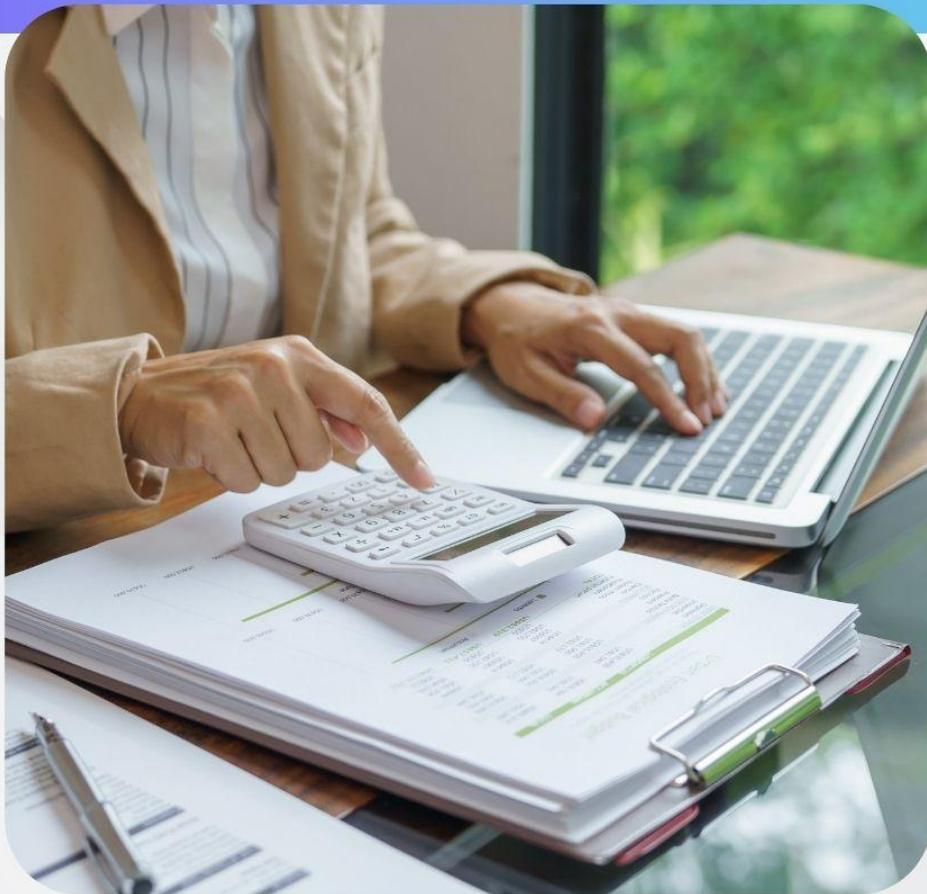


GET READY: CLUB TREASURER



This *Get Ready: Club Treasurer* textbook is partly extracted from RI online Learning Center course. Please visit the Rotary's Learning Center for further information needed on the Rotary website: [Rotary.org](https://www.rotary.org).

Translating Committee
Rotary Centre in Thailand
February 2026

Get Ready: Club Treasurer

Course Description

Learn about your responsibilities as club treasurer. This course covers how to pay club invoices, adhere to proper financial standards, manage club and Rotary Foundation contributions, and handle your club's finances quickly and efficiently.

Updated: August 2025

Contents

Your role	1
Your year	2
Working with the club president and secretary	3
Adhering to financial standards	4
What's next	8
Resources	9
Appendix	
Preparing to be a Club Treasurer	10
Club Treasurer Essentials: Learning plan description	11

Your role

As club treasurer, you manage your club's finances and ensure proper stewardship by following your club's budget and tracking funds as they are received and spent. Here are some of your responsibilities:

- Update the board about the club's finances each month.
- Share the results of fundraising efforts with the board each month.
- Give other updates as needed at board and club meetings so that the minutes will include account balances and payments that match the club's financial activity.
- Save all financial records in case the club has to account for how any funds were used.
- Present a financial report on the previous Rotary year at the annual meeting to elect officers before 31 December, and a midyear financial report for the first six months of the Rotary year at a meeting before 31 January.
- Write a detailed annual report at the end of the Rotary year.
- If it's required by local or national law, hire a qualified accountant who isn't affiliated with your club to review the club's financial activity every year.
- If your club has a satellite club, submit an audited or reviewed financial statement about it to your club's board.
- Divide the income and expenses into club operations and charitable funding or service projects and initiatives.
- Establish a reserve fund if your club doesn't have one.

