

2026 CLUB LEADERSHIP EDUCATION

CLUB TREASURER 201

LA-Miss-Tenn District
July 7, 2026



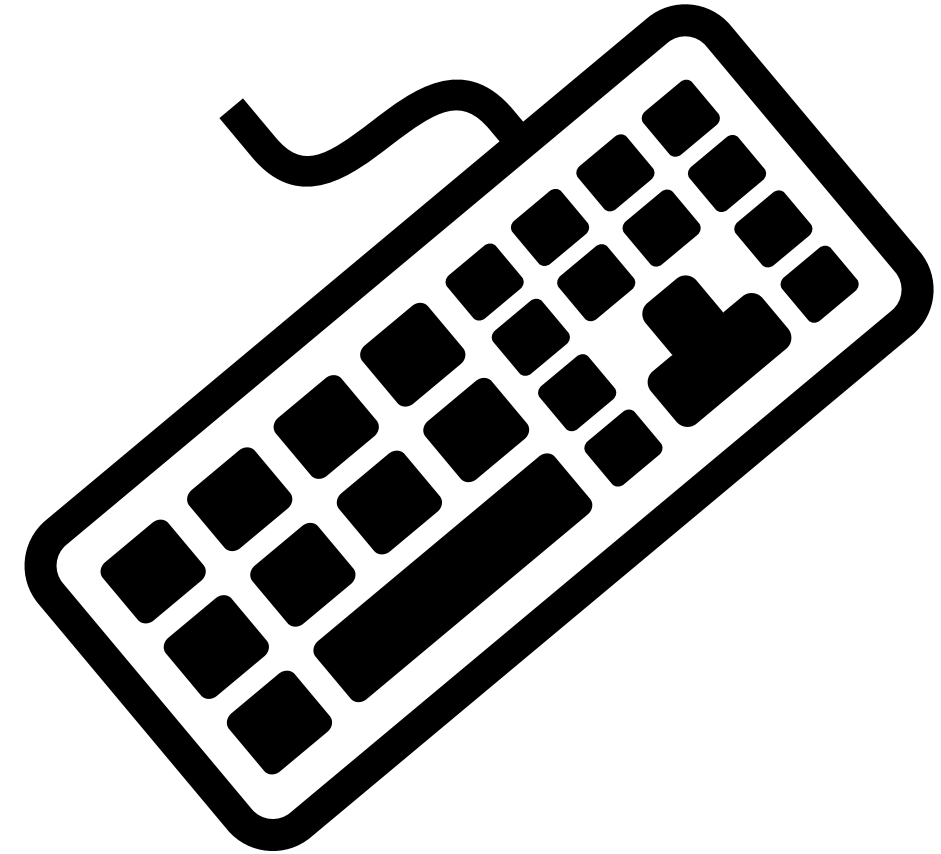
Housekeeping notes

- 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 201
- Review of resources
- 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



Treasurers will know strategies to:

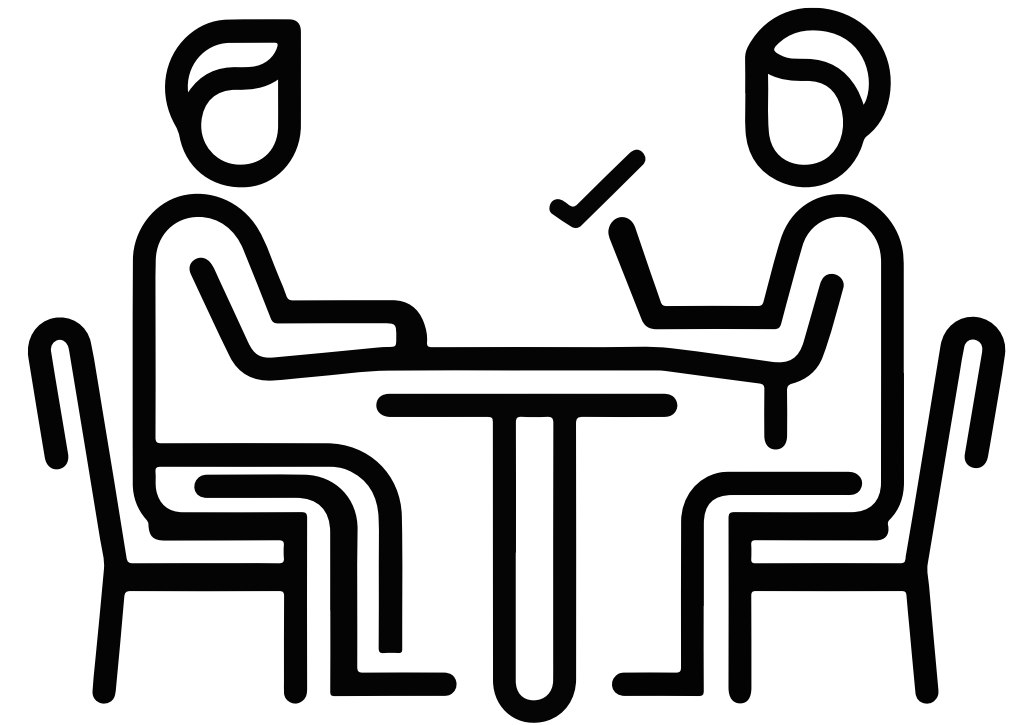
- Understand core responsibilities and year-start tasks.
- Manage club accounts and financial processes.
- Support budgeting and dues coordination.
- Ensure transparent, accurate financial reporting.
- Complete required filings and prepare records for transition.

