

Club Treasurer Training Handout

For use at the 2023-2024 Division H-hosted Officer Training Sessions

The three R's are:

Role

Responsibilities

Resources

R1 is Role (see Club Leadership Handbook (CLH) page 33, two paragraphs under Club Treasurer).

Role paragraphs distilled:

- Manage club bank account
- Write checks and make deposits of dues and other revenue
- Make dues payments to World Headquarters, likely via Club Central

R2 is Responsibilities (see them under the three headings on CLH page 34). Your goals:

- An effective spreadsheet or other system to maintain financial transactions
- Timely requests for and processing of member dues payments
- Regular financial reports to the members and/or executive committee
- Familiarity with Membership Management and Club Financials sections in Club Central
- An accurate budget prepared at the beginning of the club year
- An efficient audit conducting at the end of the club year

R3 is Resources.

- Officer training (as many as you can get to) to learn and to exchange ideas.
- CLH manual page 36 links to resources on Toastmasters International Web site.
- Who/what else? Your predecessor as Club Treasurer. Treasurers at other clubs (pay 'em a visit!)

Homework assignment

1. Attend as many officer training sessions as you can.
2. Read pages 33 through 36 in the Club Leadership Handbook.
3. Check out the resources on page 36.
4. Consider a spreadsheet in addition to the checkbook register to keep track of credits and debits.
5. If your club does not currently have the Club Treasurer make a brief report at club meetings and/or executive committee meetings, share with the other officers your desire to do so.
6. If your club does not currently prepare an annual budget and conduct an annual audit, share the importance of doing so with the other officers.

Club Secretary Resources

Distinguished Club Program

www.toastmasters.org/1111

Guest Book

www.toastmasters.org/84

Club officer list

www.toastmasters.org/clubcentral

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Club Treasurer

The Club Treasurer is the club's accountant. They manage the club's bank account, writing checks as approved by the Club Executive Committee, and depositing membership dues payments and other club revenues. The Club Treasurer is also in charge of submitting membership dues payments to World Headquarters (accompanied by the names of renewing members), filing necessary tax documents, and keeping timely, accurate, up-to-date financial records for the club.

Though the Club Treasurer's duties are usually not the most demanding of all the club leadership positions, the consequences for members can be serious when they are not completed accurately and on time.

Club Constitution for clubs of Toastmasters International

Article VII: Duties of Officers, Section 6

Club Treasurer Responsibilities

Oversee Accounts

Prepare and oversee the club budget.

Create the budget at the beginning of the Toastmasters year in conjunction with the Club Executive Committee.

Report on the club budget as needed at club and Club Executive Committee meetings.

Manage the club bank account.

Reconcile deposits, expenditures, and cash on hand each month.

It is the responsibility of the individual clubs to determine the tax filing or other legal requirements in their city, state, province, and/or country and to file proper forms as appropriate. See **Policy and Protocol, Protocol 8.2:**

Fundraising, Section 3: Tax and Other Legal Requirements.

Transfer club financial information to the incoming Treasurer.

Collect Membership Dues Payments

Prepare and send membership dues statements to members by **September 1** and **March 1**.

Ensure all membership dues payments are submitted to World Headquarters on or before **October 1** and **April 1**. If the club is Self-Pay enabled, encourage members to submit their payments via the Toastmasters website.

Collect separate club dues and fees as designated in the club's Addendum of Standard Club Options. See **Policy and Protocol, Policy 8.0: Dues and Fees**.

Remind members that if membership dues are paid late, they may not be eligible for speech contests, education awards, or club recognition in the Distinguished Club Program. In addition, they will not have access to Base Camp until their dues are paid.

Paid: A member whose Toastmasters International membership dues payments have been processed by World Headquarters for the current dues period.

Unpaid: A member whose Toastmasters International membership dues payments have not been processed by World Headquarters for the current dues period. Unpaid members are not considered to be in good standing by Toastmasters International.

Note that all current club officers can easily and conveniently submit materials, such as membership applications and membership dues payments, and enable Self-Pay, through **Club Central**.

The Club Treasurer may need to determine other options for collecting funds and maintaining club finances as traditional methods may not be viable for an clubs that meet online

Pay Bills

Write checks to disburse funds as necessary for club activities.

Pay for the Club Secretary's purchase of club materials and equipment, such as ribbons, lecterns, and promotional materials.

Receive and pay bills from Toastmasters International.

