

2024 CLUB LEADERSHIP EDUCATION

Club Treasurer 101

LaMissTenn District

July 22, 2024

Club Treasurer Education 101



Facilitator

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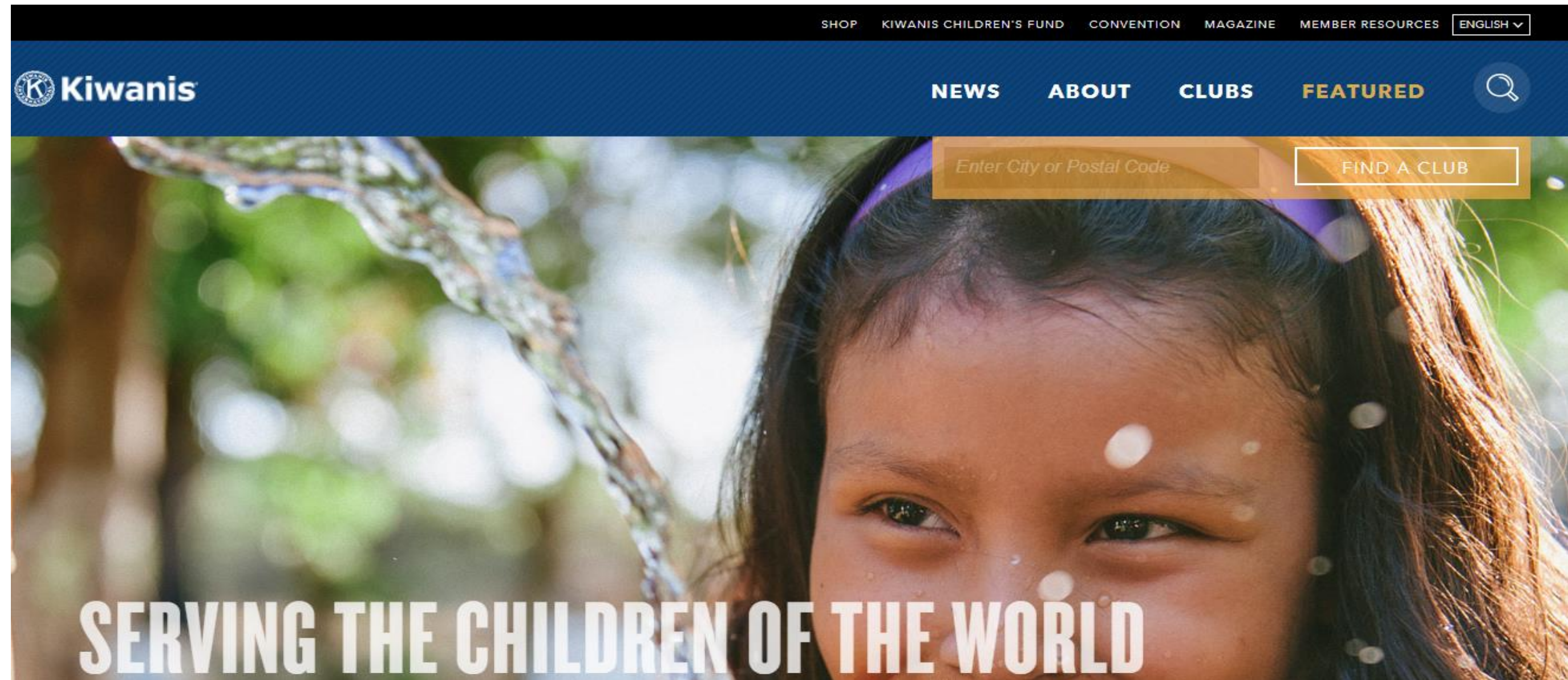
Co-Treasurer

Kiwanis Club of Greater Covington



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Kiwanis

LOUISIANA-MISSISSIPPI-WEST
TENNESSEE DISTRICT
Chartered in 1920

ABOUT US - CALENDAR - NEWS - FOUNDATION - RESOURCES -

KIDS NEED KIWANIS

LAMISSTENN DISTRICT

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Kiwanis

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT
**2022-2023 Mid-Year Regional
Education Conferences**

