

TREASURER

Toastmasters Fonske Leuven



Purpose of the Role

- ▶ Prepare the **annual budget** for the club, oversee the **bank account**, monitor club **earnings & expenses**, ensure **monies are handled on time** & compile any necessary **documentation**.

Main Responsibilities

- ▶ Budget:
 - Prepare an **overview** of the planned earnings & expenses for the upcoming year.
 - Prepare **interim budgets** with actuals for each officer's meeting or whenever necessary & present them.
- ▶ Bank account:
 - **Upon taking office**, immediately begin the proceedings to **become a signatory** on the club account so you can perform all necessary transactions. **When leaving office**, prepare a **checklist & initiate all necessary proceedings** to enable your successor to immediately become a signatory.
 - At intervals, retrieve the **bank statements & store** them in a centralized place.
- ▶ Handle earnings & expenses:
 - Keep track of all **membership fee** payments by club members & prepare the timely payment to **Toastmasters International**. Contact members in case of **overdue payments**.
 - Ensure **prompt payment of & document** club expenses (venues, supplies, etc.) when asked by other officers or event teams.
- ▶ Documentation:
 - Store copies of all **documents** in a centralized place: bank statements, receipts & invoices of all club expenses.
 - Prepare **receipts** (template) for club members who file their membership fee as a **business expense**.
 - Follow any changes in the city's requirements for **obtaining subsidies** for socio-cultural organizations & **coordinate** the gathering & submission of all necessary information accordingly & **on time**.

Strategies, Ideas, Examples

- ▶ Administration: your role involves perhaps the most **administration** of all club officers. To maintain **oversight** & to leave an **easily reproducible** way of working behind for your successor, it's good to develop a **structure & method** for storing documents & naming them (receipts, invoices, bank statements, bank signatory transfer forms, templates & checklists).
- ▶ Visuals: when presenting the budget to the team at **officer's meetings**, the use of **consistent visuals** can help considerably & makes it easier for the other officers to grasp where the club is in terms of finances.