CLUB TREASURER 201

PREPARE FOR YOUR ROLE

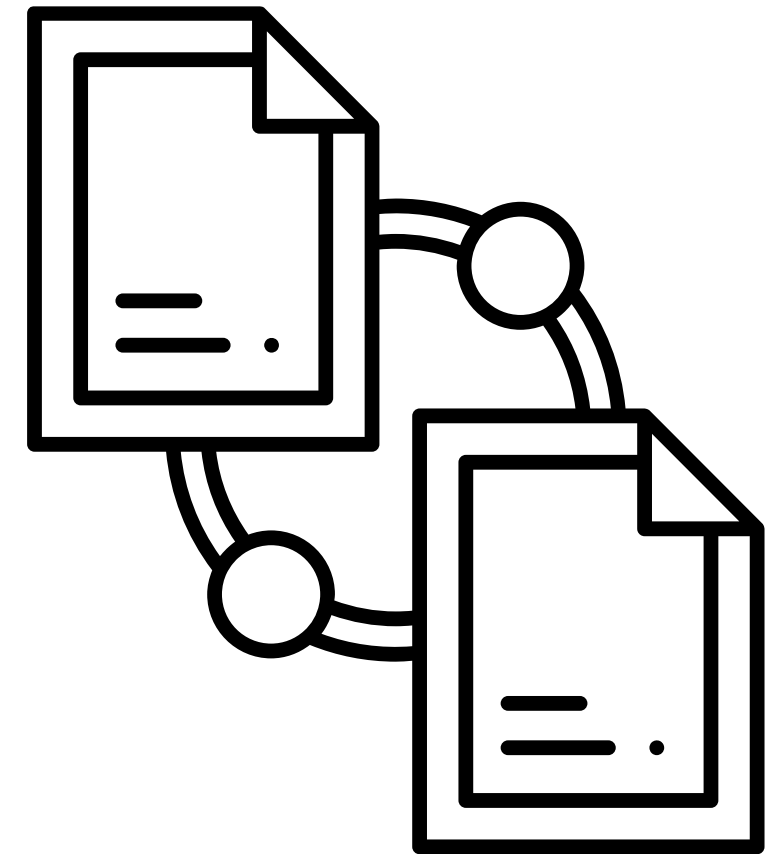
Hold transition meeting

- Review past financial records and reports.
- Confirm bank accounts, signers and permissions.
- Examine past budgets and major expenses.
- Identify incomplete tasks or pending payments.
- Verify digital storage access.



Organize your filing system

- Establish folders for income, expenses, dues and audits.
- Create digital and paper archives.
- Organize permanent records.
- Set up file naming conventions.
- Ensure secure access for president and auditors.



Reviewing club financial policies and bylaws

- Understand the club's financial procedures.
- Learn approval processes for payments.
- Review audit requirements.
- Check spending limits and authorization rules.
- Align with Kiwanis financial standards.