Louisiana Mississippi and West-Tennessee
VIP PASS

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GO

UPCOMING EVENTS

01
DEC

Kiwanis Club Annual Report Due

10
DEC

Monthly Club Report Due

12
DEC

Healthy Club Boot Camp, Membership
Module



Kiwanis

Agenda

- 1.Roles and Responsibilities
- 2.Monthly and Yearly Duties
- 3.Dues
- 4.Account Structure_Admin & Service
- 5.Budget
- 6.Files and Records
- 7.Tax Return Filing
- 8.Club Grants
- 9.Club Foundations
- 10.Accounting Software
- 11.Q&A





Housekeeping Notes

- Introduction
- Ensure you stay on Mute unless speaking
- This will be as interactive as possible. Put your questions in.
- Use the Chat feature – your name; your Club name so we can have an attendance record of today's session.



Our Goal

To prepare you to become better club treasurers through

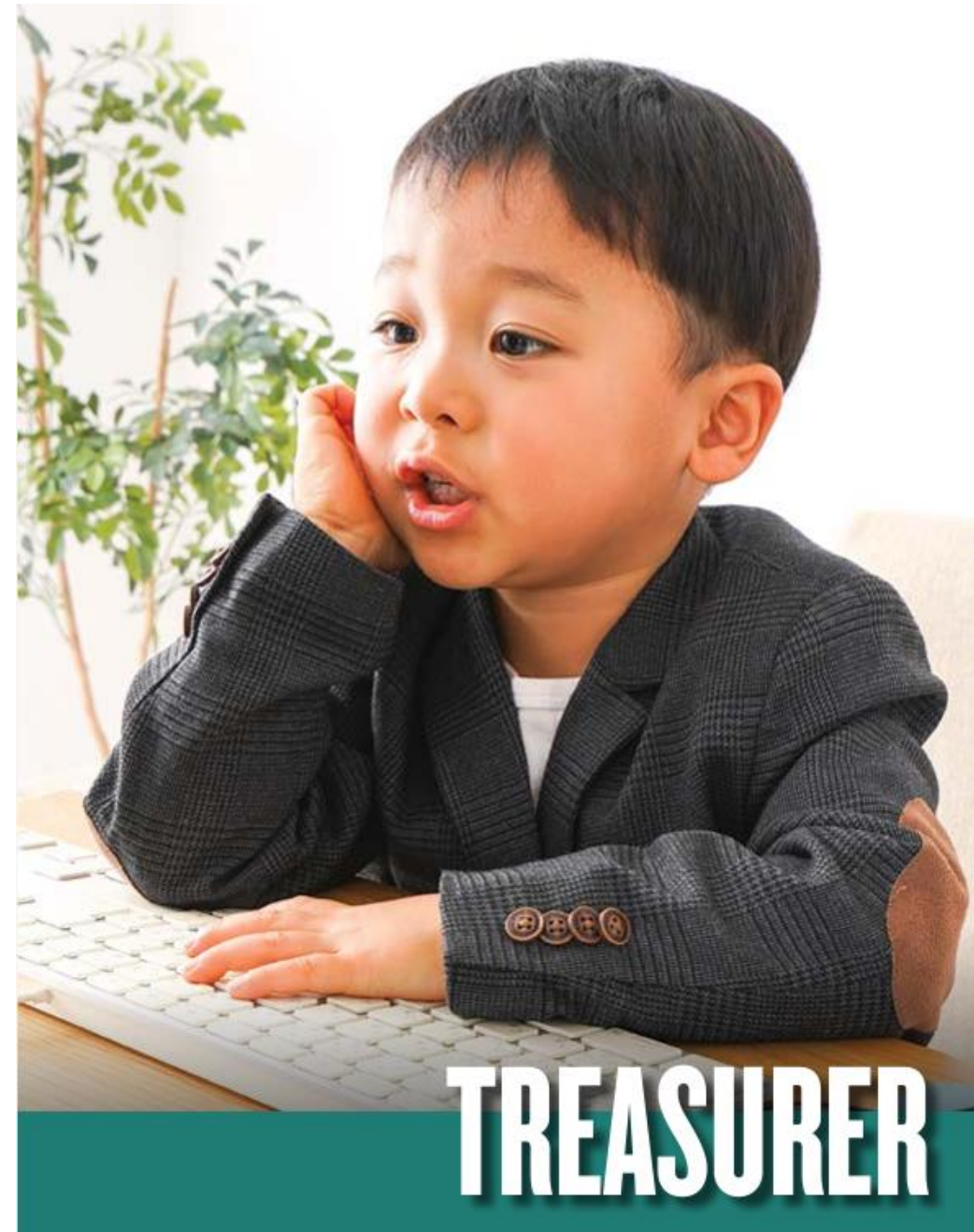
- ethical stewardship,
- clear communication, and
- excellent organization



