



Treasurer Checklist

Before Club Meetings

- ▶ Prepare a financial report.

Upon Arrival at the Meeting

- ▶ Greet guests.

During Club Meetings

- ▶ Collect membership dues.
- ▶ Report on club finances.

Outside the Club Meetings

- ▶ Prepare a budget.
- ▶ Provide bank with a bank signatory card.
- ▶ Collect and pay dues.
- ▶ Submit new member applications.
- ▶ Issue checks for club expenses.
- ▶ Keep financial records.
- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Attend executive committee meetings.
- ▶ Reconcile deposits, expenditures and cash on hand.
- ▶ Ensure club meets government tax regulations.
- ▶ Receive financial correspondence.
- ▶ Prepare for audit committee.

EXECUTIVE COMMITTEE Responsibilities

- ▶ Prepare a budget.
- ▶ Present financial reports.
- ▶ Submit club accounts for audit.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

Distinguished Club Program and Club Success Plan (Item 1111)

www.toastmasters.org/1111

Success Communication Series and Success Leadership Series

www.toastmasters.org/successprograms

Submitting Club Dues

www.toastmasters.org/clubcentral

Use of Toastmasters Materials

www.toastmasters.org/memberlists