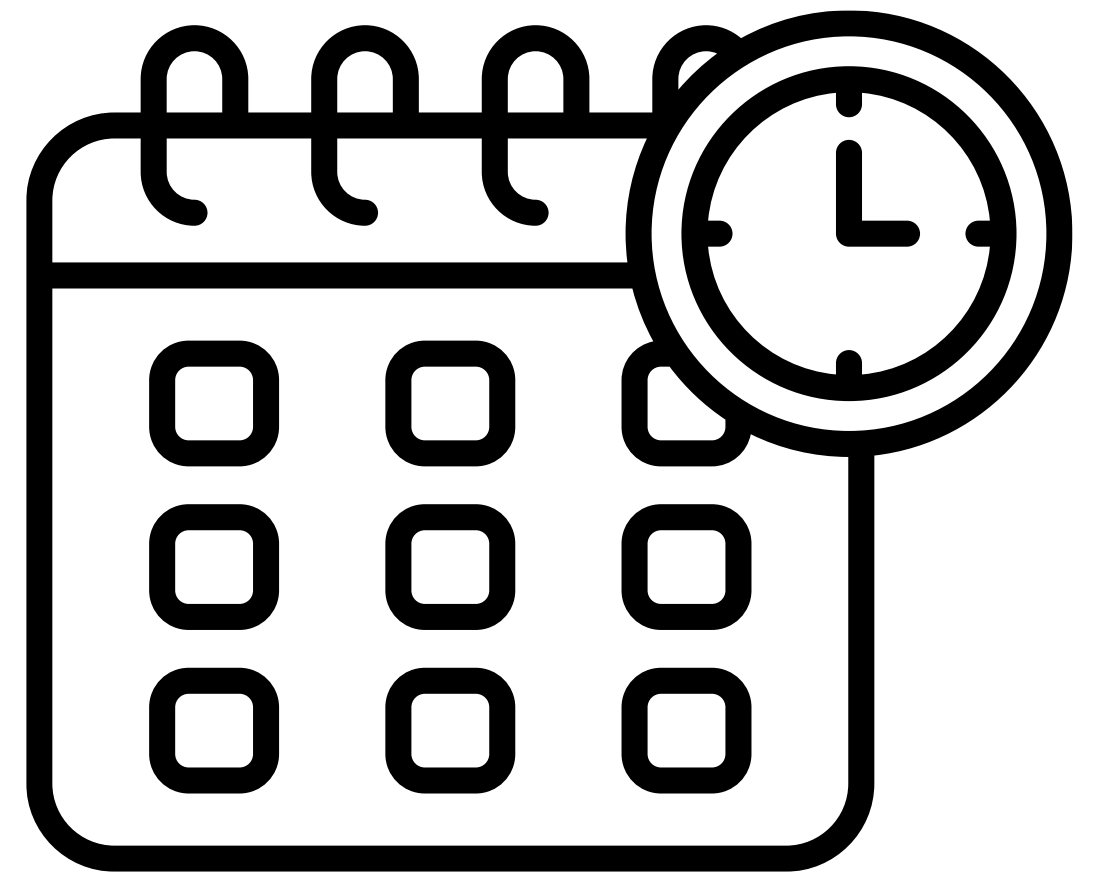


Resources

[Standard Form for Club Bylaws](#)

Setting the annual financial calendar

- Add dues billing and payment deadlines.
- Schedule monthly financial statements.
- Include IRS 990 deadline.
- Add financial review timeline and budget review date.
- Note financial deadlines for your district and for Kiwanis International.



Resources:

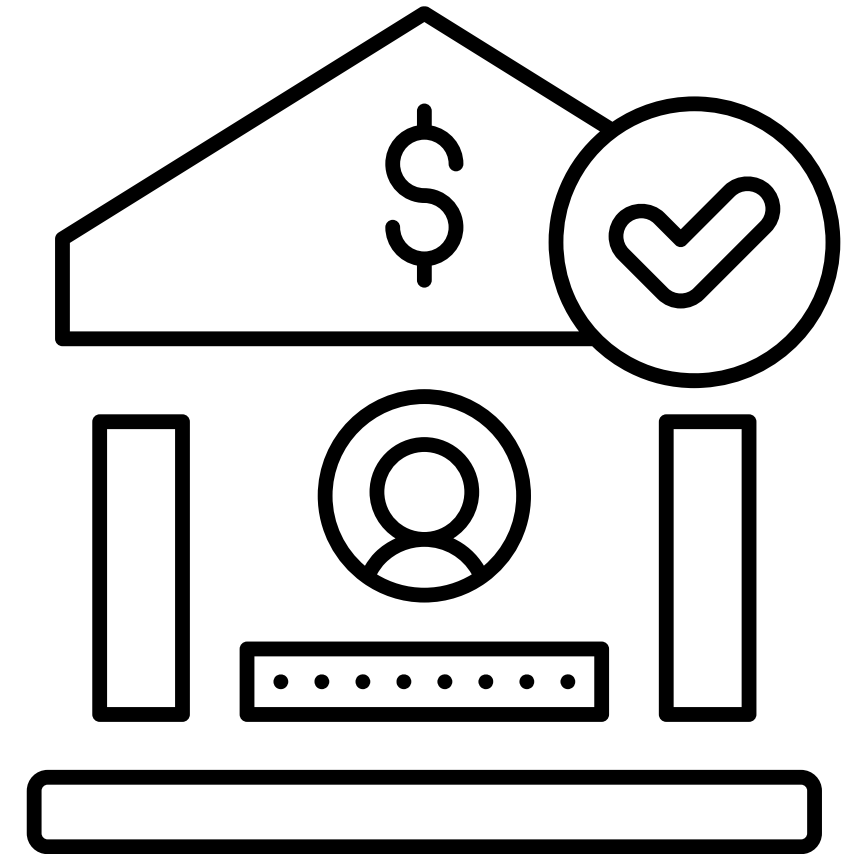
[Club treasurer checklist](#)

