

Treasurers in a Nutshell

The office of club treasurer is important because the treasurer is in control of the club's money, its collection and disbursement. It is important that this job be done well. Many schools do not allow clubs to keep independent checking or savings accounts. It does not matter who writes the checks school officials or the Key Club treasurer. What does matter, though, is that the treasurer be responsible for keeping accurate books that will enable him/her to give a full financial report whenever requested. The treasurer should do his/her best to see that everything is done properly so that there are no doubts about his/her integrity. If your school policy permits your club to have its own checking or savings account, it is strongly advised that two (2) signatures be required on each check. Your faculty or Kiwanis advisor should co-sign with the Key Club treasurer or president. It should be noted that the treasurer's records always should be open to inspection by the club's officers, faculty advisor, principal, and Kiwanis advisor.

Club Treasurer's Duties

- ÷ Collect member dues.
- ÷ In coordination with the secretary, forward dues monies and the Invoice to the International Office.
- ÷ Prepare the budget, present it to the board for approval, and ensure that club activities adhere to the budget.
- ÷ Maintain accurate financial records.
- ÷ Transact business through a bank or school account.
- ÷ Inform the club of its financial strengths and weaknesses.
- ÷ If required, file appropriate forms with the Internal Revenue Service by February 15 (for US clubs only).
- ÷ Inform the Kiwanis Club of the Key Club's financial status.
- ÷ Disburse funds and pay bills promptly as approved by the board of directors. Reconcile bank statements.
- ÷ Bill members for unpaid dues.
- ÷ Deposit club funds.
- ÷ Understand school and club policies regarding student financial accounts relating to school organizations.
- ÷ Be 100% involved with the clubs activities.
- ÷ Present new and exciting fundraisers to financially help your club

Weekly Duties

- Attend club meetings.
- Pay all bills as approved by the board of directors.
- Record all expenditures and income for the week.
- Secure advice of your faculty advisor and Kiwanis advisor on all financial matters.

Monthly Duties

- Collect all monies from club projects.
- Prepare a financial report for the board of directors meeting.
- Attend the board of directors meeting.
- Collect dues from new members and forward them with an invoice to the International office.

Annual Duties

- Obtain all financial records, receipts, and files from immediate past treasurer.
- Prepare a budget for the Key Club year.
- Organize all financial records to give to the treasurer-elect.

Preparing the Budget

The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club. Use the budget as a guide for the club's activities during the year. When approving the budget, the club must commit to raising the necessary income, for without the budgeted income, the club cannot spend as it had planned without incurring a deficit. Thus, when total expected income is not achieved, total expenditures must be cut. Key Club International is a nonprofit organization, receiving much of its receipts from the general public. Therefore, the law requires that two separate accounts for receipts and expenditures be maintained. These accounts are the service account and the administrative account. **Service Account** -All monies collected from the general public must be returned to the general public; they cannot be used for club administrative costs, such as printing, conventions and conferences, and travel to non-service projects. **Administrative Accounts** -The administrative account is the operating account for the club. It is used for those monies to be spent on club administration and/or members. Monies coming from the administrative account are collected from dues, K-family members, and school subsidies. Monies in this account may be used to buy supplies, purchase advertising, send members to conventions and conferences, etc. Funds in the administrative account can be transferred to the service account. However, no funds from the service account may be transferred to the administrative account. It is helpful in bookkeeping and auditing to note on each receipt into which account the money was deposited. Likewise, all checks should note from which account and line item, if appropriate, the money was drawn.

Do those Dues!

The collection of dues is by far the most important task that any treasurer will undertake throughout the year. The amount each member must pay is as follows: International dues are \$6.50 and District dues are \$5.00. There are no set club dues... If you wish to have them, they should not exceed \$6.50 US.

Ever wonder how your dues are spent?

Your dues are used to fund:

- Service program materials
- Leadership training
- Conventions and conferences
- Professional development
- Fellowship opportunities
- Member-support information
- KEYNOTER magazine
- Club mailings
- Literature on member development
- Membership recruitment
- Public relations
- Club officer training

Your club's faculty advisor will receive a password and instructions during August or September, which will enable them to enter your club members' information through the International website and print a roster and the dues invoice which should be submitted with the proper funds for both International and District dues. They should all be mailed to Key Club International. To pay your club's district and International dues, just follow the instructions listed on the website. If your club has not received its password in the mail by September 15, please have your faculty advisor contact District Administrator Dennis Mitchell.

