

2026 CLUB LEADERSHIP EDUCATION

CLUB TREASURER 101

LA-Miss-Tenn District
July 7, 2026



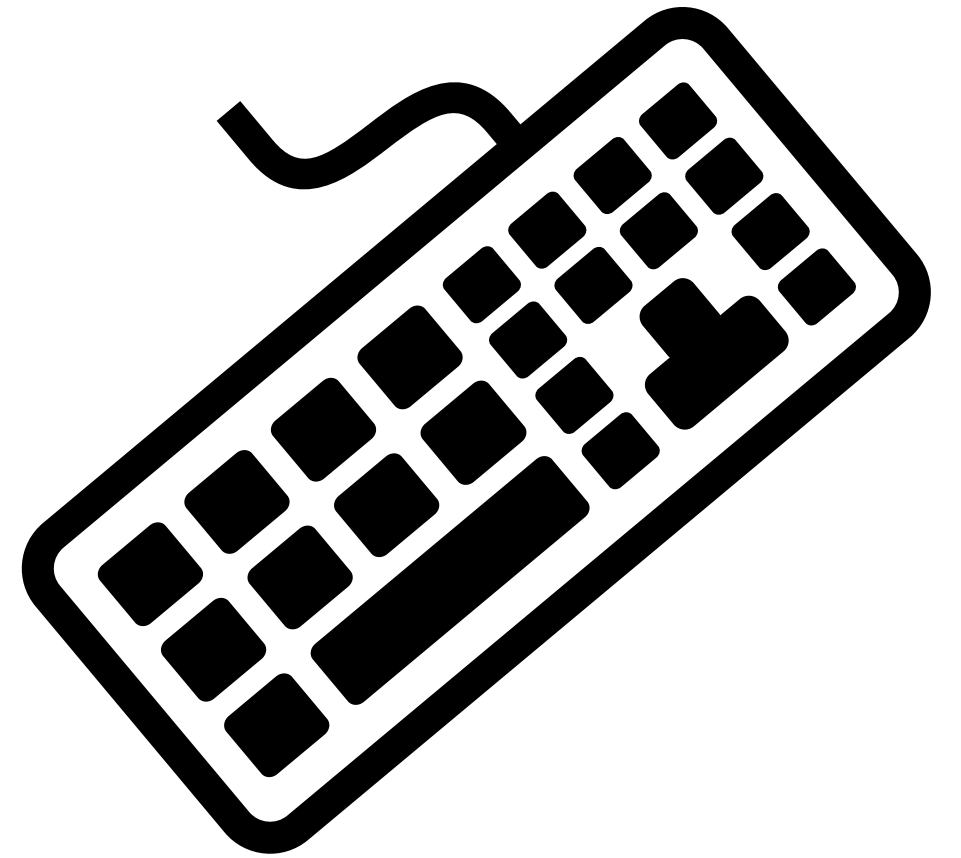
Housekeeping notes

- Please mute your audio and use the chat box for virtual education participation
- Feel free to ask questions though!



Parking lot

- Questions during the presentation?
- Insights or examples to share?



**Put them in the chat box
parking lot!**

Agenda

- Expectations
- Club treasurer 101
- Resources and support
- Q&A



Group expectations

- Be present.
- Respect contributions.
- Listen actively.
- Ask questions.
- ***Add in any other expectations you have for the group here***



What other shared expectations do you have?

Learning outcomes



- Understand the treasurer's core responsibilities.
- Recognize key financial tasks that keep the club organized.
- Identify required reports and compliance obligations.
- Know the essential tools and resources for the role.



A MESSAGE FROM HOPE MARKES
2026-27 KIWANIS INTERNATIONAL PRESIDENT



CLUB TREASURER 101

ROLE OF CLUB TREASURER

The role of club treasurer



What the club treasurer does:

- Manages the club's income, expenses and accounts.
- Oversees dues billing and payment tracking.
- Maintains accurate financial records and ledgers.
- Prepares monthly and annual financial reports.
- Ensures compliance with Kiwanis and legal requirements.