CLUB TREASURER 201

MANAGING CLUB ACCOUNTS & FINANCIAL PROCESSES

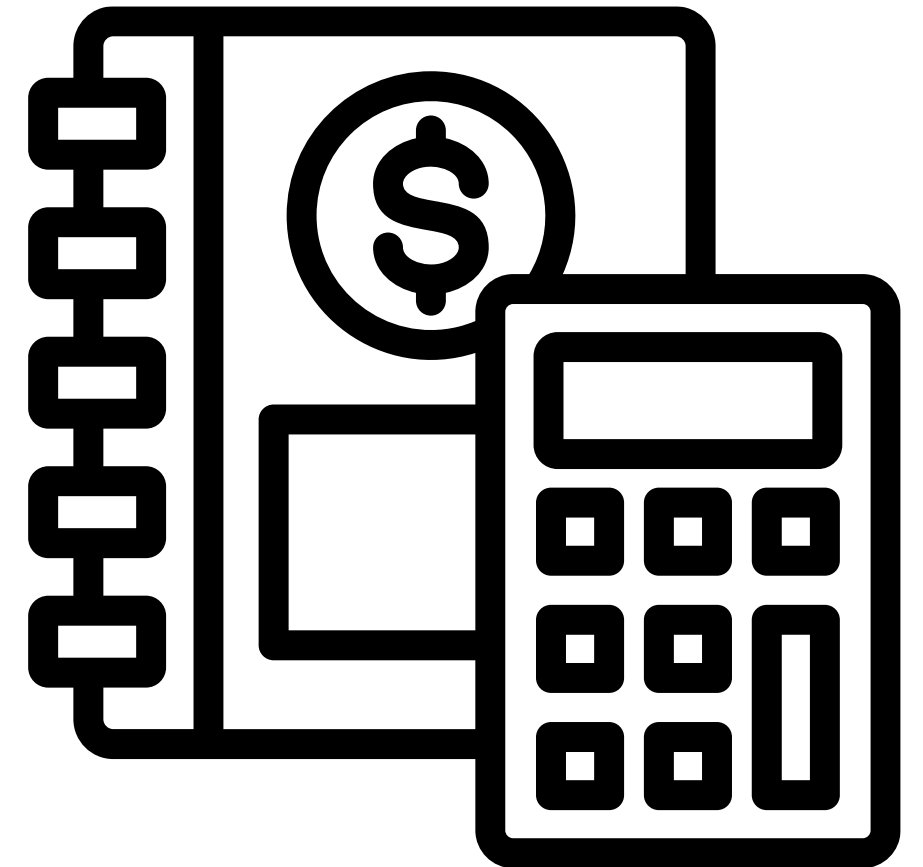
Managing club bank accounts

- Confirm authorized signers and remove outdated ones.
- Establish dual-signature or approval procedures.
- Monitor account activity regularly.
- Maintain secure access to online banking.
- File and store bank statements monthly.



Tracking income and expenses

- Record all income promptly.
- Document expenses with receipts and approvals.
- Maintain up-to-date ledgers or spreadsheets.
- Categorize transactions consistently.
- Match records to the annual budget.



Resources:

[Club budgeting guide](#)

[Sample budget](#)

