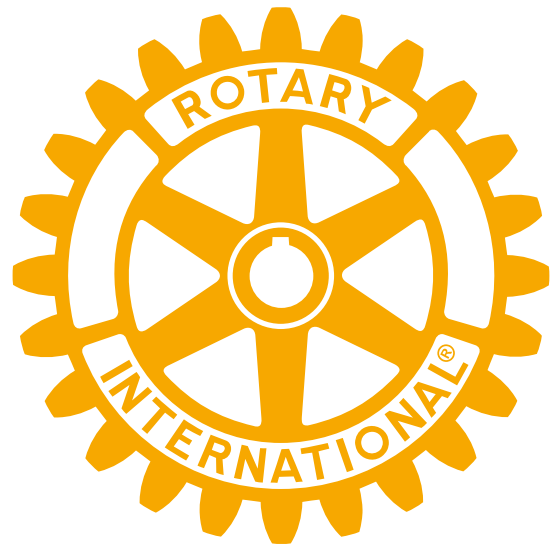


# YOUR JOB AS CLUB TREASURER



As club treasurer you keep your club healthy through good financial management.

Find detailed information in [Lead Your Club: Treasurer](#).

## RESPONSIBILITIES

Attend the district training assembly and the district conference

Maintain accurate club financial records

Collect dues and use them to pay fees

Keep historical financial records in accordance with local document retention laws

Manage club and project funds, including paying bills and other expenses and distributing grant and scholarship funds

Work with The Rotary Foundation to make contributions and manage grants

Make sure that the club follows its budget

Develop a budget for next year

Give monthly reports to your club's board

Provide regular financial updates during club and board meetings

Plan next year's budget and get it approved by the last quarter of the Rotary year

Hand all records over to the incoming treasurer and help him or her transition into the role

Write and present a detailed annual report at the end of the Rotary year

Have your club's financial activity reviewed by a qualified accountant who is not affiliated with your club at the end of the year

File your club's taxes, if required to do so by local or national tax code