

# 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

- Work with the club board to review whether optional club crime and/or club accident insurance is needed. If the club decides to purchase coverage, ensure the application and payment are submitted by the **September 30** deadline.
- 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](https://www.kiwanis.org/form990).
- Ensure maintenance of the club's corporate status within its state. This is completed either annually or biannually, depending on the state.

## JULY – SEPTEMBER 2026

### Checklist

- Attend Club Leadership Education training.
- 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](https://www.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 2027

### 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**.

