



# Treasurer Nuts-n-Bolts

Summer 2025 TLI

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# Building a Distinguished Mindset

What can I do as a Treasurer?

# Treasurer ❤️ DCP

## How can I as a Treasurer help the club become Distinguished?

- **Goals 1-6:** Accomplish new levels in Pathways personally
- **Goals 7-8:** Process new member applications
- **Goal 9:** Attend TLI in Summer *and* Winter
- **Goal 10:** Renew dues on-time

Goals to Achieve		Goal
Education		
1	Level 1 awards	4
2	Level 2 awards	2
3	More Level 2 awards	2
4	Level 3 awards	2
5	Level 4, Path Completion, or DTM award	1
6	One more Level 4, Path Completion, or DTM award	1
Membership		
7	New members	4
8	More new members	4
Training		
9	Club officers trained June-August	4
	Club officers trained November-February	4
Administration		
10	Membership-renewal dues on time	Y
	Club officer list on time	Y

# Treasurer is a Leadership Role!

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Assist club officers in completing the **Club Success Plan**

Process new member applications and dues renewal immediately

Work with officers for membership retention and growth

Go above and beyond to serve your club

Requirements			
Level	Club Success Plan	Membership as of June 30	Goals
Distinguished	Submitted by September 30*	20 total members or net growth of 3**	5
Select Distinguished	Submitted by September 30*	20 total members or net growth of 5**	7
President's Distinguished	Submitted by September 30*	20 total members**	9
Smedley Distinguished	Submitted by September 30*	25 total members**	10

# Key Responsibilities

Oversee Bank Accounts

Pay Dues

Process New Member Applications

Pay Bills



# Club Central

Login > My Home > Leadership Central (scroll down) > Club Central

## Leadership Central



### Club Central

Club officer materials and more



### Club Officer Roles

Learn more about elected positions



### Club Officer Tutorials

Membership and administration training

## Club Membership

 <b>Submit Education Awards</b> Submit member education awards	 <b>Membership Management</b> Add/update member records, review/print club roster, and submit payment
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## Club Management

 <b>Club Contact and Meeting Information</b> Update club contact/meeting information	 <b>Club Officer Assignment</b> Review, update and assign club officers
 <b>Club Success Plan</b> Share club success plans to enhance the quality of member clubs.	 <b>Club Demographics</b> Review and update your club's mailing address, officer terms and club preferences
 <b>Addendum of Standard Club Options</b> Review, update and print Addendum of Standard Club Options	 <b>Club Events</b> Submit information for planned club events
 <b>Club Financials</b> Review club receipts and statements	 <b>Club Achievements</b> Review and print club awards and achievements



## Resources and Reports

 <b>Distinguished Performance Report</b> Review your club's Distinguished Performance Report	 <b>Eligibility Assistant</b> Verify member eligibility for speech contests and proxy assignments
 <b>Administrative Reports</b> View and print reports on current and historical club information	

# Oversee Bank Accounts

#1



# #1 Oversee Bank Accounts

- Get access to club bank account
- Prepare and oversee club budget
- Present report on club budget at officer meetings
- Manage club bank account
- Keep detailed track of club income/expenses
- Transfer financial information to incoming treasurer

# #1 Oversee Bank Accounts

## Club Income

1. Club dues
2. Corporate sponsorships
3. District-sponsored awards
4. Private donors
5. Fundraising

## Club Expenses

1. Website/newsletter
2. Supplies/shipping
3. Educational/administrative materials
4. Zoom/meeting spaces
5. Awards and refreshments
6. Discretionary

## Unauthorized Uses

1. Pathways materials
2. Parties and socials
3. Scholarships
4. Dues payment
5. Donation of money/goods

# Sample Budget

The club budget for the year is based the income we collect from club dues of \$2/month.

The income and expenses are based on our base membership of 23 renewing twice and adding 8 new members to our club.

## Budgeted Income

- Cell E7 = membership dues from 46 members
- Cell E8 is membership dues from 8 new members

## Budgeted Expenses

- Cell E20 = Open House expenses - \$160
- Cell E22 = 48 membership fees paid to TMI
- Cell E33 = expense for meeting snacks and refreshments
- Cell E35 = Paypal fees - \$1.55/payment

## Where we expect to be in June 30th 2019

- Cell E43 = If we stay on budget, the club will be ahead by \$164.30 – as a non-profit our goal is met.