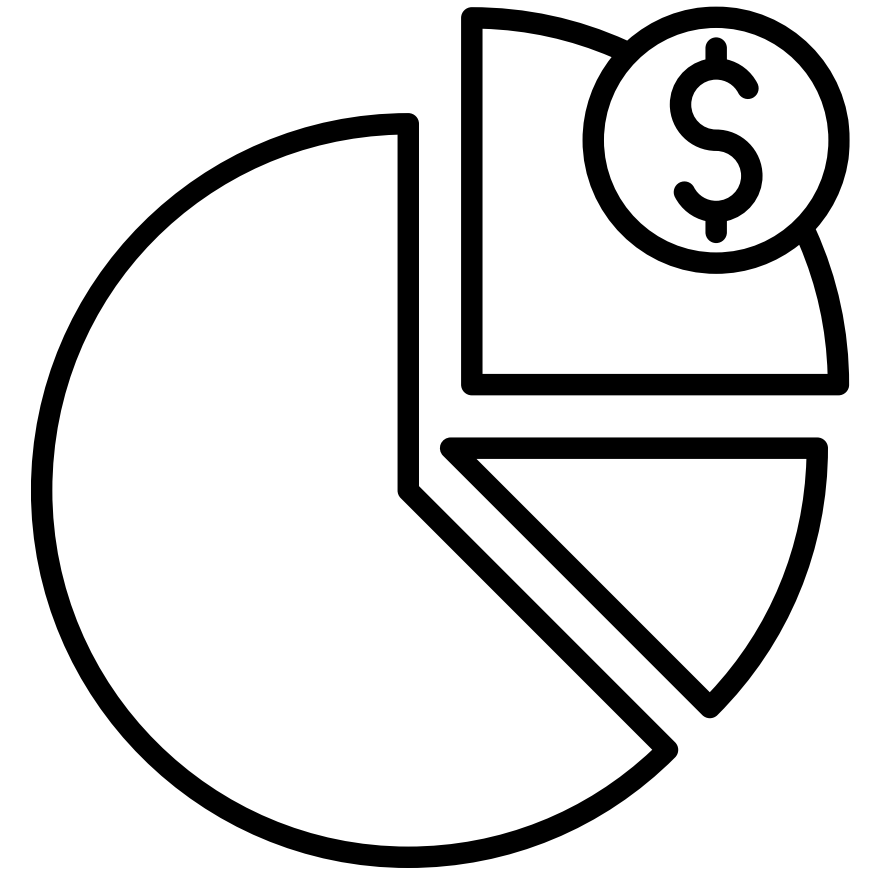
Processing payments and reimbursements

- Verify required approvals before payment.
- Use check, electronic payment or reimbursement forms.
- Maintain copies of invoices and receipts.
- Record payments in your ledger immediately.
- Store documents to meet audit requirements.



Preparing an aligned annual budget

- Review last year's budget and actual spending.
- Identify recurring expenses and expected income.
- Meet with president/committee chairs for input.
- Align budget with the club's strategic plan and priorities.
- Draft budget for board review and approval.



Resources:

[Club budget template](#)



Kiwaniis

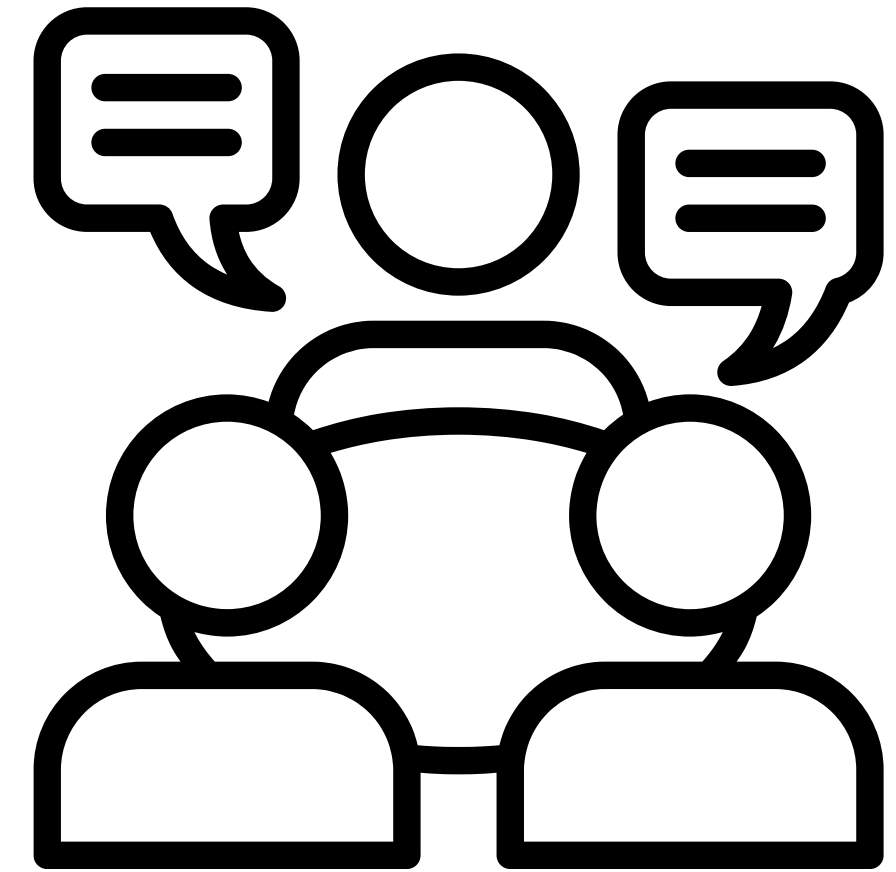
Monitoring the budget throughout the year

- Compare monthly income and expenses to the budget.
- Identify overages, shortfalls or unusual activity.
- Update the board through monthly statements.
- Adjust projections when needed.
- Keep long-term goals in mind.



