

**TOASTMASTERS**  
INTERNATIONAL®

**When You Are the**  
**Treasurer**

**A Guide to  
Effective Club  
Leadership**

**TOASTMASTERS**  
INTERNATIONAL®

# When You Are the Treasurer

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## A Guide to Effective Club Leadership

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**TOASTMASTERS**  
INTERNATIONAL®

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## The Mission of the Club

The mission of a Toastmasters club is to provide a mutually supportive and positive learning environment in which every individual member has the opportunity to develop oral communication and leadership skills, which in turn foster self-confidence and personal growth.

## The Mission of Toastmasters International

Toastmasters International is the leading movement devoted to making effective oral communication a worldwide reality.

Through its member clubs, Toastmasters International helps men and women learn the arts of speaking, listening and thinking – vital skills that promote self-actualization, enhance leadership potential, foster human understanding and contribute to the betterment of mankind.

It is basic to this mission that Toastmasters International continually expand its worldwide network of clubs, thereby offering ever-greater numbers of people the opportunity to benefit from its programs.

## Vision

Toastmasters International empowers people to achieve their full potential and realize their dreams. Through our member clubs, people throughout the world can improve their communication and leadership skills, and find the courage to change.

## Values

Toastmasters International's core values are integrity, dedication to excellence, service to the member and respect for the individual. These are values worthy of a great organization, and we believe we should incorporate them as anchor points in every decision we make. Our core values provide us with a means of not only guiding but also evaluating our operations, our planning and our vision for the future.



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Being a Toastmaster means more than simply making a commitment to self-development. Everyone who joins a Toastmasters club is making a commitment to the club, to its members and to the organization as a whole.

### **A Toastmaster's Promise**

As a member of Toastmasters International and my club, I promise...

- To attend club meetings regularly;
- To prepare all of my speech and leadership projects to the best of my ability, basing them on projects in the *Competent Communication*, *Advanced Communication* or *Competent Leadership* manuals;
- To prepare for and fulfill meeting assignments;
- To provide fellow members with helpful, constructive evaluations;
- To help the club maintain the positive, friendly environment necessary for all members to learn and grow;
- To serve my club as an officer when called upon to do so;
- To treat my fellow club members and our guests with respect and courtesy;
- To bring guests to club meetings so they can see the benefits Toastmasters membership offers;
- To adhere to the guidelines and rules for all Toastmasters educational and recognition programs;
- To maintain honest and highly ethical standards during the conduct of all Toastmasters activities.



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# You Are the Treasurer

As treasurer, you are responsible for keeping clear and accurate financial records of club business and for seeing that the club remains financially stable.

This office has many responsibilities, yet it also has many rewards. During your term you will have the opportunity to develop and practice leadership skills that you can use in all areas of your life. You will learn to set goals, plan, develop strategies and recognize people for their efforts. These skills will be discussed in detail later in this book.

As a member of the executive committee, you are a part of a team that consists of the president, vice president education, vice president membership, vice president public relations, secretary, sergeant at arms and immediate past president. Brief explanations of their duties are in the appendix. The executive committee is responsible for making your club dynamic and enjoyable for all members and for seeing that the club is a Distinguished Club. You can accomplish this through regular, productive executive committee meetings and through careful goal setting, planning and monitoring of progress.

As you plan your term, activities and goals, remember that a Toastmasters club is a volunteer organization. Like any volunteer organization, its funds are limited. Members who volunteer for office may not be reimbursed for many of the expenses they incur while serving in that office, including, but not limited to, expenses related to phone usage and mileage. Any expenditures for which you want reimbursement must be authorized in advance by the club and supported by receipts or other documentation.

This manual contains all the basic information you need to fulfill the role of treasurer. In it you'll find:

- a brief outline of the standards for the treasurer
- detailed explanations of how to meet these standards
- leadership techniques you can use to meet these standards
- the tools and resources available to ensure a successful term of office and a successful club (in the appendix)

This manual will be invaluable to you throughout your office term. However, it should not be your only resource. Throughout the manual are references to other materials you'll want to have on hand. A complete list of these materials appears in the appendix. The Calendar/Checklist will be especially helpful to you. It lists by month the activities and events you should be addressing. The club officer training programs conducted by your district, which are discussed below, also are invaluable.

# Standards for Success

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Each club officer must meet performance standards. Following is a brief outline of your standards as treasurer.

## Outside of the Club Meeting

1. Prepare a budget to be approved by the executive committee and membership within one month of taking office.
2. Provide the bank with a new signature card by July 1/January 1.
3. Prepare and send dues statements by August 15/February 15.
4. Collect and pay dues to World Headquarters by October 1 and April 1, and work with the vice president membership to contact members who have not paid dues. Pay dues online by going to [www.toastmasters.org](http://www.toastmasters.org).
5. Submit new member applications and dues to World Headquarters within 48 hours after receipt. Add new members online.
6. Pay bills as due.
7. Keep records of all financial transactions.
8. Present verbal and written financial reports to the executive committee quarterly (October 15, January 15, April 15 and July 15).
9. Submit club accounts for audit.
10. Attend club executive committee meetings.
11. Attend district-sponsored club officer training.
12. Arrange for a replacement if unable to attend a meeting.
13. Prepare successor for office.