As treasurer, you may also be responsible for filing taxes for the club. It's important to know your country's tax laws. Special requirements may apply if your club keeps a separate fund for scholarships or a foundation, or if the club is incorporated. Consult an expert in your club or community about specific tax questions.

Your year

Use these lists to help you plan your tasks and prepare for your role.

Before your term

- Meet with the current treasurer to review procedures.
- Get access to club accounts, accounting records, and any related materials from the current treasurer.
- Make sure that you've been reported to Rotary International as treasurer for the coming year and that you have an active My Rotary account.
- Complete your required courses in the Learning Center.
- Attend the club leadership learning seminar and, if your district holds one, the district conference.
- Learn how funds are allocated to club committees.
- Consult the district treasurer about local practices and policies.

During your term

- Work with the secretary on the club financial report for the previous year so you can find any outstanding balances to be paid or fees to be collected.
- Maintain the club's current financial records, as well as those from the past, as needed.
- Work with the club secretary to send invoices to all active club members for their dues and fees.
- Collect dues and fee payments and use those funds to meet the club's financial obligations.
- Manage the club's funds, including by paying bills such as insurance and expenses such as members' RI dues, district dues, and magazine subscription fees.
- Disburse grant and scholarship funds.
- Work with The Rotary Foundation to manage grant funds and submit contributions to the Foundation on behalf of club members.
- Give monthly reports to your club's board.
- Make sure that the club's financial status is documented accurately in the minutes of board meetings.
- File your club's taxes if local or national laws require it.

Preparing for next year

- Support the incoming board members as they plan the budget for the next Rotary year. The current board needs to approve it.
- Write and present a detailed annual report at the end of the year.
- Meet with the incoming treasurer to give them the club's financial records and add their name to club bank accounts.

If you have questions about your role, contact your district finance committee or other club treasurers. Or write to rotarysupportcenter@rotary.org

Working with the club president and secretary

The treasurer and secretary work with the president to ensure that the board reviews the club's finances and that invoices are paid on time. You and the secretary can decide together how you'll approach each task to help your club run efficiently. The responsibilities you share include those listed below.



- Collecting dues and recording them as paid
- Reviewing the club invoice from Rotary International and paying it on time
- Discussing next year's goals and determining what it would cost to accomplish them
- Making arrangements to collect any unpaid dues and fees
- Paying for meals and other club expenses
- Submitting Rotary Foundation contributions on behalf of your club
- Setting and documenting guidelines, such as how long to save records, if your club hasn't set these standards
- Confirming or reporting the club email address in My Rotary to make sure that you receive the club invoice
- Ensuring that the budget reflects the needs of all members

You'll also work together to prepare an annual report on the previous Rotary year, to be presented before 31 December, and a midyear financial report that includes the income and expenses for the first half of this Rotary year, to be presented to the club by 31 January.

Adhering to financial standards

Rotary Foundation grants

As treasurer, you'll help your club apply for grants and monitor grant funds. Work with your club's Foundation committee to manage Rotary grant funds and follow the Foundation's reporting requirements.

Managing the club's Rotary Foundation donations

The Rotary Foundation is funded by voluntary contributions from members and supporters. Club officers process contributions to the Foundation that aren't made through My Rotary and maintain records of them. As treasurer, you'll likely submit donations to the Foundation.