Working with service projects and fundraisers

- Meet early with committee chairs to review budgets.
- Provide regular updates on project or fundraiser balances.
- Help chairs understand spending guidelines.
- Offer financial insight during planning and wrap-up.
- Document approvals, reimbursements and financial outcomes.



Resources:
[Event budget template](#)

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DUES, BILLING AND WORKING WITH SECRETARY

Managing dues and billing

- Verify accurate membership roster in Engage.
- Determine dues amounts based on member status.
- Prepare and send member invoices.
- Track payments and follow up on outstanding balances.
- Monitor Kiwanis International and district invoices in Kiwanis Engage and submit payments.
- File all receipts and billing records for reporting.



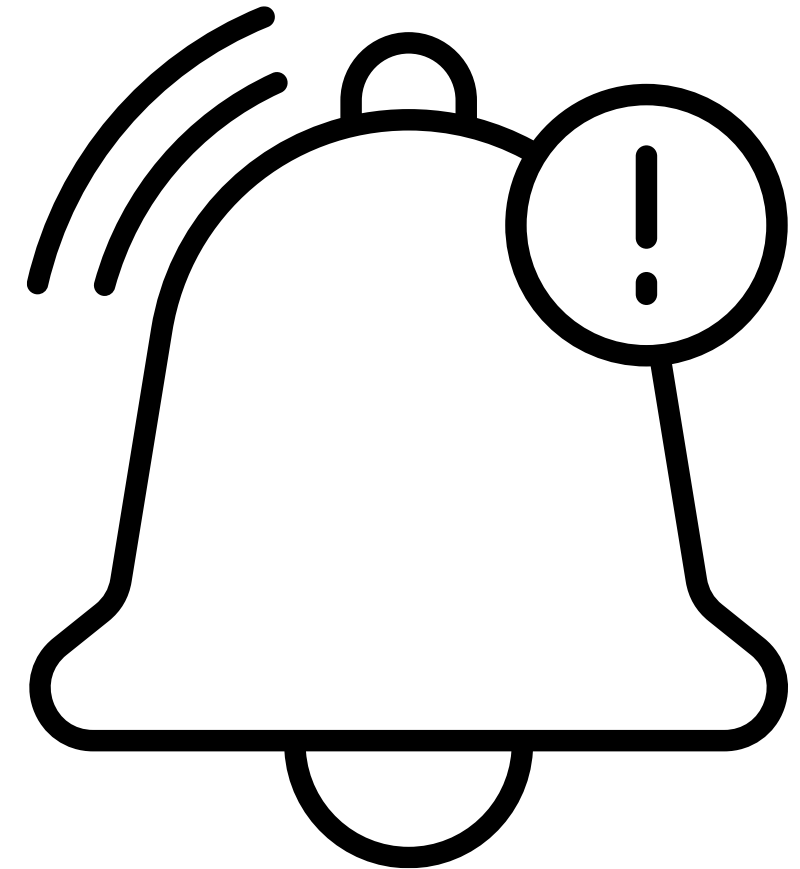
Resources:

[Member dues tracking](#)

[Sample member
invoice](#)

Managing outstanding balances

- Monitor payment tracking system.
- Send friendly, timely reminders.
- Communicate status updates with the secretary.
- Notify the board if accounts remain unpaid.
- Document all follow-up efforts.



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FINANCIAL REPORTING AND TRANSPARENCY

Monthly financial reporting

- Reconcile accounts before preparing reports.
- Create clear monthly income/expense statements.
- Review budget progress and note any variances.
- Identify trends, concerns or potential financial risks.
- Share reports with the board before meetings.
- File all reports in permanent financial records.



Resources:
[Budget report for meetings](#)

Preparing a financial report

- Present a clear summary of monthly income and expenses.
- Provide an update on budget progress.
- Highlight key trends, variances and concerns.
- Explain any financial risks or unusual items.
- Answer questions to support informed decision-making.
- Maintain transparency and clarity with leadership.

Preparing for annual financial review

- Schedule review with the president and audit committee.
- Gather receipts, bank statements, ledgers and budgets.
- Prepare a clean year-end financial summary.
- Resolve discrepancies before the review.
- Store audit results in permanent files.
- ***Outside financial review is optional for clubs.***



Resources:
[Club financial review](#)

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IRS FORM 990 COMPLIANCE & YEAR-END FILING

Understanding IRS 990 Requirements

- Know which 990 form your club must file.
- Determine filing based on annual gross receipts.
- Ensure that accurate records support the filing.
- Track the filing deadline each year.
- Coordinate with the president and board for review.



