

# Treasurer

## Bookkeeping and financial reporting

As treasurer, you are responsible for keeping clear and accurate financial records of club business and for seeing that the club remains financially stable.

The [Club Leadership Handbook](#) describes the following standards more fully and explains how to carry them out.

### Outside the Club Meeting:

- Prepare a budget to be approved by the executive committee and membership within one month of taking office.
- Provide the bank with a new signature card by July 1/January 1.
- Prepare and send dues statements by August 15/February 15.
- Collect and pay dues to World Headquarters by October 1 and April 1, and work with the vice president membership to contact members who have not paid dues.

Pay Dues Online:

- **Login**
- Go to the **Members Site**
- Click on **Club Central** link on the left-hand side
- Choose the club you would like to work with
- Click on **Pay Dues**
- Submit new member applications and dues to World Headquarters within 48 hours of receipt. Add new members online.
- Pay bills as due.
- Keep records of all financial transactions.
- Present verbal and written financial reports quarterly (October 15, January 15, April 15 and July 15).
- Submit club accounts for audit.
- Attend club executive committee meetings.
- Attend district-sponsored club officer training.
- Arrange for a replacement if unable to attend a meeting.
- Prepare successor for office.

### At the Club Meeting:

- Receive completed new member applications and dues.
  - Announce when dues are due and explain dues structure.
  - Greet members and guests.
- Download the [Club Leadership Handbook](#) for details about serving as Treasurer.

## TREASURER CHECKLIST

### Before Club Meetings

- Prepare a financial report as necessary to be presented at the meeting.

### During Club Meetings

- Collect any payable dues and fees from members.
- Present the club financial report when necessary.

### Outside Club Meetings

- Reconcile deposits, expenditures, and cash on hand each month.
- If your club is within the U.S., file form 990,