## At the Club Meeting

1. Receive completed new member applications and dues.
2. Announce when dues are due and explain dues structure.
3. Greet members and guests.

Now that you're familiar with your standards, let us study them more closely.

## Club Officer Training

Every June, July and August and December, January and February your district conducts club officer training. These programs include a review of each officer's responsibilities and tips for fulfilling them. The programs allow you to meet officers from other clubs and provide an opportunity to share ideas and keep up on current information. You should make every effort to attend. Contact your district lieutenant governor education and training or visit your district Web site for information about the next program. Links to district Web sites are available at [www.toastmasters.org/distwebsitelist](http://www.toastmasters.org/distwebsitelist).

## Prepare a Budget

A budget is a financial plan and it's essential that your club have one.

At the beginning of your term, work with the club president and executive committee to develop a budget for the club year, to be approved by the executive committee and membership within one month of taking office (August 1 for clubs electing annually or semiannually and February 1 for clubs electing semiannually).

Typical expenses included in a club budget are:

- Preparation of the club newsletter or expense for a Web server
- Trophies/ribbons/certificates



- Administrative supplies
- Promotional material (brochures, posters, etc.)
- Educational material (Success/Leadership programs, manuals, etc.)
- Speech contest material (rulebooks, ballots, etc.)
- Postage
- Special events (banquets, etc.)
- Membership dues to World Headquarters

Typical revenues included in a club budget are:

- Member dues
- Donations
- Fund-raising

## Toastmasters Fundraising Policy

From time to time, clubs may conduct fundraising activities to offset costs for educational sessions and to raise funds to further the purpose of Toastmasters International. Toastmasters International is an educational organization and not a service club such as Lions, Kiwanis, Rotary, etc., whose main focus is to raise funds for community or charitable causes. Before you start on your fundraising project, answer these questions:

1. Is the product or service rendered by individual members donated or voluntary?
2. Is it the club, rather than individual members, that is receiving monetary compensation?
3. Is at least one-third of the club's total financial support from member dues?
4. Will the profits be used to further Toastmasters International's tax-exempt purpose, which includes:
  - building and improving clubs;
  - training club and district officers;
  - purchasing educational program materials;
  - sending a voting delegate to official district conferences or the International Convention;
  - covering general administrative expenses connected with the operation of the club or district?
5. Is the fundraising activity legal in the club's city, state, province or country?

If you answered "no" to any of these questions, the fundraising activity is prohibited.

## Acceptable Fundraising Activities

Acceptable fundraising activities are:

- Conducting Speechcraft, *Success/Communication* or *Success/Leadership* programs and charging a fee to the participants.
  - Fees charged should be reasonable. The revenue should be used to buy the program material. Any excess funds are to be used to further the purpose of Toastmasters International as stated above.
- Holding a raffle, auction, white elephant sale or bazaar of donated goods at a club, area, division or district function, where permitted under local law.
- Accepting advertising in club and district newsletters.
  - The revenue should be used to offset the cost of producing and/or mailing the publication. Any excess funds are to be used to further the purpose of Toastmasters International as stated above.
- Selling entertainment books or diner's books.

## Unacceptable Fundraising Activities

Unacceptable fundraising activities are:

- Buying items and then selling them, other than entertainment or diner's books.
- Raising funds for social events.
- Raising funds to donate to a worthy cause.
- Raising money to set up a fund, such as a scholarship or educational fund.
- Raising money to support a campaign for a candidate at any level of the organization or outside the organization.
- Holding or participating in sporting or other physical events, such as tennis or golf tournaments, walk-a-thons or jog-a-thons.
- Holding pancake breakfasts, fireworks displays or picnics.

Fundraising activities, including those listed above, which have a higher risk of injury are not permitted.

**Liability.** Toastmasters International is covered by liability insurance for injury occurring within a Toastmasters

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meeting. Because of our low risk, our premium is minimal. If claims were to increase, our premiums would rise sharply. This could cause the organization to raise membership dues in order to cover the additional premium.

**Income Tax.** The Internal Revenue Service (IRS) has certain requirements that must be met by clubs within the United States if revenue exceeds established amounts. These requirements are:

- A Federal Form 990 must be filed with the IRS if gross income, including revenue from fundraising, exceeds \$25,000 within one year.
- A Federal Form 990T must be filed with the IRS if gross income exceeds \$1,000 on unrelated business income, such as advertising in the club newsletter. This income could be subject to tax.

Your club is responsible for determining your state's filing requirement and to file proper form(s) when appropriate. All clubs outside the United States should consult a tax advisor to ascertain their governing regulations. Failure to file the required forms by a club can result in revocation of a club's charter.

When planning your budget, refer to the financial records from previous years for guidance. Present the budget to the executive committee for approval, then to the membership for adoption.

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## Provide the Bank with a New Signature Card

Each club should have a club bank account. Club funds should never be co-mingled with an individual's funds.

Before you may begin writing checks on the club's account, you must provide the bank with a new signature card that has been signed by you and the club president. Ask your bank for the proper form, and return it to the bank by July 1 (for clubs electing annually or semiannually) and January 1 (for clubs electing semiannually). Advise the bank that Toastmasters International is a nonprofit, tax-exempt organization. Some banks will waive their fees.