Resources:

[IRS forms](#)

Preparing to file

- Gather year-end financial statements & bank records.
- Compile income/expense totals by category.
- Verify officer information is current.
- Review previous years' filings for consistency.
- Decide whether to file independently or with assistance.



Resources:
[IRS forms](#)

Filing and documentation

- File electronically through IRS.gov or approved software.
- Save digital and printed proof of submission.
- Share confirmation with the president and board.
- Store documentation in permanent financial records.
- Include filing info in transition materials for your successor.



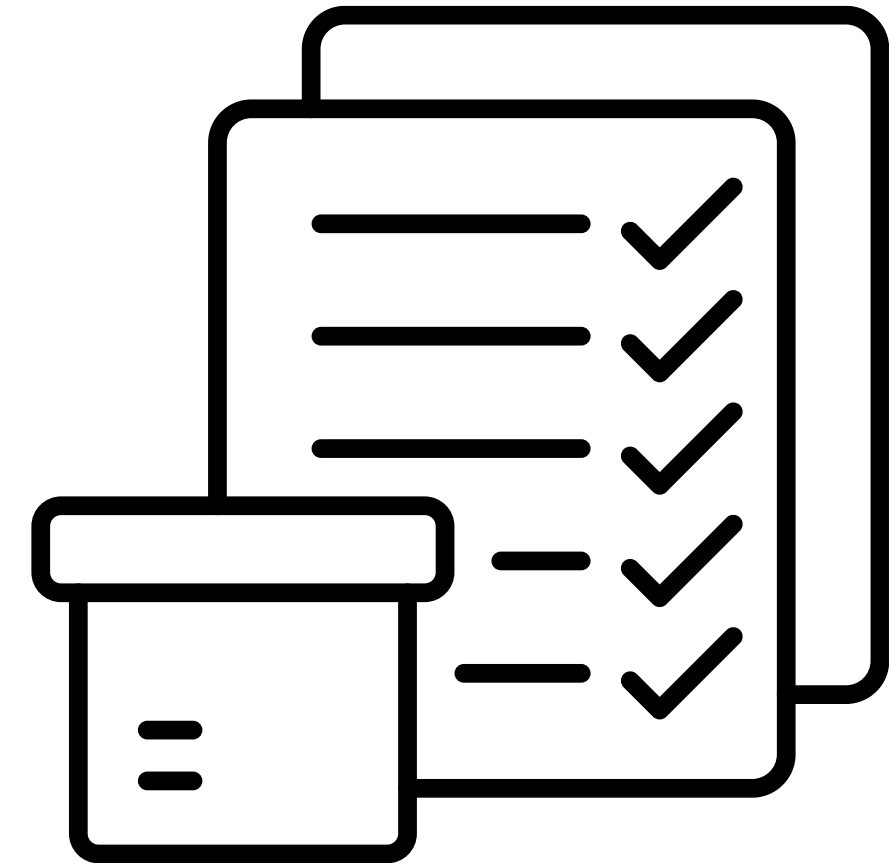
Resources:
[IRS forms](#)