Treasurer Induction

- As Treasurer, you have been elected to an office that demands absolute integrity and financial and accounting skills. It is your role to deposit and disperse the funds of the club upon the direction of the board of directors. You also report on the club's finances at each board meeting. Thank you for stepping into this significant role. I formally install you as Treasurer of this club.

ROLE AND RESPONSIBILITIES



Responsibilities

- Good financial stewardship.
- Collecting funds.
- Preparing annual budget.
- Creating monthly reports.
- Creating annual financial summary.

What qualities do you think make for a great club treasurer?





Monthly Duties

- Prepare the monthly report for the board
- Receive all funds paid to the club and deposit them promptly
- Prepare and disburse invoices to new members, if any
- Reconcile cash (bank) accounts
- Pay all expenses in a timely manner



Yearly Duties

- Pays club dues and fees to Kiwanis International (due in Oct)
- Pay dues and/or member fees for the SLP (optional)
- Ensure the Club has an annual audit of club accounts
- File a form 990, 990N (postcard) or 990EZ with the IRS no later than February 15th
- Submit Club donations to Kiwanis Children's Fund annual campaign and LaMissTenn Annual Club Giving (ACG) Campaign in November.
- Maintenance of Club's Corporate status with their Secretary of State

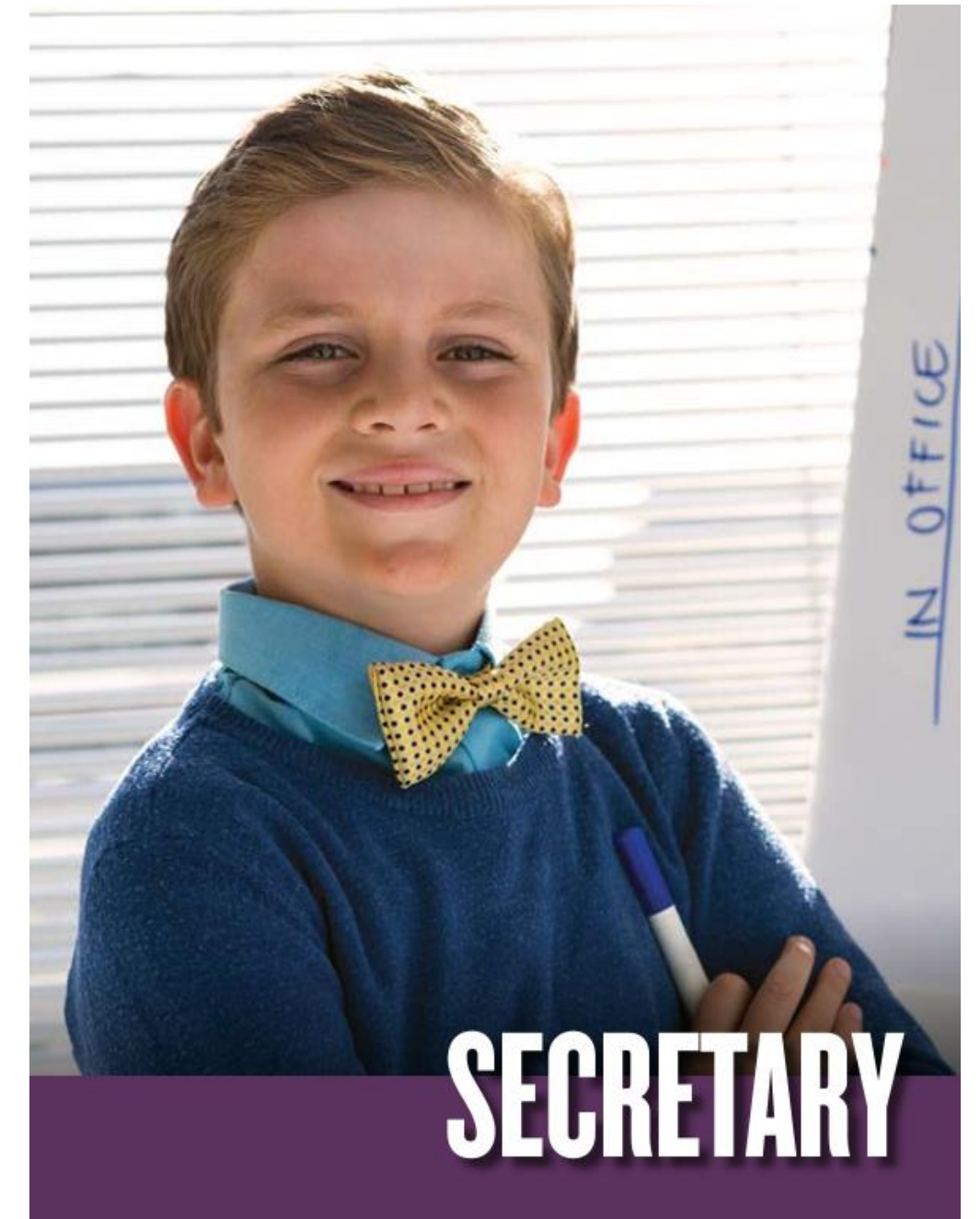


July – September (Before your term in office begins)

- Meet with the President-Elect, and the current Treasurer to review responsibilities and current procedures.
- Determine what projects are to stop, start, or continue
- Meet with each of the Committee Chairs to determine their financial needs to complete their assigned goals and expectations by the President-Elect
- Attend the budget planning committee meeting scheduled by the President-Elect. The Club's annual budget is due before October 1 and no later than October 15th. Remember, the annual budget will be presented for approval at the first board meeting in October

KEY RESOURCES

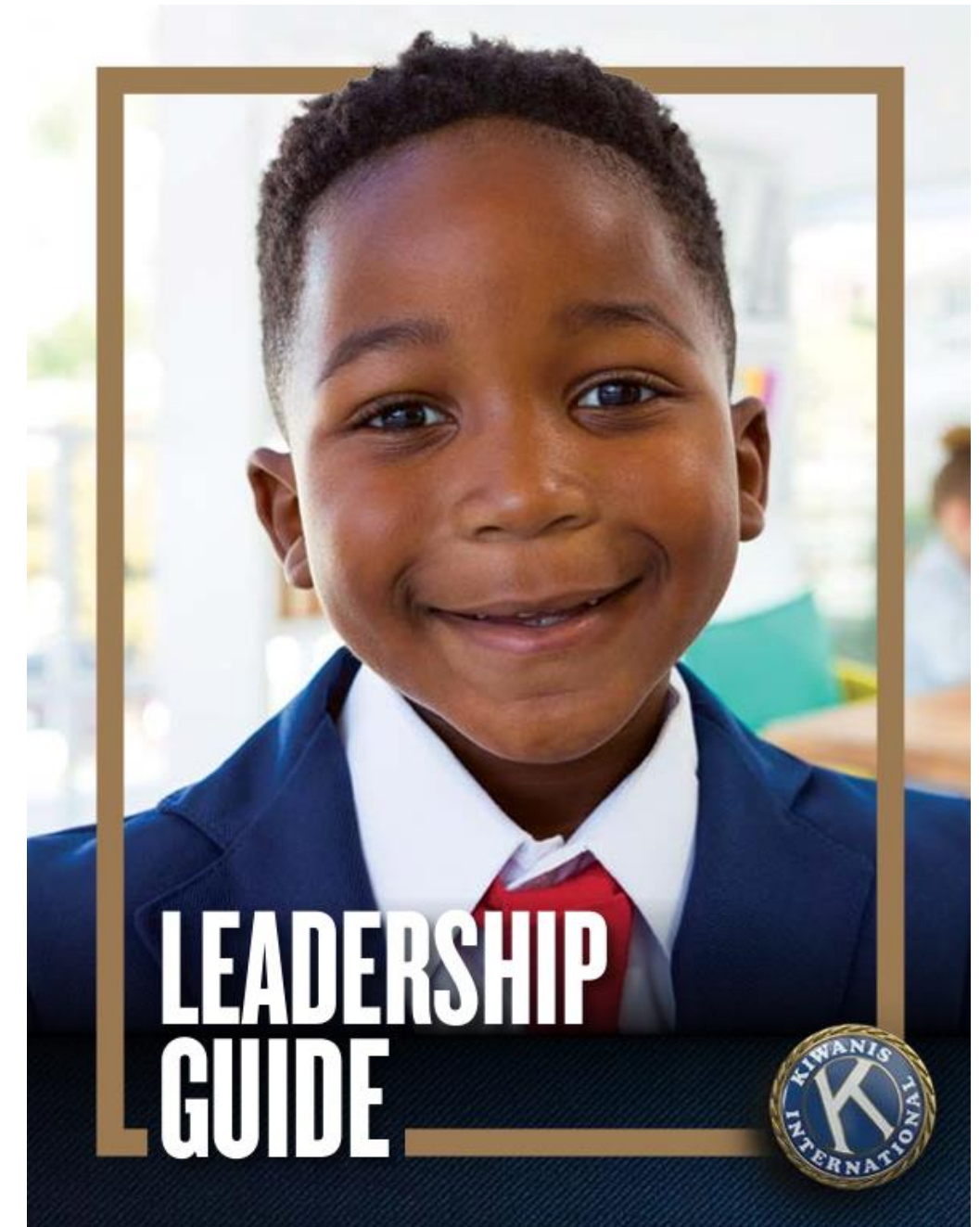
- Leadership Guide
- Club treasurer website
- Club treasurer annual checklist
- Youth protection guidelines