If your bank requires an Employer's Identification Number (U.S. only) for your club account and you are

not sure what the number is, contact the Finance Department at World Headquarters and the staff will assist you.

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## Prepare and Send Dues Statements

Twice each year your club must submit \$27.00 dues (\$21.00 dues for clubs not assigned to districts) to World Headquarters for each member of your club. Dues are due at World Headquarters on or before October 1 and April 1. You are responsible for notifying members when dues are due. The club president will receive the dues renewal reminder via e-mail in September and March; begin collecting the dues before then. By August 15 and February 15, provide each member with a statement showing the money due. The statement should cover the \$27.00 (\$21.00 for clubs not assigned to districts) due World Headquarters, plus whatever fees are charged by the club. Indicate on the statement that checks are payable to the club.

Send a reminder several weeks later to those members who have not yet paid the club. Also make announcements during club meetings. Follow-up by telephone, if necessary.

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## Collect and Send Dues to World Headquarters

When members pay their dues, give them a receipt. Regularly deposit these payments into the club's bank account.

Twice each year your club is required to provide an updated list of its members and corresponding dues. Prior to the due dates of April 1 and October 1 club officers will receive notice via e-mail that the club's current member list can be reviewed at [www.toastmasters.org](http://www.toastmasters.org). Help the president, the vice president membership and the club secretary update the membership list based on your record of payments received. An accurate membership report is important. Accidentally omitting someone from the list who did indeed pay dues jeopardizes that person's eligibility for educational awards, speech contests and holding office. That person also will no longer receive the *Toastmaster* magazine.

Be careful about sending dues for people who have not paid the club. If these people don't renew their

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membership, your club loses money. Dues are non-refundable and non-transferable.

Minimum dues (6 members; 3 must be renewing) are due October 1 and April 1.

When the dues renewal list is completed, the renewal can be submitted online if paying by credit card. Your club will receive an acknowledgement of receipt if paying by this method. If paying by check, make it payable to Toastmasters International or provide credit card information (one credit card per report, please) for the dues being submitted. Checks must be in United States funds and written on a U.S. bank. Make a photocopy for your records. World Headquarters must receive the reports by October 1 and April 1 respectively.

Please choose one method of payment. For example, if you pay your club dues online, do not send another copy to WHQ by mail. Sending duplicates slows down processing, which results in slower service to members.

If members pay their dues after the report has been submitted, pay those members online with a credit card or send a check to Toastmasters International by mail. Include the following:

1. The names and addresses of the members for whom you are paying dues.
2. A statement that these are continuing members who paid their dues after the dues renewal was submitted.

We do not recommend sending credit card information via e-mail because e-mail is not secure. Please submit via one method only to avoid duplication. Any checks returned by the bank will be the club's responsibility.

Do not enclose new member dues and applications with the dues renewal. In order to keep its charter in good standing, your Toastmasters club must maintain a minimum level of six members, at least three of whom were members of the club during the last renewal period.

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## Submit New Member Applications and Dues to World Headquarters

Reinstated, dual or transferred memberships cannot be added online. They must be either faxed or mailed

to WHQ. If paying by check, make the check payable to Toastmasters International, as indicated on the Application for Membership (Item 400). The fastest way to sign up new members is to submit them online using credit card payment. These members, New Member Kits will be shipped within 48 hours. If paying by check, send the Application for Membership to World Headquarters within 48 hours after receipt. Be sure to put your club and district numbers on all checks to Toastmasters International and remember payment must be in U.S. funds.

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## Pay Bills as Due

All mailings regarding club finances, including the monthly statements, will be sent to the club president with instructions to give the statements to you, the treasurer. If additional money is due, it's payable immediately.

Individual member accounts are set up only for supply orders. All transactions dealing with member dues will appear on your club's account. If you have any questions about your club's account, contact the Finance Department at World Headquarters.

When your club receives bills from World Headquarters or other vendors, you and the club president should review each bill for accuracy and then authorize payment by initialing and dating the invoice (see sample statement in appendix). Pay all bills promptly by check or credit card so you have a record of all transactions. After payment by check, write the check number and date on the invoice and file it in a paid-bills file.

Payment for recurring bills, such as for meals and meeting place, may be authorized in advance by the executive committee and should be paid immediately.

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## Keep Records of All Financial Transactions

Clear, complete, accurate records are crucial to the financial health of your club. Each month, reconcile deposits, expenditures and cash on hand (see sample in appendix). The club checking account record can help you do this.

The Internal Revenue Service has certain requirements that must be met by clubs within the United States if revenue (from all sources of income, including

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fundraising) exceeds established amounts. These requirements are:

- A Federal Form 990T must be filed with the IRS if gross income (total monies received) exceeds \$1,000 on unrelated business income, such as advertising in club or district bulletins. This income could be subject to tax. Failure to file the required forms by a club can result in revocation of a club's charter.
- U.S. clubs file online annually IRS form 990N for prior calendar year (1/1/XX - 12/31/XX) by May 15. Find detailed instructions at [www.toastmasters.org/irs990n](http://www.toastmasters.org/irs990n). Failure to file the 990N annually could cause the club to lose its nonprofit status.