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YEAR AT A GLANCE

Beginning of the year

- Review past financial records and accounts.
- Establish systems.
- Prepare dues billing.
- Draft the annual budget with the board.
- Update access for financial accounts.
- Review financial policies and bylaws.



Middle of the year

- Maintain ledgers and reconcile accounts.
- Track dues and outstanding balances.
- Prepare monthly financial reports.
- Process payments and reimbursements.
- Monitor the budget and identify concerns.



End of the year



- Complete year-end reports.
- Support the annual financial review.
- Update permanent records.
- Prepare successor materials.
- Record elections and update officers.
- Plan installation and awards.
- Verify checklist tasks.
- Review board documentation.

CLUB TREASURER 101

KEY RESOURCES

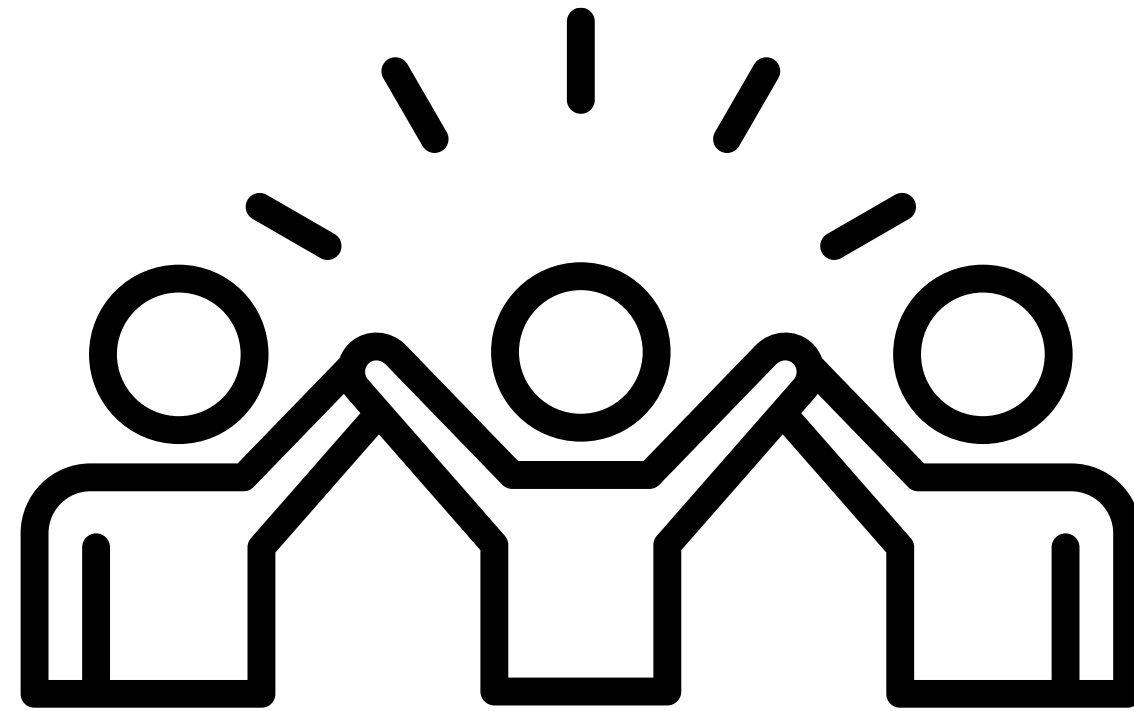
Resources

- Support system
- Leadership Guide
- Club treasurer website
- Annual checklist
- Kiwanis Engage financial tools & tutorials
- IRS 990 guidance
- Club financial policies/bylaws