Leadership Guide

Kiwanis.org/leadershipguide

- Kiwanis 101 information
- Club treasurer section
- Club president, secretary and membership chair sections
- Resources section



Club Treasurer Website

Kiwanis.org/clubtreasurer

- Leadership Guide link.
- Monthly checklist.
- Budget template.
- Sample club invoice.
- Links to IRS forms.
- Instructions to obtain a club EIN.
- Club foundation information.
- Kiwanis member dues.



Club Treasurer Annual Checklist

Kiwanis.org/clubtreasurer

- To-do items.
- Deadlines.
- Helpful tips.

CLUB TREASURER ANNUAL CHECKLIST

Monthly Duties

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

Annual Duties

- Pay club dues and fees to Kiwanis International. (Due in December.)
- Pay dues and/or member fees for your sponsored Service Leadership Program clubs.
- Mail club donations to the Kiwanis Children's Fund annual campaign in November or with your annual dues and fees in December.
- Ensure the club has an annual audit of club accounts.
- File a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15 (U. S. clubs only).
- Get information at kiwanis.org/form990.
- Ensure maintenance of club's corporate status within its state. This is completed either annually or bi-annually, depending on the state.

JULY-SEPTEMBER 2024

Checklist

- Meet with the president-elect and the current treasurer to review responsibilities and current procedures.
- Review the resources in the treasurer section of the Leadership Guide and at kiwanis.org/clubtreasurer, including the sample forms.
- Attend the budget planning meeting, which will be scheduled by the president-elect. The club's annual budget is due, if possible, before October 1 — and no later than October 15.

JULY-SEPTEMBER 2025

Checklist

- Meet with your president-elect and the incoming treasurer to review responsibilities and current procedures.
- Transfer all materials to the incoming club treasurer before October 1.

MEMBER DUES



Club International 2024 Dues Increase

Kiwanis International delegates approved a \$25 increase in Kiwanis International dues to be effective October 1, 2024. This increases annual KI dues and fees from \$82 to \$107 per member. See breakdown to the right.

Next steps for clubs:

- 1. **Determine if an increase to club dues is necessary.** Some clubs may be able to absorb this dues increase. For those clubs, no further action is needed.
- 2. **Clubs unable to absorb the increase will need to increase their club dues.** As club dues are defined in club bylaws, a change to dues requires a bylaws change. (1) Clubs will need to determine how much to increase their dues. (2) Determine when a vote will occur and advertise the increase and vote to all members with at least 30 days notice.