Contributions

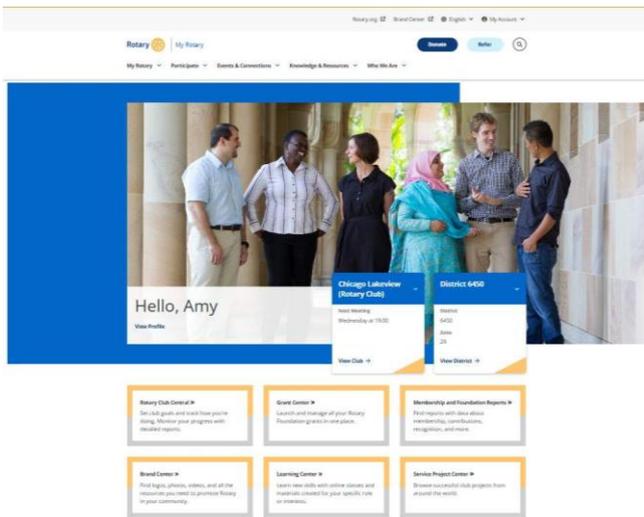
Members and clubs can donate to the Foundation in several ways. For many, the simplest way is to use a credit or debit card to donate at any time through Rotary.org or My Rotary.

Club officers can also help members by submitting their contributions through My Rotary in most of the currencies that Rotary accepts. This is the safest way to send members' donations while also making sure they're recorded and credited accurately. As treasurer, you can access Rotary's records of these gifts when the Foundation has processed them.

You may also receive gifts directly from members and transfer them to Rotary. If you do, you will need to maintain the records and track the transfer of those funds.

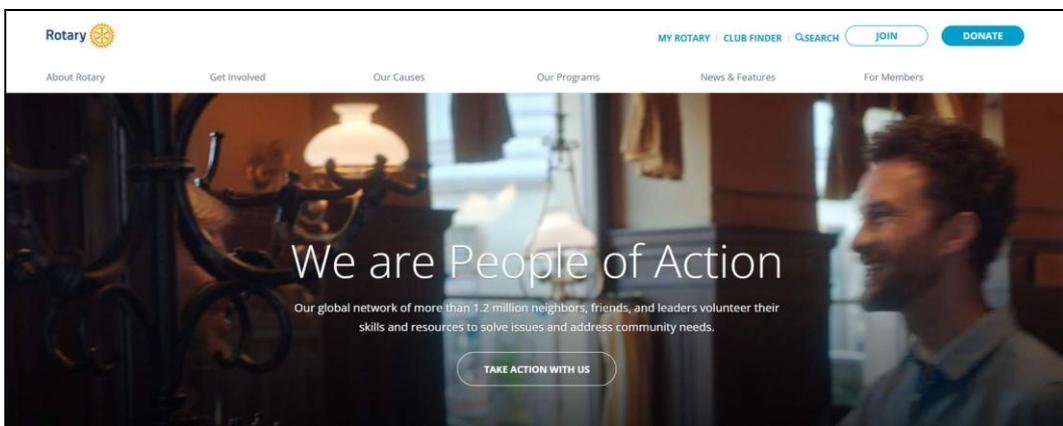
Facilitating gifts made by club members

Whether you use My Rotary or Rotary.org to make contributions on behalf of your club or its members, the following tips will make it easy to do.



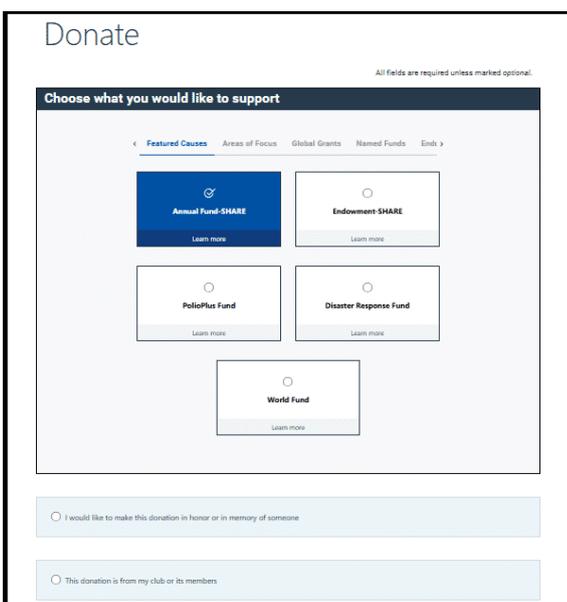
Donating through My Rotary

When you sign in to My Rotary, find the **Donate** button at the top right of the page.



