



# Treasurer's Workshop

BARBARA MCKENZIE

# Responsibilities

- ▶ Deposit funds in a timely manner
- ▶ Use vouchers for all disbursements
- ▶ Write checks in timely manner
- ▶ File annual 990 as soon as possible after audit is complete, no later than November 15<sup>th</sup> of each year.
- ▶ Send in membership dues for new members immediately to Pilot International and District Treasurer with appropriate forms.
- ▶ Provide all members a report (written preferably) showing all income and expenses for the previous month and year to date if possible.

# Budget

- ▶ A budget is defined as an estimate of income and expenditures over a period of time (our fiscal year is July 1 through June 30).
- ▶ It can also be seen as a financial plan for a period of time or a forecast of income and expenditures.

# Budget Committee

- ▶ Treasurer serves as Chair of Budget Committee
- ▶ Other Committee Members include:
  - ▶ President
  - ▶ President Elect
  - ▶ Vice President (optional)
  - ▶ Fundraising Coordinator



# Budget – Required Expenses

- ▶ **Required Operating Expense to be included in budget (Per PI Bylaws):**
  - ▶ Bills Payable
  - ▶ Dues – International, District and Club
  - ▶ Initiation Fees – International and Club if required
  - ▶ Pilot International and District Convention Expenses (Per Pilot International Bylaws and Clubs standing rules).
  - ▶ Expenses for club visit by DCR.

# Budget – Projects

- ▶ **Projects to be included in your budget are your clubs service projects, Pilot International Founders Fund and our Pilot Scholarship House Foundation**
- ▶ **Per IRS regulations, funds for operating expenses must come from dues and fundraising activities not designated for specific service projects**
- ▶ **All funds budgeting for your service projects must come from your fundraising activities or donations.**
- ▶ **Once funds have been designated as “Projects” this money must stay designated as such and can not be used for anything else.**

# Budget

$$\text{Income} - \text{Expenses} = 0$$

Or

$$\text{Income} = \text{Expenses}$$

# Sample Budget – Income

## Pilot Club of St. Lucie County - Budget Fiscal Year July 1, 2015 - June 30, 2016

	Operating	Projects	Total
<b>INCOME:</b>			
Dues (\$100.00 x 14)	1400.00		1400.00
Initiation Fees (\$25.00 x 2)	50.00		50.00
50/50	250.00		250.00
Shabby Chic	540.00	460.00	1000.00
Marketplace	0.00	100.00	100.00
55 Fees	770.00		770.00
Trading Trash & Treasures (2)	1000.00	1000.00	2000.00
Spaghetti Dinners (2)	1000.00	1000.00	2000.00
Celebration of Life	1000.00		1000.00
Raffle	375.00	375.00	750.00
Happy Hour	300.00	300.00	600.00
Gift Cards	264.00		264.00
Donations	0.00	1000.00	1000.00
<b>Total Income</b>	<b>6949.00</b>	<b>4235.00</b>	<b>11184.00</b>



# Sample Budget – Expenses

<b>DISBURSEMENTS:</b>			
<b>Pilot International:</b>			
Dues (\$60.00 x 14)	840.00		840.00
Insurance (\$6 x 12)	72.00		72.00
Initiation Fees (\$25.00 x 2)	50.00		50.00
Goals for Grants		250.00	250.00
PIFF Pacesetter (\$10.00 x 14)		140.00	140.00
PIFF Sweetheart		25.00	25.00
PI Convention	2000.00		2000.00
<b>Pilot International Total:</b>	<b>2962.00</b>	<b>415.00</b>	<b>3377.00</b>
<b>Florida District:</b>			
Dues (\$25.00 x 14)	350.00		350.00
District Convention	1000.00		1000.00
Fall Council	750.00		750.00
PSHF Dues (\$5.00 x 14)		70.00	70.00
<b>Florida District Total:</b>	<b>2100.00</b>	<b>70.00</b>	<b>2170.00</b>
<b>Pilot Club of St. Lucie County:</b>			
Officer Installation	150.00		150.00
Membership	100.00		100.00
Sunshine	100.00		100.00
Corporate Dues	62.00		62.00
Florida Annual Consumer Filing Fee	0.00		0.00
Past President's Pin	50.00		50.00
Storage	575.00		575.00
Newsletter	25.00		25.00
Postage	25.00		25.00
Post Office Box	100.00		100.00
Supplies	150.00		150.00
Meals Expense	200.00		200.00
Scrapbook	100.00		100.00
Marketing	250.00		250.00
<b>Total Pilot Club of St. Lucie County</b>	<b>1887.00</b>	<b>0.00</b>	<b>1887.00</b>

<b>Projects:</b>			
Pilot Scholarship Houses		400.00	400.00
Senior Projects		300.00	300.00
Lois E Loveridge Scholarship		1000.00	1000.00
Loving Care		350.00	350.00
Patriotism - Wreaths Across America		400.00	400.00
Patriotism - Camp Golden Coral		200.00	200.00
Animal Care		200.00	200.00
Youth Development		350.00	350.00
Give Kids the World		250.00	250.00
Dollars for Scholars		200.00	200.00
Newspaper in Education		100.00	100.00
			0.00
<b>Total Projects:</b>		<b>3750.00</b>	<b>3750.00</b>

# Budget: Income = Expenses

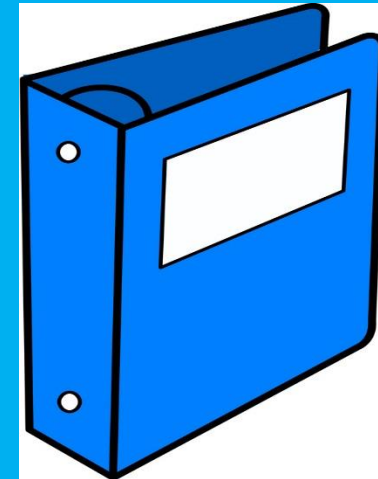
	Operating	Projects	Total
<b>Total Income</b>	<b>6949.00</b>	<b>4235.00</b>	<b>11184.00</b>
<b>Total Disbursements:</b>	<b>6949.00</b>	<b>4235.00</b>	<b>11184.00</b>

# Record Keeping

- ▶ **Maintaining records is important not only for clubs that are approved 501c3 but all clubs.**
- ▶ **Organized records make it easier for an audit committee to view the club's records.**
- ▶ **Proper documentation is essential for your club and maintaining is an essential responsibility of a treasurer.**

# Record Keeping

- ▶ Each year make a new notebook
- ▶ Have yearly pages which include:
  - ▶ Club Roster
  - ▶ Approved Plans of Work
  - ▶ Approved Budget
  - ▶ Club Standing Rules
  - ▶ Pilot International Bylaws
  - ▶ Florida District Who What When Where



# Record Keeping

- ▶ Have monthly tabs beginning with July and ending with June
- ▶ In each month include:
  - ▶ Monthly Financial Reports
  - ▶ Bank Statements / Reconciliation
  - ▶ Signed expense vouchers for all disbursements
  - ▶ Minutes of all meetings
  - ▶ Financial Report for each fundraiser held during that month
  - ▶ Club Newsletter
  - ▶ Copies of Any receipts for donations
  - ▶ Volunteer Hours



# Helpful Tools for a Treasurer

- ▶ **Who What When Where**
- ▶ **Prorated Dues Chart from District Website, or make your own to include your club dues**
- ▶ **Club Manual – available to download and / or print from the Florida District Website**
- ▶ **District Treasurer – Caroline Fallis / Delores Spooner**
- ▶ **District Committee Representative**





Questions