It's up to the individual clubs to determine their state's filing requirements and to file proper form(s) when appropriate. Clubs outside the United States should consult a tax advisor to ascertain their governing regulations.

Since Toastmasters International is a nonprofit organization, do not file income tax reports (in the U.S.) unless your club income is greater than \$25,000 during the year. The IRS has requested that if a club receives a Form 990 with a pre-addressed label, the club should file a return even if it is not required to do so. Per the IRS instructions for the 990 and 990EZ, a club should:

- Verify the Taxpayer ID number listed on the label.
- Attach the label to the name and address space on the return.
- Check box 'K' in the heading of the Form 990 or 990EZ to indicate that the organization's gross receipts are normally not more than \$25,000.
- Have a club officer sign the return.
- Send it to the Ogden Service Center.
- **Note:** The club does not have to complete Parts I through X of the Form 990, or Parts I through V of the Form 990EZ.

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## Present Financial Reports

As treasurer, you must keep the club's officers and membership apprised of the club's finances. At the first meeting of each month, present to the club a verbal report, and give a written copy to the executive com-

mittee. Your report should include the names of any members delinquent in dues payment.

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## Submit Club Accounts for Audit

The incoming treasurer should make it standard procedure to see that the club treasury is being handled in a businesslike manner. The incoming treasurer should insist on an audit before taking over the responsibility of the office. The audit can be an informal review by an audit committee, appointed by the president.

Just before the end of your term of office, be sure to have the following items in order for the audit committee:

1. Checkbook register
2. Bank statements and cancelled checks
3. Cash book and journal
4. Paid bills
5. Deposit slips
6. Copy of monthly financial statements
7. Any other material requested by the committee.

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## Attend Club Executive Committee Meetings

As a member of the executive committee, one of your responsibilities is to ensure the club is functioning well and is helping members in their self-development efforts.

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## Arrange for a Replacement

Occasionally you may be unable to attend a club meeting. On such occasions, you should arrange for someone – perhaps another club officer – to carry out your duties.

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## Prepare Your Successor for Office

Once your successor is elected, help him/her to assume leadership. Make sure the newly elected treasurer has a manual, review the standards for the office of treasurer, and remind him or her to attend district-sponsored training programs. Discuss any unfinished business, turn over any files you may have and offer advice or information the incoming officer may find helpful.

# Your Leadership Opportunity

As treasurer, you are also a club leader. One of your responsibilities is to influence and inspire members. This is a terrific opportunity for you to develop and enhance your leadership skills while serving your club.

## Successful leaders:

**Set goals.** As a member of your club's executive committee, you work with the committee to establish goals for the term.

**Plan how to accomplish goals.** Once goals are established, leaders draw up a plan of action to accomplish the goals. They break a big goal into smaller goals. Then they develop strategies and timetables from which to work.

**Delegate.** Leaders aren't afraid to release control and give responsibility to others.

**Monitor progress.** Leaders track progress toward goals and make alterations as necessary.

**Recognize achievement.** Leaders reward those team members who perform well. The reward isn't necessarily tangible – a "thank you," congratulations, or a smile will often suffice. Make a point to personally congratulate members who achieve and see that an announcement is made during a club meeting.

As you lead, remember these tips:

- A good leader cares about his/her work and team members.
- A good leader is enthusiastic.
- A good leader is dedicated.

## Leadership Opportunities Beyond the Club

Your club is only one place in which to develop and practice leadership skills. Toastmasters International has other leadership development opportunities, too. You can serve as an area governor or division governor in your district, helping clubs to function effectively. You can even become public relations officer, lieutenant governor marketing, lieutenant governor education and training, or district governor. Service in these district positions provides the opportunity to learn new skills and to work with a variety of people all concerned with achieving common goals. Eventually you could be elected to the Toastmasters International Board of Directors and maybe even to the presidency of our organization. The possibilities are endless.

# Treasurer Calendar/Checklist

The following calendar/checklist shows by month the activities and events you should be addressing. You may use the blank lines to add items.

## June

*Before taking office in July, you should:*

- Attend district-sponsored club officer training program.
- Meet with outgoing executive committee and obtain files from outgoing treasurer.
- Meet with executive committee to complete Club Success Plan.
- Work with executive committee to develop club budget.
- Review TI Catalog and order materials.
- Obtain treasurer manual from incoming president and read it.
- Provide bank with a new signature card.
- \_\_\_\_\_
- \_\_\_\_\_

## July

- Attend district-sponsored club officer training program if you didn't attend in June.
- Finalize budget and obtain approval from executive committee.
- Present budget to club for approval.
- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting and present written and oral treasurer's report.
- Reconcile deposits, expenditures, and cash on hand.
- Present oral financial report to club.
- Pay bills.
- \_\_\_\_\_
- \_\_\_\_\_

## August

- Attend district-sponsored club officer training program if you didn't attend in June or July.
- Prepare and send dues statements to members by August 15.
- Begin collecting dues.
- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting.
- Reconcile deposits, expenditures, and cash on hand.
- Pay bills.
- \_\_\_\_\_
- \_\_\_\_\_