Donating through Rotary.org

To get to the Donate page from Rotary.org, too, you use the **DONATE** button at top right.



Donate page

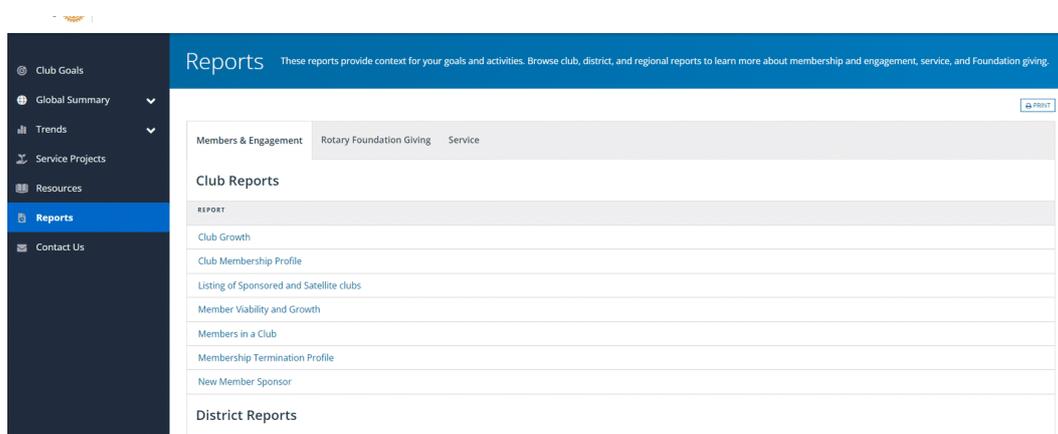
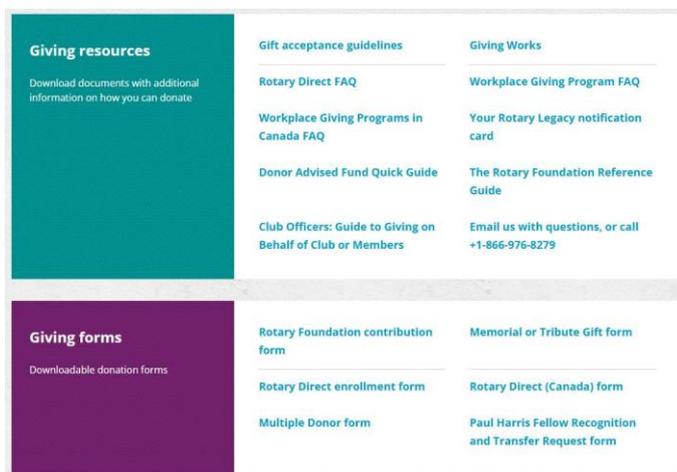
On the Donate page, scroll through the tabs to find the fund, area of focus, or global grant that the member or the club wants to support. You can also select the option to make the gift in someone's honor or memory.

Note: Be sure to include each donor's name and Rotary ID so they can receive a receipt and any recognition the gift earns them. When you select your club, a list of members and their IDs will appear so you can note the amount each person donated.

Donation forms and other resources

The Ways to Give page of Rotary.org also has downloadable forms, such as the Rotary Foundation Contribution Form and Multiple Donor Form.

- Use the Rotary Foundation Contribution Form to submit an **individual** contribution.
- Use the Multiple Donor Form to send a **combined gift from several club members**.



Verify your club's donations

Resources like the contribution and recognition reports available in My Rotary and the information about your club's achievements in Rotary Club Central can help you verify your club's donations to The Rotary Foundation.

Assistance from Rotary International

- Contact the Rotary Support Center if you need to submit contributions in the form of stock, appreciated securities, life insurance policies, property, or bequests. Review the Foundation's Gift Acceptance Policy for details.
- Contact Club and District Support if you have questions about contributions, our procedures, or taxes.

