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TREASURER 101 COURSE OBJECTIVES

- 1. CREATE TOASTMASTERS VALUE FOR EACH MEMBER.**
- 2. DESIGN AND PREPARE A BUDGET.**
- 3. CREATING INVOICES TO SUBMIT TO MEMBERS ON AUGUST 1st AND FEBRUARY 1st.**
- 4. PAYING DUES ON CLUB CENTRAL. (LIVE ON WEBSITE)**
- 5. SUBMITTING MEMBERSHIP APPLICATION ON LINE. (LIVE ON WEBSITE)**

TREASURER BASIC -101

- 1. Attend the TLI training and learn the basics of your job.**
- 2. Create Value for your members.**
 - 6 months' membership in Toastmasters is \$45.00(\$7.50)
 - If you attend 4 meetings (cost is less than \$2.00)
 - If you attend 2 meetings (cost is less than \$4.00)
 - If you attend a monthly meeting (\$7.50)
- 3. The outgoing Treasurer should release to you all data, checking account information, and balance in the checking account. There should not be more than \$200 in the account for the club. (Less money easier to audit after officer term ends)**
- 4. You select a bank or return to the same bank if you are not paying a service fee. (Banks not charging fees are Legacy Texas, First United)**
- 5. If you are returning to the same bank, you and another officer should visit the bank and sign the paper work. Verify the requirements with the bank.**
 - Most banks require minutes of the meeting in which officer election occurred, as well as specific documentation of the persons whose signatures should be removed and the persons with whom those signatures will be replaced.
 - After signing the paperwork with the Officer, you are the official Treasurer for your club.

6. Toastmasters International adopted the member option to pay dues by debit or credit card, but they have not implemented it yet.

PAYMENT OPTIONS

- a. Credit Card, Cash, Checks are acceptable.
 - b. Pay Pal and Square are acceptable if members are interested in paying fees.
 - c. Each club should determine what is best for their members.
7. Design a Budget for your club, listing your revenues and expenses for six months.

Example of a Budget

ABC CLUB BUDGET

JULY 1-DECEMBER 31

Current Asset

Cash (Members' Dues)	\$450.00
Club dues (varies with each club)	<u>\$150.00</u>
Total Assets	\$600.00

Current Liabilities

Dues paid to TI	\$450.00
Payment to TLI (every 6 months)	\$20.00
Payment to Conference (spring/fall)	<u>\$100.00</u>
Total Liabilities	
\$570.00	

Cash on Hand

\$30.00

Current Liabilities

\$600.00

Strategies for collecting 100% of your club dues**On September 30 for Fall Renewals and March 31 Spring Renewals.**

Invoices should be sent to each member on February 1st detailing the amount owed. (SPRING RENEWALS)

INVOICE Toastmaster International Dues	\$45.00
Club dues (varies)	\$12.00
Total dues	\$57.00

Repeat the same for the Fall Dues by submitting Invoices to members by email on August 1. (FALL RENEWALS)

This allows you more time to collect all dues by the Due Date.

HOW TO MAKE PAYMENTS ON LINE

1. Log in on www.toastmasters.org
2. Click on Leadership Central.
3. Click on CLUB CENTRAL
4. Sign in with your username and password.
5. This will highlight your club name.
6. Click on SUBMIT PAYMENTS.
7. Name of Club members will appear with the amount owed.
Select “add to the cart” to renew those members whose money has been received.
Once the Membership Cart holds the desired list of names, select “Continue to Payment Information.”
8. Fill in the payment information and billing address on the club credit/debit card.
9. Click on process payment **ONLY ONCE**.
10. You will receive confirmation from TI about member’s payment.
Email immediately to club members about their dues payment.
11. Announce to members during your next meeting about dues payment.
Repeat this process until 100% of dues are collected for the semi-annual period.
12. **EARN an EARLY BIRD RIBBON FOR YOUR BANNER BY meeting dues submission goals by SEPTEMBER 15 OR MARCH 15.**

HOW TO ADD A NEW MEMBER TO YOUR CLUB

1. Obtain the completed member application for the new member.
2. Fill the Application in its entirety and add Member on-line.
3. Click on Dual/Reinstated/or New Member.
4. Complete Member Information including the following:
 - Home/Mobile Phone, Primary Email address
 - Member Address with City, State, Country
 - Sponsor as the person who brought the new member to the club (as credit for Club Member Sponsor)
5. CLICK – “I CONFIRM THAT A COMPLETED APPLICATION FOR THIS MEMBER IS ON FILE WITH THE CLUB AND WILL BE RETAINED BY CLUB. YOU CANNOT PROCEED WITHOUT COMPLETING THIS.”
6. CLICK SUBMIT.
7. After Submission, the amount due will be given to you to pay.
8. Follow the payment process.

Note:

For Dual or Reinstated members, Toastmasters International will use the member ID or the email address associated with the applicant to look them up in the database, so an old email address may be needed for look ups