## September

- Collect dues.
- Work with president, vice president membership, and secretary to prepare dues renewal. Dues must be at World Headquarters by October 1.
- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting.
- Reconcile deposits, expenditures, and cash on hand.
- Pay bills.
- \_\_\_\_\_
- \_\_\_\_\_

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## October

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- Make sure dues are received at World Headquarters by October 1.
- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting and present written and oral treasurer's report.
- Reconcile deposits, expenditures, and cash on hand.
- Present oral financial report to club.
- Pay bills.
- \_\_\_\_\_
- \_\_\_\_\_

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## November

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- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting and present written and oral treasurer's report.
- Reconcile deposits, expenditures, and cash on hand.
- If club elects semiannually, prepare club accounts for audit.
- If club elects semiannually, prepare to give files and manual to incoming treasurer.
- Pay bills.
- \_\_\_\_\_
- \_\_\_\_\_

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## December

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- Attend district-sponsored club officer training program.
- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting and present written and oral treasurer's report.
- Reconcile deposits, expenditures, and cash on hand.
- Pay bills.
- If club elects semiannually, meet with incoming executive committee and give files and manual to newly elected treasurer. Help prepare new treasurer for office.

*If the club elects semiannually, the incoming treasurer should:*

- Attend district-sponsored club officer training program.
- Provide bank with new signature card.
- Work with incoming executive committee to develop club budget.
- Read treasurer manual.
- \_\_\_\_\_
- \_\_\_\_\_

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## January

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- Attend district-sponsored club officer training program if you didn't attend in December.
- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting and present written and oral treasurer's report.
- Reconcile deposits, expenditures, and cash on hand.
- Present oral financial report to club.
- Pay bills.
- If club elects semiannually, incoming treasurer finalizes budget and obtains approval from executive committee.
- If club elects semiannually, incoming treasurer presents budget to club for approval.
- \_\_\_\_\_
- \_\_\_\_\_

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## February

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- Attend district-sponsored club officer training program if you didn't attend in December or January.
- Prepare and send dues statements to members by February 15.
- Begin collecting dues.
- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting.
- Reconcile deposits, expenditures, and cash on hand.
- Pay bills.
- \_\_\_\_\_
- \_\_\_\_\_

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## March

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- Collect dues.
- Work with president, vice president membership, and secretary to prepare dues renewal. Dues must be at World Headquarters by April 1.
- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting.
- Reconcile deposits, expenditures, and cash on hand.
- Pay bills.
- \_\_\_\_\_
- \_\_\_\_\_

## April

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- Make sure dues are received at World Headquarters by April 1.
- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting and present written and oral treasurer's report.
- Reconcile deposits, expenditures, and cash on hand.
- Present oral financial report to club.
- Pay bills.
- \_\_\_\_\_
- \_\_\_\_\_

## May

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- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting and present written treasurer's report.
- Reconcile deposits, expenditures, and cash on hand.
- Pay bills.
- Prepare club accounts for audit.
- Prepare to give files to newly elected treasurer.
- \_\_\_\_\_
- \_\_\_\_\_

## June

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- Submit new member dues and Applications for Membership to World Headquarters.
- Attend executive committee meeting.
- Reconcile deposits, expenditures, and cash on hand.
- Pay bills.
- Meet with incoming executive committee and give files to newly elected treasurer. Help prepare new treasurer for office.
- \_\_\_\_\_
- \_\_\_\_\_



# Appendix

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# Web Resources

Adding New Members	<a href="http://www.toastmasters.org/AddNewMembers">www.toastmasters.org/AddNewMembers</a>
Club Officer Roles	<a href="http://www.toastmasters.org/ClubOfficers">www.toastmasters.org/ClubOfficers</a>
Communication Track	<a href="http://www.toastmasters.org/CommTrack">www.toastmasters.org/CommTrack</a>
Conduct Club Business	<a href="http://www.toastmasters.org/ClubBusiness">www.toastmasters.org/ClubBusiness</a>
DCP Rules and Requirements (PDF)	<a href="http://www.toastmasters.org/DCPmanual">www.toastmasters.org/DCPmanual</a>
Educational Program	<a href="http://www.toastmasters.org/EducProgram">www.toastmasters.org/EducProgram</a>
Leadership Track	<a href="http://www.toastmasters.org/LeadTrack">www.toastmasters.org/LeadTrack</a>
Meeting Roles Descriptions	<a href="http://www.toastmasters.org/meetingroles">www.toastmasters.org/meetingroles</a>
Order Form (PDF)	<a href="http://www.toastmasters.org/orderform">www.toastmasters.org/orderform</a>
Order Products Online	<a href="http://www.toastmasters.org/shop">www.toastmasters.org/shop</a>
Organization Chart (PDF)	<a href="http://www.toastmasters.org/OrgChart">www.toastmasters.org/OrgChart</a>
Pay Dues Online	<a href="http://www.toastmasters.org/ClubBusiness">www.toastmasters.org/ClubBusiness</a>
Policies and Procedures	<a href="http://www.toastmasters.org/policiesandprocedures">www.toastmasters.org/policiesandprocedures</a>
WHQ E-mails for Member Questions	<a href="http://www.toastmasters.org/departments">www.toastmasters.org/departments</a>

