

Officer Training: Treasurer

Club Bank Account

- Use a bank that will give you a no-fee account (ask for a “nonprofit” account)
- Change signature card—It’s recommended for treasurer and president to have signing privileges
- Get a debit card; use for online transactions with Toastmasters International
- You may need your club’s unique Employer Identification Number (EIN/tax ID). Find this on **Club Central (on the Club Demographics page)**.
- See [this page on toastmasters.org](https://www.toastmasters.org) for more information about bank account setup.

Keep Track of All Transactions

- Buy a register or use an Excel spreadsheet
- Save receipts, account statements
- Print receipts for purchases and dues payments from Toastmasters International
- Record all deposits and all withdrawals: note which members’ dues are included with deposits
- Reconcile deposits, expenditures, and cash on hand each month
- Maintain a record of who has paid dues, who has decided to drop out of the club, etc.
- Have a cheat sheet or spreadsheet to help calculate new member fees

Prepare a Budget

- Prepare a budget to be approved by the executive committee and membership (within one month of taking office).
- Income – project what you will take in over the next 6 months and year
 - Dues (TMI and club)
 - Fundraising activities
- Expenses – estimate what your club will pay out
 - Dues to Toastmasters International
 - Meeting room fees if applicable
 - Trophies/Ribbons
 - Administrative supplies
 - Educational/promotional materials – guest packets, new member handbooks, flyers
 - Food for open houses or other special meetings
 - Signage such as a club banner or directional signs

Collect and Pay Dues to TMI

- Due by **October 1 and April 1**
- Announce when dues are due and explain dues structure to new members
- Send dues statements by **August 15 and February 15**
- Use the great dues management tool on FreeToastHost 2.0 (if your club uses FreeToastHost)
 - It allows you to email dues invoices, keep track of who has paid and the payment method used, and to follow up with those who haven't paid yet.

- Instructions for how to use:
<http://support.toastmastersclubs.org/component/zoo/item/dues-renewal-app>
- Collect dues
- Pay members' dues online at Toastmasters International
 - Log in
 - Go to the Leadership Central
 - Click on Club Central
 - Choose the club you would like to work with if you are an officer of multiple clubs
 - Click on Pay Dues
- Note: International dues are \$7.50 per month, \$45.00 per 6 months. Your club may have additional club dues.

Process New Member Applications

- New membership application forms are available online:
 - <https://www.toastmasters.org/~//media/5A31F535E9714C9CB50DA2579CD2C526.aspx>
- Submit online right away
- Use club debit card to pay
- File them

Other Duties

- Provide financial reports to club
- Pay bills when due
- Keep accurate records
- Arrange for a replacement

General Officer Tasks

- Attend officer training
- Attend club executive committee meetings
- Work as a team to follow the Distinguished Club Program (DCP)
- Greet guests

Submit club accounts for audit

- Prepare for the Audit Committee
 - Checkbook register
 - Deposit slips
 - Bank statements and cancelled checks
 - Copies of monthly financial statements
 - Cash book and journal
 - Material requested by the committee
 - Paid bills

Club Audit

- Club president arranges the audit of the treasurer's records and assigns the Audit Committee:
 - 3 members of the club
 - Should not include the treasurer
- Please see the [Club Leadership Handbook](#), pages 53-54, for **details about conducting the club audit.**

Proper Use of Funds

Most clubs have a treasury in which they keep funds for club use. The Toastmasters program is designed to be supported by members through club dues. Clubs may also raise funds on a limited basis.

Authorized uses include:

- Educational/administrative materials for club/member use
- Meeting place rental fees (if applicable)
- Refreshments for club meetings (must be approved by the club)

Unauthorized uses include:

- Pathways educational materials
- Parties and social gatherings
- Donation of money to causes or individuals
- Scholarships
- Payment of dues for individuals

The authorized and unauthorized uses shown above are not intended to be all inclusive.

Fundraising

- Funds must be used to further purposes of TMI
- Unacceptable uses of funds
 - Social activities
 - Sporting events
 - Donations to worthy causes
 - Scholarship funds
- Acceptable activities for fundraising
 - Speechcraft (where you charge for materials and attendance)
 - Raffle
 - Auction

It is important that fundraising activities be conducted within the above guidelines. Toastmasters International is a 501(c)(3) corporation, which means that clubs and districts are allowed to raise funds from time to time but not on a regular basis.

Before you start on your fundraising project, review [Protocol 8.2](#) or call Toastmasters International.

For more information, see Legal and Tax Compliance, USA [this page on toastmasters.org](#).

Resources

- Club Leadership Handbook
 - www.toastmasters.org/Leadership-Central/Club-Officer-Tools
- When You Are the Treasurer (Older book)
 - <http://www.tmdistrict38.org/PDF/WhenTreasurer.pdf>
- Treasurer Calendar or Checklist
 - pages 15-17 of “When You Are The Treasurer”
- Web resources list
 - page 19 of When You Are The Treasurer”
- List of useful materials to order from Toastmasters Shop :
 - found on page 19 of the manual
- Club Officer Resources
 - <https://www.toastmasters.org/Leadership-Central>
- List of club members
 - Download from the TMI club central website
- Core Officer Training modules and slides
 - <https://www.toastmasters.org/Leadership-Central/District-Leader-Tools/Training/Club-Officer-Training-Materials>
- Freetoast Host Treasurer Tools—Dues Management Tool
 - Instructions for how to use:
<http://support.toastmastersclubs.org/component/zoo/item/dues-renewal-app>
- Paypal
 - Tips on setting up Paypal account for Toastmasters:
 - [http://www.marshalls.org/tmtools/PayPal for Toastmasters.pdf](http://www.marshalls.org/tmtools/PayPal%20for%20Toastmasters.pdf)
 - instructions on how to set up paypal link:
 - <http://www.wikihow.com/Make-a-Paypal-Payment-Link>
 - IRS letter saying TMI is a nonprofit:
 - <https://www.toastmasters.org/~media/C02FC0BDF3CC4E489E61EBCFACA9F7A9>