

Treasurer Training Slides 2020

RMD District





Official Duties

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- **Collect dues**
- **Update the membership roster** for each new year.
- **Prepare the club's budget** and get it approved by the board
- Be in charge of all **transactions/financial records** through a bank or school account (reimbursements, deposits, withdrawals, etc.)
- Be sure to follow any and all school rules related to financial accounts

Staying Organized



- Have **one place to collect money** and make sure to label what the money's for/where it's going to if you aren't handling it right away but *make sure not to hold any cash personally for any length of time*
- **Keep records for dues, bank statements, budget, etc.**
- **Create a calendar** for deadlines

Be the Keeper



- **Prepare the Budget:** Find out the amount of money needed/how much it costs to do a project
- **Managing Club Accounts:**
 - Use to buy supplies, advertising, etc
 - Funding is collected from dues usually.

Be the Keeper (cont.)



- **Keeping Financial Records:** You must keep a record of all transactions.
- **Exploring Options:** Work with your faculty advisor to have a bank account and keep flowing money accurate. You can also verify accuracy using bank statements to check not only yourself, but also the bank



Be the Collector

- **Paying Dues**
 - **Clubs are not allowed to attend district and international events unless the club is in good financial standing**
 - The fiscal year of KCI begins Oct. 1 and ends Sept. 30. Dues are due for the year by **February 1** but choosing to pay by the earlier deadline of **December 1** will earn your club the *early bird award*

Dues Overview



- **\$14.00 in total** (\$7.00 to district, \$7.00 to international)
 - Clubs can charge more
- **Why to Pay Dues:** Required to be considered a Key Club in “Good Standing”
 - If a club misses dues deadline, then the club is suspended which entails a \$100.00 fine
 - Early Bird Deadline by December 1st



How to Submit Dues

- **Paying Dues**
 - **Obtain useful information**
 - Ex: names, email addresses, phone numbers, and year of graduation
 - Update club membership online at the [Kiwanis website](#)
 - Use advisor's email/password (create account if needed)
 - Update club roster
 - Print invoice after completing the club roster
 - Submit payment online with credit card or by check

Be the Fundraiser



- **Set goals** and have an idea of how much money your club needs to support projects and events
- Keep your members up to date on what's happening and support any challenges
- Make sure your fundraiser represents Key Club's values



Questions?

- What steps has your Key Club already taken in order to adjust to this year?
- How are you personally adjusting to this year? Thoughts?