

TOASTMASTERS INTERNATIONAL

Best Practices for Being a Toastmaster Club Treasurer

Phil Bateman, ACS, ALS

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**Best Practices for Being a Toastmasters Club Treasurer**

Fiduciary Responsibility

- ▶ Entrusted with handling and reporting on club funds
- ▶ Extremely important responsibility- Make or Break a Club

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**Dues**

- ▶ What are dues for?
- ▶ The calculation
- ▶ Collection of dues and getting them to the bank
- ▶ **TIMELY** payment to Toastmasters International

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### Club Payments

- ▶ Appropriate expenses for a club
- ▶ Documentation
- ▶ Use of Debit Cards

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### Club Bank Accounts

- ▶ Finding a "Good" Bank- Avoiding Charges
- ▶ The Signature Card
- ▶ Monthly Bank Statements

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### Budgeting

- ▶ Six Month Period
- ▶ Club budget = Club dues
- ▶ How Much Should You Have- Too Little or Too Much
- ▶ Heads Up to President and Executive Council

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### Reporting

- ▶ Treasurer Report
- ▶ Accuracy and Accountability
- ▶ Transition

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### Contact Me

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