

Resources

Treasurer's monthly checklist

July, August and September (prior to your term of office)

- Meet with the president elect and the current treasurer to review responsibilities and current procedures. Review the Club Leadership Education material, as well as the Leadership Guide and report forms at that meeting.
- Attend budget planning meeting, scheduled by president-elect.

Monthly duties

- Prepare the monthly report to the board.
- Prepare the budget report for each club meeting.
- Receive all funds paid to the club and deposit them promptly.
- Prepare and disburse bills to members.
- Reconcile cash accounts.
- Pay all bills in a timely manner.

Yearly duties

- Pay club dues and fees to Kiwanis International.
- Pay dues and/or member fees for any sponsored Service Leadership Program (SLP) clubs.
- Ensure the club has an annual audit of club accounts (Leadership Guide, p. 26).
- File Federal Income Tax Report Form 990/990EZ/990N with the Internal Revenue Service (IRS) by February 15 (U.S. clubs only).

July, August or September of your term in office

- Meet with the president elect and the incoming treasurer to review responsibilities and current procedures. Review the Club Leadership Education material, as well as the Leadership Guide and report forms at that meeting.
- Transfer all materials to the incoming club treasurer prior to October 1.

Congratulations on your year of success!