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# Tools for Success

Following are some materials you may want to order to ensure a successful term as treasurer:

1310N	<b>Treasurer Essentials</b> Use these essential items to make your term as club treasurer a success! . . . . . \$18.00	210C	<b>Club Constitution and Bylaws</b> Standard documents governing operations of Toastmasters clubs, with information on membership, dues, elections, etc. . . . . \$0.75
233B	<b>Canvas Portfolio</b> This navy blue zippered padfolio comes with inside multi-pocket organizer, zippered inside pocket, pen loop and notepad . . . . . \$18.00	902	<b>Change of Address Cards</b> Postcard for reporting to World Headquarters when members change address but remain in the same club (Set of 5) . . . . . N/A
6766	<b>Pen</b> Silver and black ball point pen. Toastmasters Est. 1924 imprinted in black . . . . . \$2.00	1205	<b>Catalog</b> See See what product are available and start to take advantage of all the benefits that Toastmasters has to offer. The first 2 are free, add'l. . . . . \$1.50

*Order online at [www.toastmasters.org/shop](http://www.toastmasters.org/shop)*

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# Sample Dues Statement

Date March 1 2099

Morning Toastmasters Club No. 9999

To: Sally Smith  
8888 Main Street  
Anytown, MA 22222

Make check payable to: Morning Toastmasters Club

MAIL TO: Walter Clark, Treasurer  
PO Box 3333  
Anytown, MA 22222

FOR:

Membership Dues:

From April 2099 To September 2099 \$ 27.00

Initiation Fee ..... \$ \_\_\_\_\_

Meals April and May ..... \$ 18.00

Other Purchases ..... \$ 1.25

FORM NO. 36

TOTAL \$ 46.25

# Understanding Your Toastmasters Club Statement

Toastmasters International will send your club president a monthly statement indicating the balance due or credit balance due to your club. Be sure to ask your President to give you a copy as soon as it is received.

## STATEMENT HEADER

- 1 Period Ending Date:** Reflects all transactions processed at WHQ through the date shown.
- 2 Balance Due:** At a glance club balance as of the period ending date. Note: If the club has a credit balance it will state "Credit Balance."

## STATEMENT DETAILS

- 3 Order Number:** First digit indicates whether the order is a(n):
  - 0 Unapplied Receipt – money on the club's account
  - 1 New Member Kits
  - 2 Membership Dues (new, dual, reinstate and renewals)
  - 9 Sales Transaction – money the club owes
- 4 Order Date:** The date the order was created.
- 5 Invoice Number:** Offers another means of identifying a transaction.
- 6 Invoice Date:** The date the order was invoiced.
- 7 Description:** An explanation of the transaction. Common transactions are:

### Unapplied Receipts

Money available in the club's account. Funds available prior to July 1, 2003 are identified with one asterisk (\*); funds available after July 1, 2003 are noted with three asterisks (\*\*\*)

### New Member Kit – Language/Member Name

Shows the purchase of New Member Kit, the desired language, and the name of the member making the purchase.

### TI Dues

Identifies a membership renewal which appeared on a Dues Renewal Invoice. The member's name also appears.

00123456  
Page 1 of 1

**TOASTMASTERS INTERNATIONAL**  
23182 Arroyo Vista  
Rancho Santa Margarita, CA 92688  
Telephone: (949) 858-8255  
Fax: (949) 858-1207  
Email: statements@toastmasters.org

**Club Statement**

John J. Public  
123 Main St  
Hometown, OR 99999-1234

BILL TO (Club No.):  
00123456

NoName Club

Please forward to Treasurer

**Balance Due** **2** **\$22.71**

**1** Period Ending January 31, 2004

Order No./Purchase Order (if any)	Order Dt	Invoice	Invoice Dt	Description	Billed	Paid	Balance Due
0000282700	06/30/2003		06/30/2003	Unapplied Receipt for Clubs (*)	NoName Club	0.00	-2.87
0000283659	09/01/2003		09/01/2003	Unapplied Receipt (***)	NoName Club	0.00	-16.00
10000284930	08/01/2003	10010225	09/12/2003	NEW MEMBER KIT - ENGLISH	Ann B. Davis	16.00	0.00
1000026283	10/01/2003	10043953	10/11/2003	NEW MEMBER KIT - ENGLISH	Ronald Zimmerman	16.00	-16.00
2000296049	08/01/2003	20277203	08/26/2003	Membership Dues	Ann B. Davis	6.00	-6.00
2000388641	08/23/2003	20300691	10/01/2003	TI Dues	John Cutler, ATMG	18.00	-18.00
	156948						
2000388647	08/23/2003	20300693	10/01/2003	TI Dues	Kathy R. Findlay	18.00	-18.00
2000388649	08/23/2003	20300615	10/01/2003	TI Dues	Ken G. Wilhelm	18.00	-18.00
2000388652	08/23/2003	20300628	10/01/2003	TI Dues	Arlan Joseph Eller	18.00	-18.00
2000288662	08/23/2003	20300694	10/01/2003	TI Dues	Shirley Cero, DTM	18.00	-18.00
2000305939	08/23/2003	20300982	10/01/2003	TI Dues	Royce Wellington	18.00	-18.00
2000496949	09/01/2003	20294649	09/01/2003	Membership Dues	Lavar Anderson	9.00	-9.00
2000496967	10/01/2003	20299285	10/01/2003	Membership Dues	Ann B. Davis	18.00	-16.00
2000593150	01/01/2004	20499291	01/01/2004	Membership Dues	Jonathan Edwards	9.00	0.00
9000000483	06/30/2003	90000483	06/30/2003	Sales Transaction (**)	NoName Club	14.58	0.00