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END OF YEAR TRANSITION

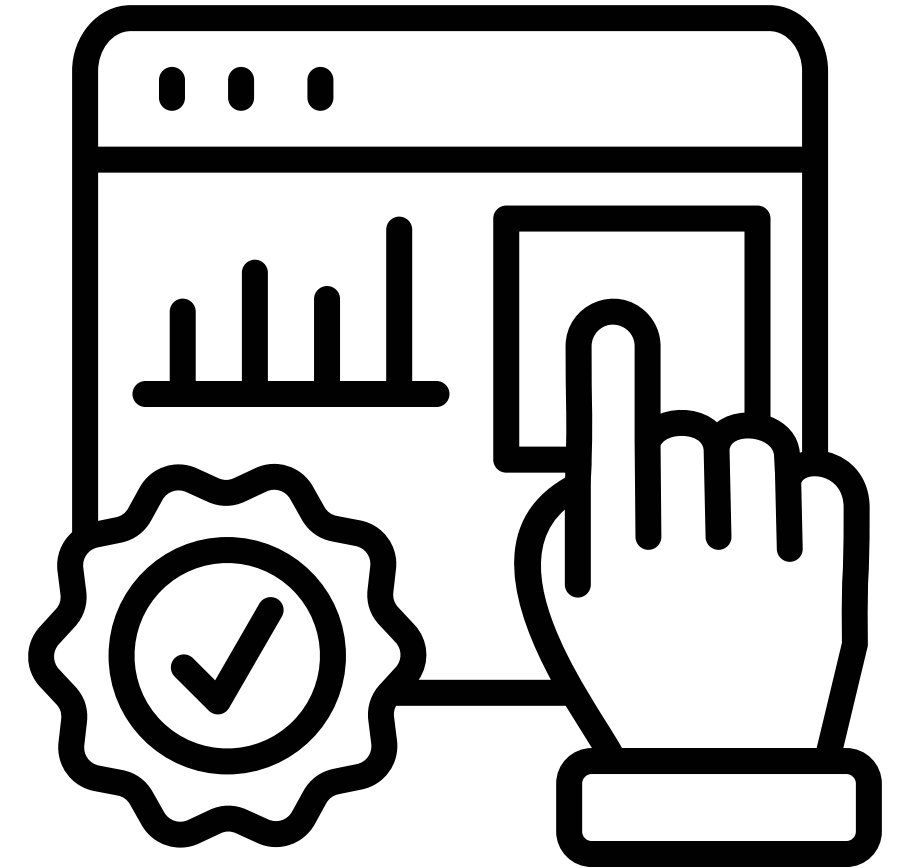
Organize and prepare records

- Organize all year-end financial files.
- Reconcile accounts before transition.
- Prepare summaries of income, expenses and balances.
- Label and separate permanent vs. current-year records.
- Create a clean digital folder for handoff.



Meet with your successor

- Schedule a transition meeting.
- Walk through financial systems and files.
- Review the budget, dues process and reporting cycles.
- Demonstrate how to access bank accounts and tools.
- Share deadlines, challenges and tips from your term.



Resources:

[Succession planning](#)

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KEY RESOURCES

Resources

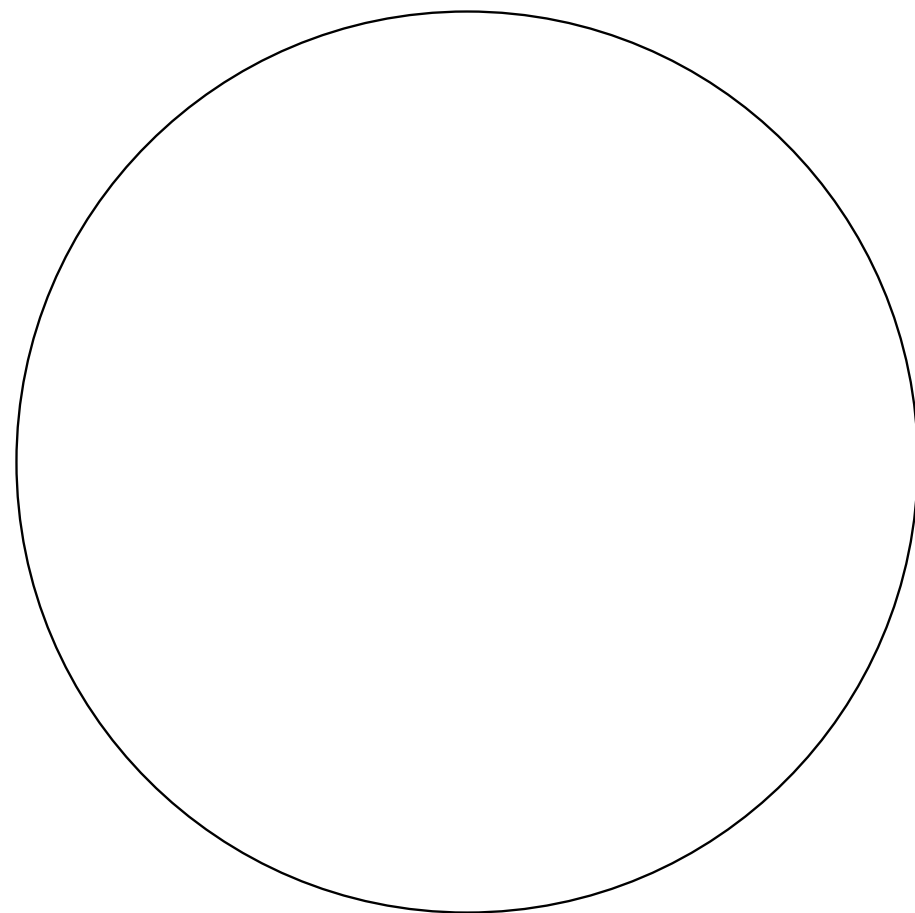


- Mentorship by other Kiwanis leaders
- [Leadership Guide](#)
- [Club treasurer webpage](#)
- [Annual checklist](#)
- [Kiwanis Engage financial tools & tutorials](#)
- [IRS 990 guidance](#)
- [Club bylaws](#)
- [Club finance and liability](#)
- ***Add additional provided materials here...***

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QUESTIONS

THANK YOU



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Kiwanis