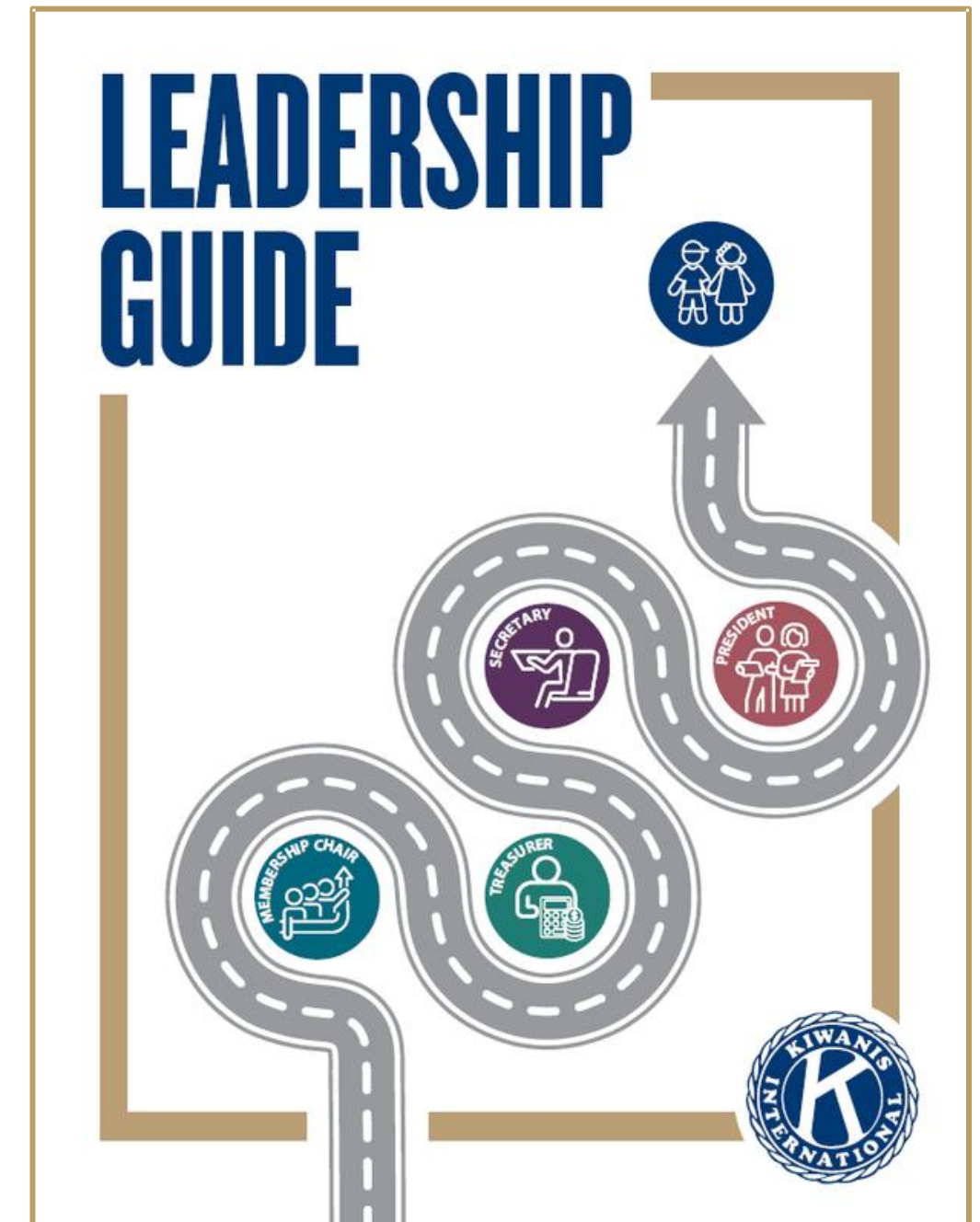
Support system

- Former club officers
- Current club officers
- Board members
- Lieutenant governor
- District secretary
- District leaders
- Kiwanis network



Leadership Guide

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



Resources:

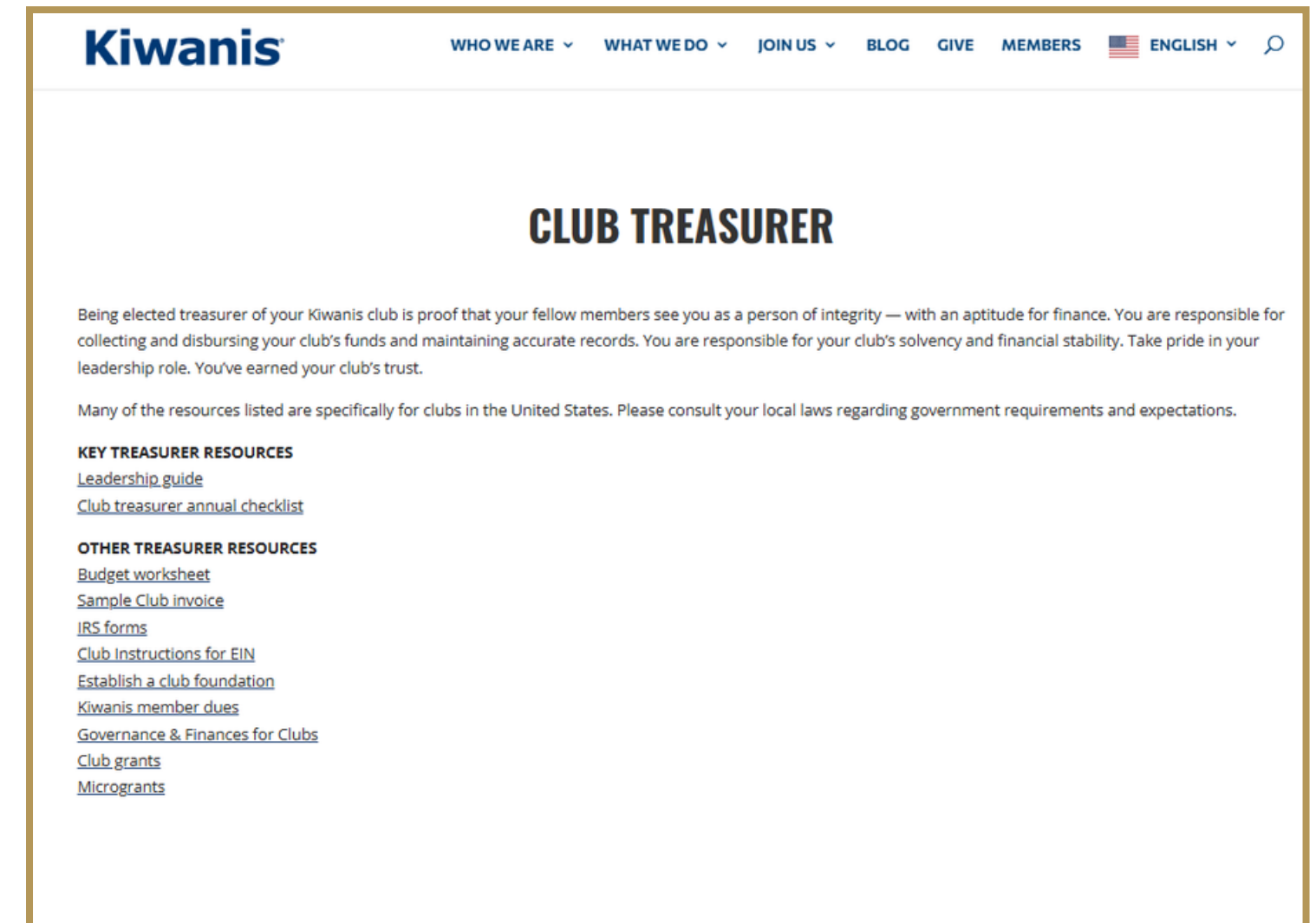
[Leadership Guide](#)



Kiwanis®

Club treasurer webpage

- Leadership guide link
- Monthly checklist
- Distinguished criteria
- Club bylaws
- ACE Tools
- Background check information
- More



Resources:

[Club treasurer website](#)

Annual checklist.

- Roadmap
- Accountability partner

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](https://www.kiwanis.org/form990).
- Ensure maintenance of the club's corporate status within its state. This is completed either annually or bi annually, 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**.