Current	Over 30 Days	Over 60 Days	Over 90 Days	Over 120 Days
0.00	9.00	0.00	0.00	13.71

(\*) Unapplied Receipts For Clubs signifies a credit balance existing prior to July 1, 2003, or the unapplied receipt has been applied and shows a zero balance.  
 (\*\*\*) Sales Transaction designates a balance payable existing prior to July 1, 2003.  
 (\*\*\*) Unapplied Receipt are payments received yet not applied to any charge since July 1, 2003, or the unapplied receipt has been applied and shows a zero balance.

Please detach the lower portion and return it along with your payment. Thank you.

Bill To (Club No.): 00123456 NoName Club

Apply Club Credit to: **11**

Order Number	Amount	Order Number	Amount

Apply Payment to:

Balance Due: **\$22.71**

Payment enclosed: **12**

Credit to be used:

Payment by (check all that apply):

Check  Credit Card

Club Credit / Unapplied Receipt

Submitted By: **13**

Email: \_\_\_\_\_

Send Payment to: Toastmasters International  
Attn: Statements Dept.  
PO Box 9052  
Mission Viejo, CA 92690-9052  
USA

Visa, MasterCard, American Express, Discover (circle one)  
Credit Card Holder Name: **14** \_\_\_\_\_  
CC# \_\_\_\_\_  
Exp.Date:(MM/YYYY) \_\_\_\_\_  
CC Holder Signature \_\_\_\_\_

This sample form is for illustrative purposes only.

- 8 PO reference:** If the membership was submitted on a purchase order, the reference information appears here.
- 9 30/60/90/120 Days:** This section shows a standard aging of the club's account.
- 10 Comments:** Contains explanatory legend and notes.

## REMITTANCE SLIP

- 11 Apply Club Credit to/Apply Payment to:** Clearly indicate the order numbers you wish to pay and the amount to apply to each.
- 12 Payment Method:** Indicate the amount you are enclosing and any club credit to be used. Check all payment methods as applicable.
- 13 Submission Information:** Print or type the name and e-mail address (if available) of the person submitting the payment.
- 14 Credit Card Information:** Circle the type of credit card used and provide the requested credit card information.

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# Sample Treasurer's Report

TOASTMASTERS CLUB

TREASURER'S REPORT

FOR THE MONTH OF \_\_\_\_\_

CASH BALANCE, BEGINNING OF MONTH	\$103.56
CASH RECEIVED:	
DUES	9.50
CASH SPENT:	
MEALS	65.00
POSTAGE	2.60
CASH BALANCE, END OF MONTH	\$ 45.46

# Standards for Other Officers



It is important that you understand the roles and responsibilities of your fellow club officers. Following are brief descriptions:

**President.** The president serves as the club's chief executive officer, responsible for general supervision and operation of the club. Standards outside of the club meeting are to:

- Attend district-sponsored club officer training
- Ensure club officers meet club officer and club meeting standards
- Oversee plan to achieve Distinguished Club Program goals and ensure club is a Distinguished Club
- Encourage communication and leadership development through promoting of CC, AC, CL and AL awards
- Ensure club has an ongoing membership building program
- Attend and vote club's proxy at district council meetings or ensure club member attends and proxies vote to that member
- Attend regional conference and international convention and vote club's proxy or send proxy to district governor
- Oversee administrative operation of club in compliance with the Club Constitution and Bylaws
- Maintain relationship with the district and with Toastmasters International
- Schedule and chair monthly executive committee meeting
- Arrange for a replacement if unable to attend a club or executive committee meeting
- Search for leaders, ensure all club offices are filled for the succeeding term, and ensure timely elections are conducted
- Prepare successor for office.

Standards at the club meeting are to:

- Ensure meeting starts and ends on time
- Make sure guests are warmly and enthusiastically introduced
- Allow time before and after the meeting to speak with guests
- Read and/or display the club mission at every meeting
- Discuss the Distinguished Club Program and the club's progress and achievements in it
- Recognize member achievements in Toastmasters and in their personal lives
- Report on the "Moments of Truth" the club is achieving.

**Immediate Past President.** The immediate past president provides guidance and serves as a resource to club officers and members. The immediate past president chairs the nominating committee, assists in the preparation of the Club Success Plan and promotes the club's efforts to become a Distinguished Club.

