

GUIDELINES FOR CLUB TREASURER

A Treasurer is an authority with much greater responsibility. The Treasurer's post is very important as she is the custodian of funds. Handling the money of the Club requires CART to carry out her work through the year. **The CART is - Concentration, Accountability, Responsibility and Transparency - the watchwords to be adhered to, as it is public funds.** Complete and accurate knowledge and proper understanding of Treasurer's work is utmost important for smooth functioning. Perfect coordination and clarity will further build the image of the Club and the District. Follow fiscal discipline - transparency of accounts is a must.

ROLE OF TREASURER

- Is main signatory of all transactions of the club..
- Is the record keeper of all transactions of the club..
- Is authority of collection of all receipts of the club..
- Is authority for incurring expenses as per sanctioned budget
- Is the custodian of the assets of the club.
- Is responsible for preparation and presentation of all club accounts.
- Is responsible for audit and certification of accounts at the year end.

FIXING OF DUES

- A Budget means to know your pocket before you spend and helps in planning.
- A Budget should be prepared just before the beginning of the New Inner Wheel year, taking into consideration the tentative income and expenditure of the club.
- In fixing the annual subscription, the Club must ensure that it will cover the International Inner Wheel Capitation Fee, Association and District dues and sufficient day-to-day working expenses of the Club.
- In case you plan to increase your club dues, get it passed in the meeting.

OPENING OF BANK ACCOUNT AND APPOINTMENT OF AUDITORS

At the beginning of the year during the Incoming and Outgoing Committee Meeting a resolution is passed as to the bank in which the account of the Club will be operated and the auditors who will audit the accounts of the Club. The account should be opened in a Nationalized Bank / Co-operative Bank

Two Accounts should be opened. 1. Club Administrative Account Fees, to be credited in this account. 2. Charity Account where the donations and amount raised for projects would be credited. **Formats given may be referred for making resolutions and sending dues to the District Treasurer**

DIARY FOR THE CLUB TREASURER

JULY

- For the incoming - outgoing Committee Meeting, the Treasurer should be ready with the name of the Bankers and the Auditors.
- A resolution has to be passed for fixing the Bankers.

- A resolution has to be passed for fixing the Auditors.
- A resolution has to be passed authorizing the Signatories whether it is Treasurer and President or Treasurer and Secretary.
- On 1st July, Treasurer should open Club Administrative Account and the Club Charity Account in the Bank with opening Cash-in-hand that can be reimbursed at a later date, if any.
- A budget has to be prepared about the Income and Expenditure of the Club with the help of the previous Treasurer and the President.
- Wait for the letter from the District Treasurer intimating the IIW Subscription, Association Fees and District Dues.
- Place the order for Inner Wheel Literature, (IIW Directory, Association Directory, Constitution & handbook, Association Byelaws and Guidelines) from the Members and collect money for the same so that you can forward it to the District Treasurer.
- The following files have to be maintained:
 1. The letter containing the remittance of fees paid to the District.
 2. Bills and Vouchers for payments made. (3) Receipt file.

AUGUST

- Help the Club President in planning the fund raising programme for the club.
- Remind members about the importance of the dues payable to the Club and collect it from all the members.
- Make sure the Club has to pay for its Members including Honorary Members and the Honored Active Members.
- Full year's fees have to be paid for all its existing Members of the club and also for Members joining during that current year.
- Half Yearly fees for Members joining after January 1st.
- Fees have to be remitted to the District Treasurer in the name of 'Inner Wheel District 326 Account' payable atby Demand Draft A/c Payee only. Along with the Demand Draft the list in the proper format giving the detail of Membership should be enclosed.
- Souvenir Dues have to be remitted to the District Editor in the name of 'Inner Wheel District 326 Souvenir Account' payable atby Demand Draft A/c Payee only.

SEPTEMBER

- The bills pertaining to printing, stationery, postage, photocopying done by the office bearers etc should be met from the Club Administrative Account.
- Bills / Vouchers have to be presented in the Executive Committee Meeting, get it passed and settle them with A/c Payee Cheques only.
- A proper knowledge of Income and Expenditure made during the month is essential so that she can present the accounts to the Members of the club at each meeting.

OCTOBER, NOVEMBER, DECEMBER

- Any Member not paying the dues by the end of December automatically ceases to be a Member of Inner Wheel.
- Full year fees have to be remitted for Members joining the Club during this period in the same format to the District Treasurer.

JANUARY, FEBRUARY, MARCH, APRIL

- Wait for the letter from the District Treasurer intimating the Half Yearly dues.

- If she has already intimated to you about the Half Yearly dues in the beginning of the year collect Half Yearly fees for Members joining after January 1st.

MAY

- Start preparing for handing over to the Incoming Treasurer and also guide her in preparing the budget.
- Consult the Auditor for all his requirements in finalizing the Accounts of the Club.
- The Auditor will require your Bank Pass Books, bills and vouchers file, your ledger and day book.

JUNE

- Help the incoming Treasurer in her work.
- Audit your accounts and circulate copies of the accounts to the Members before it is passed.
- A copy of the audited account should be read out to the Members of the Club during General Body Meeting. A copy of the audited

Files to be maintained by Club Treasurer

- A file of six monthly statement of account and balance sheet of every year.
- Passbook of both accounts
- Slip book-cheque book of both accounts
- Receipt book
- Voucher book
- Ledger book
- Detailed statements of accounts to be brought up to date on my visit.
- All Resolutions - For opening / transferring bank accounts, for appointing auditors.