Resources:
[Annual checklist](#)

Kiwanis Engage

- Training videos
- Recorded webinars
- Playground test site



Resources:
[Kiwanis Engage](#)

IRS 990 guidance

- Kiwanis International provides annual reminders & filing instructions.
- Step-by-step IRS 990 guidance is available on [kiwanis.org](https://www.kiwanis.org).
- Links to the correct 990 forms and IRS resources.
- Clarifies which filing type (990-N, 990-EZ, 990) your club needs.
- Helps ensure timely, accurate federal compliance.



Resources:

[IRS form information](#)



Kiwanis

Club financial policies/bylaws

- Standard form for club bylaws available on [kiwanis.org](https://www.kiwanis.org)
- Guidance on allowable financial policy options
- Templates for budgeting, audits & recordkeeping
- Resources to help align club procedures with KI standards
- Support for consistent, compliant financial operations



Resources:
[Governance and finance resources](#)

Youth protection guidelines

- Ensures safe, compliant practices.
- Outlines mandatory requirements.
- Provides clear procedures.

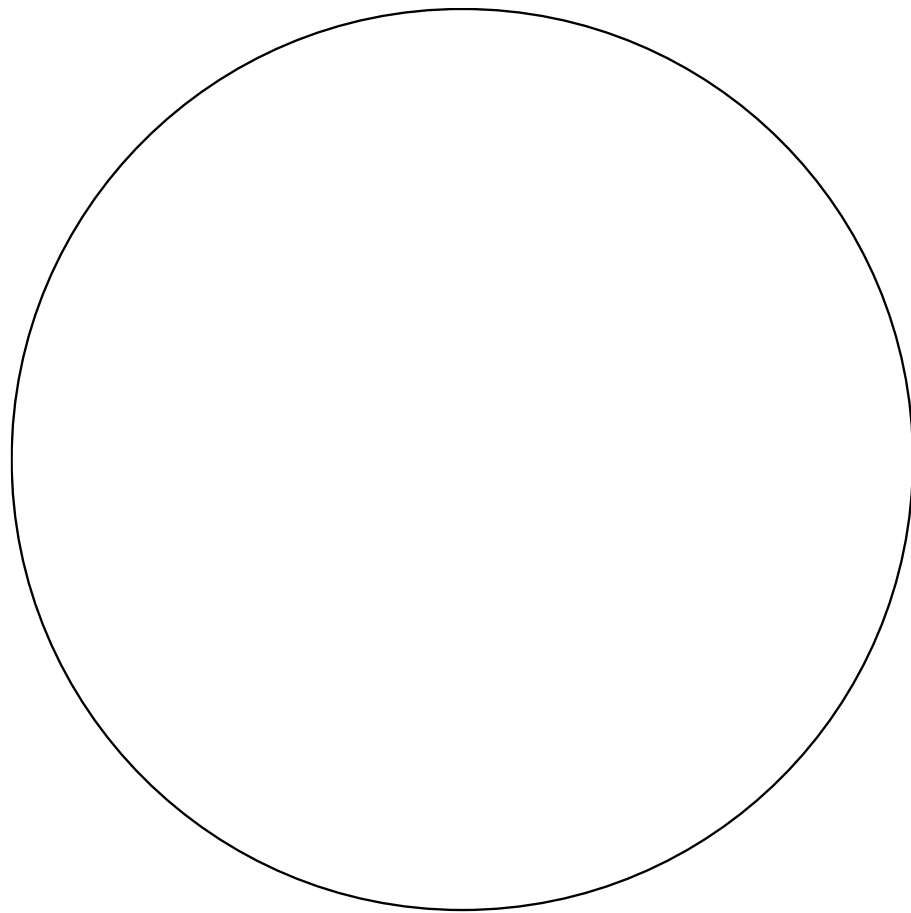


Resources:
[Youth protection guidelines](#)

CLUB TREASURER 101

QUESTIONS?

THANK YOU



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