month
- Quickbooks Online with budgeting - \$60/month
- Freshbooks Online w/o budgeting - \$15-\$50/month
- Xero with budgeting - \$30-\$40/month
- Wave w/o budgeting - Free
- Zoho w/o budgeting - \$9-\$29/month
- Dacdb with budgeting - \$135-\$289/year

# Discussion Items

- Annual Club treasurer audit.
- How aging Rotarians negatively impact club finances under the “pay whether you eat or not meal and dues plan”. Rule of 85.
- How late in payment should a member be allowed before suspension or termination? Is a non-paying member really a member?
- Dual membership for Rotaractors
- Rotary Direct for The Rotary Foundation contributions
- Use of Airtable for submission of bills and transparency of what payments are made