## Where we are now

- Column G list our actual income and expenses for our first quarter with the club being in the black by \$180.65
- No need to dip into our bank balance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>Leadership 101 Toastmasters Club - Oct. 1st, 2018</b> <b>Treasurer's Report</b> <b>2018-19</b>																
2																	
3	Category	Account			Budgeted	Jul - Sept	Oct - Dec	Jan - Mar	Apr - Jun	Year to Date	Under (Over) Budget						
4	Beginning Bank Balance				507.95	507.95											
5																	
6	<b>Income</b>																
7		Membership Dues			2,622.00	1,083.00	0.00	0.00	0.00	1,083.00	1,539.00						
8		New Members			456.00	57.00	0.00	0.00	0.00	57.00	399.00						
9						0.00	0.00	0.00	0.00	0.00	0.00						
10						0.00	0.00	0.00	0.00	0.00	0.00						
11																	
12					3,078.00	1,140.00	0.00	0.00	0.00	1,140.00	1,938.00						
13																	
14	<b>Awards</b>																
15		Meeting Award Ribbons				0.00	0.00	0.00	0.00	0.00	0.00						
16		Award Badges, gavels, and pins				0.00	0.00	0.00	0.00	0.00	0.00						
17		Other awards				0.00	0.00	0.00	0.00	0.00	0.00						
18																	
19	<b>Membership Building</b>																
20		Open House (80/event)			160.00	0.00	0.00	0.00	0.00	0.00	160.00						
21		Book Marks					0.00										
22		TMI Fee (45/member x 54)			2,430.00	900.00	0.00	0.00	0.00	900.00	1,530.00						
23																	
24	<b>Team Building &amp; Education</b>																
25		Name Badges				0.00	0.00	0.00	0.00	0.00	0.00						
26		Club Newsletter				0.00	0.00	0.00	0.00	0.00	0.00						
27		Postage				0.00	0.00	0.00	0.00	0.00	0.00						
28		Materials				0.00	0.00	0.00	0.00	0.00	0.00						
29																	
30	<b>Miscellaneous Expenditures</b>																
31		Meeting Supplies				0.00	0.00	0.00	0.00	0.00	0.00						
32		Members' Award Picnic				0.00	0.00	0.00	0.00	0.00	0.00						
33		Refreshments and meeting snacks \$20/meeting			240.00	33.00	0.00	0.00	0.00	33.00	207.00						
34		Unknown expense															
35		Paypal (54 x \$1.55)			83.70	26.35	0.00	0.00	0.00	26.35	57.35						
36																	
37	<b>Contests</b>																
38		Club Contest Feb			0.00	0.00	0.00	0.00	0.00	0.00	0.00						
39		Club Contest Sept			0.00	0.00	0.00	0.00	0.00	0.00	0.00						
40																	
41					2,913.70	959.35	0.00	0.00	0.00	959.35	1,954.35						
42																	
43		Net Incom (Loss)			164.30	180.65	0.00	0.00	0.00	180.65	(16.35)						
44																	
45	<b>Ending Bank Balance</b>																
46																	
47																	
48																	

# Pay Dues

#2

# #2 Pay Dues

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- Dues are due October 1 and April 1
  - WHQ dues are \$60
  - Club dues can be collected on top of WHQ dues
- Motivate members to pay dues **early**
  - Leverage District promotions
  - Incentivize club members to pay early
- Pay dues to club central promptly.
- Ensure club is in good standing
  - 8+ dues = good (min. 3 renewals)
  - <8 = low; <3 = ineligible
  - *What to do when renewals are low?*
- How to collect dues?
  - Traditional methods: Cash/Check
  - Online methods: Venmo/ Zelle/ PayPal/ Online Invoices
- \*\*\* ***New method: Self-Pay*** \*\*\*
  - Requires to be enabled in Club Central
  - Can be individually enabled or disabled for each member
  - Club dues still need to be collected separately

# Process New Member Applications

#3

# #3 Process New Member Applications

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- Receive new member applications and process them ASAP
- Toastmasters WHQ dues is \$60
  - Prorated based on the joining month
  - One-time fees for new members is additional \$20
- Club dues can be collected on top of WHQ dues
- Must process new member applications ASAP
  - New member gets access to Pathways
  - Your club gets DCP credits!

# Pay Bills

#4



# #4 Pay Bills

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- Funds should be disbursed in accordance with the club budget
  - If unexpected expenses occur, use Discretionary funds if available
  - Otherwise adjust budget and re-vote
- Pay directly or reimburse funds as necessary for club activities
  - Checks, cash, Venmo, Zelle, PayPal, etc.
  - If using personal account as a middle ground, keep detailed records
- Keep detailed accurate records for audit
- *What to do when budget is off-track?*
- Typical club expenses
  - Website
  - Newsletter
  - Supplies from WHQ such as trophies, ribbons, educational materials.
  - Admin supplies
  - Shipping
  - Zoom/Meeting spaces
  - Membership building events
  - Awards and refreshments
  - Discretionary

# Treasurer's Toolbox

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- [Club Central](#)
  - Membership Management
  - Club Financials
- [Club Budget Template](#)
- Dues Collection
  - Zelle, PayPal, Square, Venmo
  - [Self-Pay](#)
- Your outgoing Treasurer/President
- Toastmasters Resources
  - [Distinguished Club Program](#)
  - [Club Success Plan](#)
  - [Membership Application](#)
- District Resources
  - Your Area Director
  - TLI Trainings (previous trainings on [YouTube](#))
  - Other Treasurers (network!)





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