Dues and Membership Form

Any time your club recruits new members or has members who pay their dues late, you should revisit the Membership Update Center on the International website to submit the names and addresses of the new members, and print out a new invoice that you can use to submit their dues. It is very important that all members' names, addresses, and dues be submitted to International. Members whose names do not appear on the official roster will not be eligible to participate in division or district elections or functions. Annual club, district, and International dues are payable on November 1st and become past due on December 1st. WE SHOULD ALL STRIVE TO SUBMIT OUR DUES ON TIME. (Early Bird Award recognition is given to clubs whose dues are received and processed by International on or before November 1.)

Maintaining Accurate Financial Records

It is important to keep an account of all transactions as they are made. A simple method to use is the general journal, containing three columns: income, expenses, and balance. Log in each transaction when it occurs; specify the date and a simple description; list it properly under income or expense; and record the balance. It is recommended that the club purchase a general ledger for the club treasurer. When disbursing money, always obtain a receipt as evidence of payment. When at all possible, use a check rather than cash. This will provide you with an additional receipt. When reimbursing a club member for expenses, require them to complete an expense voucher and attach a copy of the receipt to receive reimbursement. A sample expense voucher is included in this workbook. No more than two individuals should have authorization to write checks. Typically, the club treasurer and president are authorized to write checks. When receiving money, always issue a receipt, especially when you receive cash (i.e. dues and fundraiser money). Ideally, you should purchase a book of cash receipts so the club can maintain copies of the receipts. And finally, never hold cash personally for any length of time. You are responsible for the finances of the club. By depositing cash soon after receipt, you guarantee that your members' money or community's contributions are secure.

Bank Reconciliation

Periodically, the bank will submit a statement listing all transactions that took place within a certain period of time. They may or may not return your canceled checks, depending upon their policy. Upon receipt of the statement (usually monthly), reconciliation should be made to certify the accuracy of the club's balance. If this is done upon receipt of each statement, errors can be corrected. To perform this reconciliation, follow these steps:

1. Verify all amounts on the statement with amounts noted in the checkbook.
2. Place the amount of the bank balance in the appropriate space on the back of the statement.
3. Add any deposits not noted on the statement.
4. Deduct all outstanding checks, not yet cashed.

This adjusted balance should agree with the checkbook balance. If it does not, double-check your arithmetic. If the error is not yours, contact the bank and ask that they review the statement for the possible error.

FUND-RAISING!!

The Do's and Don'ts of Fund-raising

DO double work – sell T- shirts at a dance marathon.

DO donate supplies/services as much as possible.

DO make the most of every opportunity.

DO have a goal.

DO your homework on immediate needs and final goals.

DO get groups together to applaud successes and strategize better plans.

DO use thoughtful planning – too many events are the product of an impulse.

DO think of positive approaches to fund raising ideas.

DO spend as little time as possible on fund-raisers — they can really bog down a group.

DO make successful fund-raisers a tradition.

DO watch for opportunities to build on other's efforts.

DO be energetic, creative, and enthusiastic.

DON'T rely totally on dues.

DON'T allow fund-raising to disrupt the regular business or programs of the organization.

DON'T ask anyone to make a donation because you "need" the money.

DON'T ask for a fixed price when a donation will do.

DON'T assume that all pledges will automatically pay – you have to remind them.

DON'T expect too much from members – you should have fun and raise money.

DON'T have a fund-raiser based on impulse – plan carefully.

DON'T let the treasurer handle all the responsibility – spread it around.

DON'T wait until the last minute for anything – be prepared.

DON'T forget to be creative, enthusiastic, and have fun!

IMPORTANT!!!

This is straight from the by-laws of Key Club International so listen up!

Article 4, Section 5, of the Bylaws of Key Club International reads:

“ No club shall sponsor or participate in any manner in a lottery, raffle, drawing, or game of chance, for the purpose of raising funds, or shall employ a lottery, raffle, drawing, or game of chance in connection with any fundraising activity or engage directly or indirectly in any activity which may impugn or reflect unfavorably on the good name of Key Club or Kiwanis. Key Club may participate in lotteries, raffles, drawings, or games of chance only with clubs or districts within the K-Family or organizations sponsored by the K-Family for the purpose of fund-raising in accordance with state, local, federal, and provincial laws. Clubs violating the provisions of this section may have their charter revoked or be otherwise disciplined as prescribed by the Board of Trustees of Key Club International or the Board of Trustees of Kiwanis International, pursuant to the provisions of Section 2 of this Article.”

NEED HELP???

Sometimes we all can be in a situation in which we just need help! Well don't hesitate to contact the following people for anything at anytime, besides we are here for that:

- Club officers and members
- Faculty advisor or sponsoring Kiwanis club
- Your Lt. Governor (Don't know who that is, check out their contact information at the website)
- Your District Treasurer: John Danaher (also on www.tokeyclub.com)