**Vice President Education.** The vice president education is responsible for planning successful club meetings so that each member has the opportunity to achieve his or her educational goals. He or she is the second-highest ranking club officer, presiding at club and executive committee meetings in the absence of the president. Standards outside of the club meeting are to:

- Attend district-sponsored club officer training
- Plan club meetings, completing schedules and assignments at least three weeks in advance and confirming each schedule five to seven days before the meeting
- Promote participation in the educational program. Get commitment from new members to achieve the CC award within one year or less and schedule them to speak accordingly. Get commitment from CCs to earn ACB awards within one year, and get commitment from ACB and ACS recipients to earn the next award within one year. Get commitment from members to earn the CL award, and get commitment from CLs to earn the ALB award within one year. Track all members' progress toward these awards
- Orient new members to the Toastmasters program within two meetings after they join
- Assign every new member a mentor
- Attend club executive committee meetings and preside when the president is absent
- Attend district council meetings and vote the club's

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proxy • Vote at regional and international business meetings • Arrange for a replacement if unable to attend a meeting • Prepare successor for office. Standards at the club meeting are to: • Assign each new member to be a table topics participant at the first meeting after joining, to a meeting role at the third meeting or earlier, and to give the Ice Breaker manual project at the fourth meeting or sooner • Ensure a club member conducts *The Successful Club Series* programs “Evaluate to Motivate,” “Moments of Truth,” “Mentoring,” and “Finding New Members for Your Club” at least once per year • Monitor club performance quarterly in cooperation with the club president • Initial members’ Project Completion Records and ensure eligible members fill out their award applications • Preside over the meeting when the president is absent.

**Vice President Membership.** The vice president membership is the third-ranking club officer. Standards outside of the club meeting are to: • Attend district-sponsored club-officer training • Protect and publicize the TI brand. • Promote the club to local media. • Maintain a club Web site. • Join a Toastmasters-moderated social networking Web site. • Produce and distribute a club newsletter, preferably via e-mail. • Promote membership programs. • Attend club executive committee meetings. • Attend other Toastmasters events. • Arrange for a replacement if unable to attend a club meeting. • Prepare your successor for office. Standards at the club meeting are to: • Announce upcoming events and programs. • Gather information for the newsletter or Web site by asking for story contributions or covering club news yourself. • Greet members and guests.

**Vice President Public Relations.** The vice president public relations is the fourth-ranking club officer. Standards outside of the club meeting are to: • Attend district-sponsored club-officer training • Protect and publicize the TI brand. • Promote the club to local media. • Maintain a club Web site. • Join a Toastmasters-moderated social networking Web site. • Produce and distribute a club newsletter, preferably via e-mail. • Promote membership programs. • Attend club executive committee meetings. • Attend other Toastmasters events. • Arrange for a replacement if unable to attend a club meeting. • Prepare your successor for office. Standards at the club meeting are to: • Announce

upcoming events and programs. • Gather information for the newsletter or Web site by asking for story contributions or covering club news yourself. • Greet members and guests.

**Secretary.** The secretary is the fifth-ranking club officer. Standards outside of the club meeting are to: • Attend district-sponsored club officer training • Maintain accurate membership roster and give it to treasurer to submit with dues • Submit the club officer list by visiting [members.toastmasters.org](http://members.toastmasters.org) or mail it to World Headquarters within 10 days after election • Handle general club correspondence • Keep club files, including the club charter, Constitution and Bylaws, minutes, resolutions, and correspondence • Attend club executive committee meetings • Arrange for a replacement if unable to attend meetings • Prepare successor for office. Standards at a club meeting are to: • Record and read meeting minutes • Greet members and guests.

**Treasurer.** See your standards elsewhere in this manual.

**Sergeant at Arms.** The sergeant at arms is the seventh-ranking club officer. Standards outside of the club meeting are to • Attend district-sponsored club officer training • Schedule meeting location • Maintain club equipment in working order and check after every meeting to ensure adequate supplies are available • Attend club executive committee meetings • Arrange for a replacement and for assistance if necessary • Prepare successor for office. Standards at a club meeting are to: • Arrange the room at least 10 minutes before the meeting begins. Make sure the lectern is in place, the banner displayed, evaluation forms and ballots distributed, awards, supply catalog, progress chart and educational material displayed, place cards arranged, and name badges available • Greet members and guests and arrange for guests to sit with members • Greet the area governor and other visiting officers and escort them to the club president • Arrange for food service at meal meetings • Ensure the meeting starts on time • Collect ballots and tally votes for awards.



# Leadership Evaluation Guide

All Toastmasters know that feedback is essential to learning. This is true for leadership roles as well as for presenting speeches. Before you leave office, make copies of this evaluation guide, distribute it to club members and ask for their evaluation of your performance as club treasurer. You can use the information to improve your performance in your next leadership role and to help you prepare your successor for office.

**Note to the evaluator:** Each club officer must meet performance standards. These standards guide officers in understanding their roles while helping members identify the performance they should expect from club officers. Please answer the questions below pertaining to the treasurer's standards and offer comments or specific recommendations where warranted.

- What new information or practices did the treasurer learn at club officer training and other district events that he or she shared with the club?
- Did you receive your dues statements from the club by August 15 and February 15?
- Did you receive a receipt for your dues payments?
- What administrative challenges did you observe the treasurer face during his/her term and how effective was his/her response to these challenges?
- Please offer any ideas you have to assist the treasurer with his or her service to the club.

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INTERNATIONAL

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