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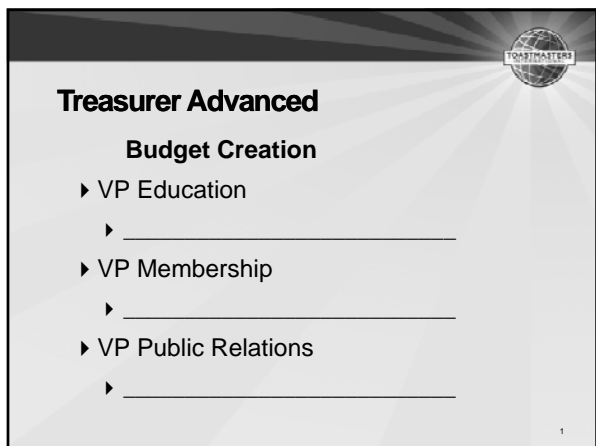
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**Treasurer Advanced**

**Budget Creation**

- ▶ Sgt. At Arms
  - ▶ \_\_\_\_\_
- ▶ President
  - ▶ \_\_\_\_\_
- ▶ Secretary
  - ▶ \_\_\_\_\_
- ▶ Be aware of D57 promotions

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**Treasurer Advanced**

**Budget creation Benefits**

- ▶ Assists in completion of Club Success Plan
- ▶ Budget is approved early (July 31)
- ▶ Future adjustments small

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**Treasurer Advanced**

**Budget & Treasurer FAQ**

- ▶ Who's money is this?
  - ▶ \_\_\_\_\_
- ▶ Who approves the budget?
  - ▶ \_\_\_\_\_
- ▶ What if there are additional expenses?
  - ▶ \_\_\_\_\_
- ▶ How many officers are account signators?
  - ▶ \_\_\_\_\_

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### Collect Club Dues & Submit Renewals

**Important Dates: October 1 & April 1**

- ▶ Notify members by \_\_\_\_\_(Fall)
- ▶ Notify members by \_\_\_\_\_(Winter)
- ▶ Submit dues weekly!
  - ▶ Club in Good Standing \_\_\_\_\_
- ▶ FreeToastHost Website
- ▶ Check, Cash, PayPal (2%fee)
- ▶ Work with \_\_\_\_\_

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### Members in Good Standing

- ▶ Participate in club meetings
- ▶ Eligible to vote at club meetings.
- ▶ Eligible to run for or hold a club/district office.
- ▶ Participate in speech contests.
- ▶ Eligible to receive educational rewards.
- ▶ Receive Toastmasters Magazine
- ▶ Receive DCP credit for submitting dues

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### Financial Records & Statements

**Treasurer's Toolbox**

- ▶ \_\_\_\_\_
- ▶ \_\_\_\_\_
- ▶ \_\_\_\_\_
- ▶ \_\_\_\_\_
- ▶ \_\_\_\_\_
- ▶ Balance \_\_\_\_\_ and Provide updates (at least \_\_\_\_\_)

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### Financial Records & Statements

#### Officer Meeting Report (Monthly)

- ▶ Beginning and Ending Balance
- ▶ Any transactions that month
- ▶ Is the club on budget?
- ▶ Any members with dues outstanding?
- ▶ Budget for the month
- ▶ Current member list (optional)

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### Use of Club Funds

#### Club Constitution and Bylaws: Article XI

#### Authorized Use

- ▶ Purchase educational/administrative materials for \_\_\_\_\_
- ▶ Meeting place rental (if applicable)
- ▶ Refreshments for club meetings (\_\_\_\_\_ needed)

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### Use of Club Funds

#### Club Constitution and Bylaws: Article XI

#### Unauthorized Use

- ▶ \_\_\_\_\_, \_\_\_\_\_ events
- ▶ Donation of money to causes or individuals
- ▶ Scholarships
- ▶ Payment of \_\_\_\_\_ for individuals

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### File 199N Tax Form by May 15

- ▶ Log into Toastmasters International - "Update my club meeting information"
- ▶ Entity ID, Entity Name, Federal EIN
- ▶ Gross Receipts - \_\_\_\_\_
- ▶ \_\_\_\_\_
- ▶ Failure to file will ultimately jeopardize your club's tax-exempt status

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### Treasurer Resources

- ▶ Item 1310 –Club Leadership Handbook
- ▶ Item 1311A.6 –Achieving Success as Treasurer
- ▶ Distinguished Club Plan - [www.toastmasters.org/1111\\_DCP](http://www.toastmasters.org/1111_DCP)

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### Ordering Items at TI

**Don't Forget the Freebies!!**

- ▶ Find Your Voice (item 99)
- ▶ Confidence: The Voice of Leadership (item 101)
- ▶ Prior Toastmaster Magazines
- ▶ Just pay for shipping!
- ▶ Place Club stickers on Freebies

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