Contact the District Office at districtoffice@lamisstenn.org or 225-769-9233 if you have any questions.

| | 2023-2024 | | 2024-2025 | |
|----------------------------------|---------------------------|---------------|---------------------------|---------------|
| | Oct 1, 2023-Sept 30, 2024 | | Oct 1, 2024-Sept 30, 2025 | |
| | International Dues | District Dues | International Dues | District Dues |
| Annual Dues: | \$52.00 | \$44.00 | \$77.00 | \$44.00 |
| Maganize Subscription: | \$8.00 | | \$8.00 | |
| *Liability Insurance: | \$18.00 | | \$18.00 | |
| *Directors & Officers Insurance: | \$4.00 | | \$4.00 | |
| Convention & Conference Fee: | | \$2.00 | | \$2.00 |
| | \$82.00 | \$46.00 | \$107.00 | \$46.00 |
| TOTAL ANNUAL PER MEMBER: | \$128.00 | | \$153.00 | |

**Insurance can be paid from club's service fund*

Membership Dues



International Dues and Fees:

| | |
|-----------------------------------|----------------|
| • Kiwanis International Dues: | \$77.00 |
| • Directors & Officers Insurance: | \$4.00 |
| • Publication Fee: | \$8.00 |
| • Liability insurance: | <u>\$18.00</u> |
| | \$107.00 |

District Dues and Fees:

| | |
|-------------------|---------------|
| • District Dues: | \$44.00 |
| • Convention Fee: | <u>\$2.00</u> |
| | \$46.00 |

Total: \$153.00

kiwanis.org/dues
kiwanis.org/districtdues

Dues Invoicing Process



Invoice.

- New member adds must be complete by September 30.
- Member deletions due by October 10.



Mailing/Notifying.

- Last week of October/first week of November.
- Mailed to Club Secretary.
- Posted to the Finances tab on Kiwanis Connect which the Treasurer has access to.



Payment.

- Finance tab.
- Online (North America only).
- Payments due by November 30th

Collecting Member Dues

Best Practices

- Collect dues from members by October 1.
- Collect payment electronically.
Make sure associated card payment fees are taken into consideration.
- Pay International and District dues by November 30th.



Member Statements



Details to include:

- Total amount due.
- Outline of dues and fees.
- How and when to remit payment
such as who to pay and where to send.

**Dues and fees are not considered a tax-deductible expense (U.S. only)*

CLUB ACCOUNTS



Administrative Accounts



INCOME

- Dues.
- Membership fees.
- Meals (if applicable).
- Assessments.
- Member-only fundraising projects.

- Kiwanis International and district dues.
- Convention travel.
- Club programming.
- Meals.
- Club newsletters.
- Installation banquet

EXPENSES

Service Accounts



INCOME

- Fundraising projects for public.

- Club service activities.
- Charitable or educational activities.
- Sponsorship of Service Leadership Program clubs.
- Liability Insurance.
- Club Leadership education
- Convention registration

EXPENSES



New for 2023-24 Year

- New language has been put in place from the standard bylaws of Kiwanis International in that there is no longer any differentiation that is required as to how you handle your Administrative and Service accounts. It is up to each Club to decide how they want to handle the money received and money spent to be utilized under the headings of Administrative and Service accountability. However, best practices dictates money collected from the community should be allocated to the Service for the community unless you expressly communicate that some of the proceeds will be used for club operations. Goes back to stewardship, transparency, and maintaining the Club integrity.

Annual Audit

- Legal requirement.
- Completed by independent auditor or an internal committee.
- Consult Standard Form for Club Bylaws.





CLUB GIVING

KI Club Grants



Requirements:

- Kiwanis-led.
- Fill a documented need in the community.
- Recur at least once per year.
- Support activities within one of the Children's Fund cause areas.

kiwanis.org/clubgrants
kiwanis.org/microgrants

LaMissTenn Foundation Grants



- Community Service Project Grants
- New Club Grants
- SLP Grants
- Disaster Relief Grants
- AED Grants
- K-Family Leadership Training
- K-Family Scholarships

Community Service Grants

We have two levels of Community Service Grants:

GOLD GRANTS: (\$2,001 to \$5,000) - awarded twice each year

- . See application for specifics. Club must be in good standing with the Foundation.
- . Community Service Grants from the Foundation are “Reimbursement Grants,” in that clubs must show receipts of all expenditures for the project, under IRS rules for expense responsibility.
- . Clubs will be reimbursed 75% of the project’s total expenditures up to the maximum amount of the grant award, once club receipts are presented and reviewed.
- . Community Service Grants are awarded based upon availability of the budgeted funds.
- . Details and application can be found at lamisstenn.org/foundation!