Club foundations

Working with the Rotary Foundation committee to meet Foundation requirements. Here are some guidelines for forming a club foundation properly:

- Remember that you need approval from the RI Board of Directors before you incorporate or establish any foundation.
- Be sure to get the name of your club foundation approved by Club and District Support.

- Follow Rotary's brand guidelines, and avoid using the word Rotary right before foundation in the name to prevent confusion with The Rotary Foundation.
- If your club has a foundation or plans to form one, be sure it adheres to local laws. Some countries require foundations to register with the government or follow specific rules, such as submitting thorough records of how any grant money is spent.
- In some countries, a club that accepts contributions to its own foundation may have to issue tax receipts from the foundation. Consult your local tax authority or fiscal agent about the requirements.

Donating to The Rotary Foundation

Note these important considerations when donating to The Rotary Foundation:

- If you send a donation from your club's bank account to The Rotary Foundation, it will be processed as a donation from your club, and members won't receive recognition points.
- If you send a member's contribution, remember to list their name and ID so they'll be recognized as the donor, earn Foundation recognition, and receive a tax receipt if needed.
- The donations may be taxable. Check tax policies for your area.

① If you have questions about local laws or procedures, contact the Rotary International office that serves members in your country. You can also contact your financial representatives, who can answer many administrative questions and direct other inquiries as needed.

Developing next year's budget

The club's incoming board will develop a budget for its year in office. But because the board cannot make decisions until its members officially take office, it is the current board that approves the budget for the coming year.

When planning the budget, to ensure continuity and minimize the need for drastic changes, work with the incoming treasurer and board to:

- Review the club's financial history and its likely income and expenses
- Discuss what to include in the budget and suggest that the incoming board gather input from members and ensure that everyone is equitably represented
- Update the signature requirements on all bank accounts for when the officer positions change; require two signatories for any withdrawal

What's next

You're ready to get started! You've learned a lot about how to fulfill the club treasurer's responsibilities. Consider these questions as you complete your other online courses and prepare for the club leadership learning seminar and the year ahead:

- How else can you get ready for your term as treasurer?
- How will you work with other club leaders and committees to manage funds responsibly?
- What tips or advice have you gotten from previous treasurers?
- What fundraisers might your club hold this year, and how will you be involved?
- What is one goal you'll work toward during the year? How does this goal relate to your club's strategic plan?
- What problems might arise during the year, and how will you address them?
- How would your club prepare for a financial audit?

Resources

You can access all resources by visiting [Rotary.org](https://www.rotary.org)

Rotary Support Center

The Rotary Support Center can help you with questions about policies and your role. Members in the U.S. and Canada can also call +1-866-9-ROTARY (+1-866-976-8279), and those in other countries can contact an international office.

Find your representatives

Go to this page and enter your district number to find your Club and District Support (CDS) and financial representatives. The financial representative can help with invoices, Rotary Foundation donations, and more. Your CDS representative can advise you on club operations.

Global grants

For more information on grant applications, managing grant funds, and grant reports, go to the [Global Grants](#) page.

Foundation giving

The [Ways to Give](#) page leads to information on handling donations from members or the club, as well as downloadable donation forms and our [Gift Acceptance Policy](#).

PREPARING TO BE A CLUB TREASURER

This learning path will help you develop your leadership skills and understand what to expect as a club treasurer. You'll use this, your prior knowledge and experience, and other district resources to prepare yourself for a successful year.



Throughout this process, make sure to periodically reflect on what you've learned and evaluate how you're doing. Ask others for feedback so you can keep improving during your year in office.

Appendix

Club Treasurer Essentials: Learning plan description

Learn more about your role in managing your club's finances and ensuring good financial stewardship. Find out what best practices you can apply to track your club's incoming and outgoing funds and manage your club's budget.

Updated July 2025

Courses in the Learning plan

- Managing Club Business
- Working with Other Club Leaders
- Minimizing Risk
- Protecting Personal Data
- Rotary Club Central Resources
- Rotary's Action Plan and You

