

Treasurer

Club Officer Training



Get your CoT credit.

Email me.

Name - Member # - Club #'s.

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Agenda



- ▶ Treasurer Role



- ▶ Treasurer Responsibilities



- ▶ Treasurer Resources

Treasurer Role



Treasurer Responsibilities



The Club Meeting



Outside the Club Meeting



The Executive Committee

The Club Meeting

- ▶ Before Club Meetings
- ▶ During Club Meetings



Before Club Meetings

- ▶ Prepare a financial report.



During Club Meetings

- ▶ Collect membership dues.
- ▶ Report on club finances.



Uses of Money

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)
- Donations to the Ralph C. Smedley Memorial Fund

Club Constitution: Article XI

Uses of Money

Unauthorized uses include:

- Pathways educational materials
- Parties and social gatherings
- Scholarships
- Payment of dues for individuals
- Donation of money or goods:
 - o to outside causes or individuals
 - o to individuals at any level of the Toastmasters organization

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

Outside the Club Meeting

- ▶ Prepare a budget.
- ▶ Provide bank with a bank signatory card.
- ▶ Collect and pay dues.
- ▶ Submit new member applications.
- ▶ Issue checks for club expenses.
- ▶ Keep financial records.



Outside the Club Meeting

- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Attend executive committee meetings.
- ▶ Reconcile deposits, expenditures and cash on hand.



TI Website Demo

How to add a Membership

How to Pay a Membership

Outside the Club Meeting

- ▶ Ensure club meets government tax regulations.
- ▶ Receive financial correspondence.
- ▶ Prepare for audit committee.



The Executive Committee

- ▶ Prepare a budget.
- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Work with executive committee on Club Success Plan.



Spreadsheet Demo

How to Use the Toastmasters
Finance Spreadsheet – YouTube

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Getting Started

- ▶ Attend district-sponsored club-officer training program.
- ▶ Read materials.
- ▶ Meet with outgoing executive committee.
- ▶ Meet with outgoing treasurer.
- ▶ Meet with current executive committee.
- ▶ Review Policies and Protocol.
- ▶ Prepare a budget.

Getting Started

- ▶ Review records, financial reports and audit committee's report.
- ▶ Provide bank with a signatory card.
- ▶ Create a record-keeping system, if needed.

Additional Resources

Treasurer Resources

*Distinguished Club Program and
Club Success Plan (Item 1111)*

www.toastmasters.org/1111

*Success Communication Series
and Success Leadership Series*

www.toastmasters.org/successprograms

Submitting club dues

www.toastmasters.org/clubcentral

Use of Toastmasters materials

www.toastmasters.org/memberlists

This concludes the session.

Club Officer Training

