

TREASURER 101 COURSE OBJECTIVES

- 1. CREATE TOASTMASTERS VALUE FOR EACH MEMBER.**
- 2. DESIGN AND PREPARE A BUDGET.**
- 3. CREATING INVOICES TO SUBMIT TO MEMBERS ON AUGUST 1st AND FEBRUARY 1st.**
- 4. PAYING DUES ON CLUB CENTRAL. (LIVE ON WEBSITE)**
- 5. SUBMITTING MEMBERSHIP APPLICATION ON LINE. (LIVE ON WEBSITE)**

TREASURER BASIC -101

- 1. Attend the TLI training and learn the basics of your job.**
- 2. Create Value for your members.**
 - **6 months' membership in Toastmasters is \$45.00(\$7.50)**
 - **If you attend 4 meetings (cost is less than \$2.00)**
 - **If you attend 2 meetings (cost is less than \$4.00)**
 - **If you attend a monthly meeting (\$7.50)**
- 3. The outgoing Treasurer should release to you all data, checking account information, and balance in the checking account. There should not be more than \$200 in the account for the club.**
- 4. You select a bank or return to the same bank if you are not paying a service fee. (Banks not charging fees are Viewpoint, Chase etc.)**
- 5. If you are returning to the same bank, you and your secretary should visit the bank and sign the paper work.**
- 6. After signing the paperwork with Secretary, you are the official Treasurer for your club.**
- 7. Design a Budget for yourself, listing your revenues and expenses for your club.**

Example of a Budget

**ABC CLUB BUDGET
JULY 1-DECEMBER 31**

Current Asset

Cash (Members' Dues)	\$450.00
Total Assets	\$600.00

Current Liabilities

Dues paid to TI	\$450.00
Payment to TLI (every 6 months)	\$20.00
Payment to Conference (fall) \$100.00	Total Liabilities \$570.00

<u>Cash on Hand</u>	\$30.00
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Strategies for collecting 100% of your club dues On September 30 and
March 30 Spring Renewals

Invoices should be sent to each member on February 1st detailing the amount owed.

INVOICE Toastmaster International Dues	\$45.00
Club dues varies	\$12.00
Total dues	\$57.00

Repeat the same for the Fall Dues by submitting Invoices to members by email on August 1.

This allows you to collect all dues by the Due Date.

HOW TO MAKE PAYMENTS ON LINE

1. Log in on www.toastmasters.org
2. Click on Leadership Central.
3. Click on CLUB CENTRAL
4. Sign in with your username and password.
5. This will highlight your club name.
6. Click on SUBMIT PAYMENTS.
7. Name of Club members will appear with the amount owed.
8. Fill in the payment information and billing address on your credit card.
9. Click on process payment ONLY ONCE.
10. You will receive confirmation from TI about member's payment. Email immediately to club members about their dues payment.
11. Announce to members during your next meeting about dues payment.
Repeat this process until 100% of dues are collected for
12. EARNED EARLY BIRD RIBBON FOR YOUR BANNER BY SEPTEMBER 15
OR MARCH 15.

HOW TO ADD A NEW MEMBER TO YOUR CLUB

- 1. DOWNLOAD APPLICATION FORM 400(ENGLISH SPEAKING MEMBERS)**
- 2. FILL THE APPLICATION IN ITS ENTIRETY AND ADD MEMBER ON LINE.**
- 3. CLICK ON DUAL/ REINSTATED/OR NEW MEMBER.**
- 4. COMPLETE MEMBER INFORMATION.**
- 5. HOME PHONE/MOBILE AND PRIMARY EMAIL ADDRESS.**
- 6. COMPLETE MEMBER ADDRESS/CITY/STATE/ COUNTRY**
- 7. SPONSOR- PERSON WHO BROUGHT NEW MEMBER TO CLUB FOR CREDIT.**
- 8. CLICK – I CONFIRM THAT A COMPLETED APPLICATION FOR THIS MEMBER IS ON FILE WITH THE CLUB AND WILL NOT BE RETAINED BY CLUB. YOU CANNOT PROCEED WITHOUT COMPLETING THIS.**
- 9. CLICK SUBMIT.**
- 10. AFTER SUBMISSION, THE AMOUNT DUE WILL BE GIVEN YOU TO PAY.**
- 11. FOLLOW THE PAYMENT PROCESS.**