Pay recurring bills, such as for meeting places and meals, as authorized by the Club Executive Committee.

Keep clear, accurate records of all club financial transactions. See **Policy and Protocol, Protocol 8.1: Club and District Assets**.

Summary of Responsibilities

Before Club Meetings

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

During Club Meetings

- ▶ Collect any payable membership 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 located within the state of California, file the 199N with the Franchise Tax Board by May 15 for the previous year. The 199N is filed electronically and typically takes 10–15 minutes to complete. Failure to file ultimately jeopardizes the club's tax-exempt status and subjects receipts to income taxes.

- ▶ If the club is outside the U.S., consult a tax advisor to ascertain local tax regulations.
- ▶ Issue checks to cover club expenses.
- ▶ Receive all bills and other financial correspondence for the club.
- ▶ Prepare for the Audit Committee near the end of the term of office.

Items to Prepare for the Audit Committee

- ▶ Checkbook register
- ▶ Bank statements and canceled checks
- ▶ Cash book and journal
- ▶ Paid bills
- ▶ Deposit slips
- ▶ Copies of monthly financial statements
- ▶ Material requested by the committee

Club Expenses

- ▶ Website
- ▶ Newsletter
- ▶ Supplies from World Headquarters, such as trophies, ribbons, and educational materials
- ▶ Administrative supplies
- ▶ Postage
- ▶ Meeting spaces

Common Scenarios Club Treasurers Face

Scenario: A member submits membership dues payments to the club on time, and the member has a receipt proving they paid to the club. However, as Club Treasurer, membership dues payments to World Headquarters were submitted late. As a result, the member is disqualified from a speech contest.

Possible solutions: The best solution is to avoid it before it happens. The Club Treasurer is responsible for ensuring all membership dues payments are submitted on time. If not completed in a timely manner, other club members will suffer the consequences.

Prevent additional delays by ensuring Self-Pay is available. This will enable members to directly pay their own dues on time.

Scenario: There is difficulty motivating members to pay membership dues early.

Possible solutions: Make the club's due date a few weeks earlier than the organization's due date. Explain the consequences—such as no speech contests and no education awards—to delinquent members.

Scenario: The previous Club Treasurer did not keep adequate records.

Possible solutions: At the beginning of the term of office, take possession of all available records and review the Audit Committee’s report. Begin monitoring the club finances as efficiently and completely as possible, creating a simple record-keeping system and documenting procedures for future Club Treasurers.

Club Treasurer Resources

Distinguished Club Program

www.toastmasters.org/1111

Submitting membership dues payments

www.toastmasters.org/clubcentral

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Sergeant at Arms

The Sergeant at Arms will keep track of the club’s physical property, such as the banner, lectern, timing device, and other meeting materials. They arrive early to prepare the meeting place for members and stay late to stow all of the club’s equipment. The Sergeant at Arms is also in charge of the onsite and online meeting places, obtaining a new space when necessary, and maintaining contact with the people who allow the club to use the space for meetings.

The Sergeant at Arms also has a role to play during business meetings, speech contests, and other special club events. For example, if a club is voting on admitting a new member to the club, the Sergeant at Arms assists either by escorting the potential new member outside of the onsite meeting space or directing them to a breakout room for an online meeting. For an onsite speech contest, the Sergeant at Arms stands at the door while contestants compete to ensure that the speakers are not interrupted by latecomers. For an online speech contest, the Sergeant at Arms moderates the online platform, ensuring all attendees are muted.

Club Constitution for clubs of Toastmasters International

Article VII: Duties of Officers, Section 7

Basic Club Supplies

- ▶ Ribbons
- ▶ Ballots and brief evaluation forms
- ▶ Timing device
- ▶ Banner
- ▶ Lectern



Evaluation

BEGINNER INTERMEDIATE ADVANCED

What level of knowledge of the topic did you have prior to this session?

Indicate to what degree you agree with the following statements about this session.

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Overall, I was satisfied with the session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will use the content to strengthen my club.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning objectives were met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes No

Will you implement at least one idea from this session in the next 30 days?

Write your comments about the session.

Indicate to what degree you agree that the facilitator demonstrated the following:

	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE
Solid knowledge of the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent presentation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Division H-hosted Club Officer Training

Session: Summer | Winter

Position: Pres. | VPE | VPM | VPPR | Sec. | Treas. | SAA Leader: _____