Community Service Grants

We have two levels of Community Service Grants:

SILVER GRANTS: Up to \$2,000 - awarded monthly as needed

- . Deadline to submit applications is by the 1st of each month or until funding is depleted.
- . These are “Reimbursement Grants,” in that clubs must show receipts of all expenditures for the project, under IRS rules for expense responsibility.
- . Clubs will be reimbursed 75% of the project’s total expenditures up to the maximum amount of the grant award, once club receipts are presented and reviewed.
- . NEW Clubs in their first year are eligible for 100% reimbursement of a project (up to \$1,000).
- . Level 2 Grants are awarded based upon availability of the budgeted funds.
- . Details and application can be found at lamisstenn.org/foundation!

Club Foundations

- Only some clubs have a club foundation.
- Clubs must seek Kiwanis International's consent.
- Clubs will create their own articles of incorporation and bylaws.
- Banks have specific requirements for foundations.
- See [Kiwanis.org](https://www.kiwanis.org) and search "Club Foundations" for more info

[kiwanis.org/clubfoundations](https://www.kiwanis.org/clubfoundations)



BUDGET PROCESS



Budget Timeline

August

Committees
submit budgets



Board approves
a budget

September

Monthly

Give financial report to
board



Give annual
financial report
to club

Annually

Anytime

Create a projected ROI
for club activity





Budget

- Determine what is important to your club
- Consider and Discover what financial outflow will need to be covered for your operating and program intentions.
- Financial committee should start the budget by August and finalize by September. Submit for board approval at first meeting in October.
- Suggest frequent presentation of budget to actual at board meetings throughout the year to adjust for changes.

Files to be Maintained

- Club checkbook.
- Paid invoices file.
- Cash receipts file (deposit records).
- Bank statements and reconciliations.
- Treasurer's reports.
- Budget files and documentation.
- IRS 990 tax reporting documentation



Permanent Records

- Cancelled checks (seven years).
- Invoices.
- Financial records and reports.
- Official documents related to the club foundation.
- Tax return information such as returns and tax ID number
- Tax exemption certificate





Reminders

Resource: [Kiwanis.org/clubtreasurer](https://www.kiwanis.org/clubtreasurer)

- Report club financials at monthly board meeting for approval
- Report administrative and service accounts separately
- Reconcile bank accounts monthly
- Require an invoice or a check request for any checks written
- Act as cashier at meetings such as 50/50 raffles when needed
- Provide records for required annual audit. (Outside or internal committee of members to perform agreed upon procedures)
- Retain records for seven years.

FOR UNITED STATES CLUBS ONLY



Incorporation

- Each club is required to incorporate.
- Confirm your club has original paperwork.
- Kiwanis International and your state or local government needs a copy.
- Incorporation must be renewed **annually**.

kiwanis.org/clubtreasurer



U.S. Revenue Act Regarding Fundraising Solicitations



Federal legislations requires that *any* fundraising solicitation on or behalf of Kiwanis clubs and district must include an express statement that:

“contributions or gifts to the club are not deductible as charitable contributions for federal income tax purposes.”

The statement must be in a conspicuous and easily recognizable format regardless of format.

Kiwanis International and Kiwanis clubs are 501(c)(4) organizations.

Form 990



The IRS requires all United States-based Kiwanis clubs to submit a 990 (e.g., 990, 990N (postcard) or 990EZ) form annually, no later than February 15.

Failure to file in a timely manner may put your club's incorporation status at risk.

kiwanis.org/form990





Accounting Software

- Quickbooks – cost around \$600 per year
- Excel
- Wave
- Etc – let's discuss



Q & A

THANK YOU

Dan Johnson

Kiwanis Club of Greater Covington Co-Treasurer



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