



Optimist International Leadership Development

# Club Secretary- Treasurer-Designate Seminar



# Secretary-Treasurer Designate

Financial Records



# Financial Records



- Necessary for accountability.
- Your Club is a business.
- Board has access to your accounting.
- Keep your records neat and accurate
- There should be no possibility of misunderstanding.
- Club Secretary-Treasurers should be bonded

# Financial Records

## Cash Receipts



- Cash and checks received are recorded.
- Accurately complete the date and who gave you the money.
- Put in the amount in the appropriate column.
- List the amount to be deposited in the last column.

# Financial Records



## Cash Receipts

### Cash Receipts

Date	From Whom	Member Fees	Dues	Meals	Misc.	Fund Raising	Other	New Yr. Inst.	Book Deposit
200X		1	2	3	4	5	6	7	
10/5	Ralph T. Morgan (#1569)	40.00	8.00						46.00
10/5	Ross M. Terry (cash)	40.00	8.00						48.00
10/5	Fines (Cash)				11.25				11.25
	October Totals	80.00	16.00		11.25				107.25

# Financial Records

## Cash Disbursements



- Disbursements received are recorded.
- Accurately complete the date and who you paid the money to.
- Put in the amount in the appropriate column.
- List the amount to be paid out in the last column.

# Financial Records



## Cash Disbursements

### Disbursements

Date	To Whom Paid	Check No	OI Dues	Dist. Dues	Process Fees	Supplies	Print & Stationery	Petty Cash	Postage	Total
200X		102	1	2	3	4	5	6	7	
10/5	Optimist International				30.00					30
10/5	Optimist International	102	360.00							360.00
10/5	Ace Printing	103					27.40			27.40
10/16	District Dues	104		105.00						105.00
	October Totals		360.00	105.00	30.00		27.40			512.40

Optimist International

# Monthly Reports to the Board

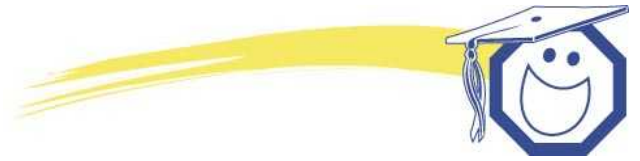


Each month a financial summary is prepared called the “Monthly Statement of Receipts and Disbursements.”

Given to the Board of Directors for their review.

Monthly totals are transferred from the “Cash Receipts” and “Cash Disbursements” journals and compared to the Club’s “budget.”





# Roundtable Discussion

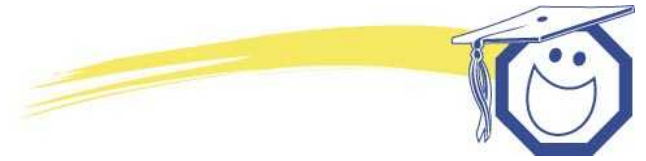
- New Secretary-Treasurers Designate - Review the “Cash Receipts” journal and the “Cash Disbursements Journal. Make a sample of the “Monthly Statement of Receipts and Disbursement.”
- Former Secretary-Treasurers Designate- Quickly review the financial forms and answer each other’s questions. Then discuss the legal implications of fund raising projects. Report the basic findings to the group as a whole.
- Group to discuss ways to keep financial records on computer software. Report back to the group.



# Secretary-Treasurer Designate

Reporting





# Reporting - Externally

## Club Roster Adjustment

- Add and delete Members with this form.
- Change Member information (address, etc.)
- New Members receive ‘Optimist Magazine’ and are covered by our insurance.
- District and International dues are based on the number of Members at the end of each quarter.
- The activation date is the date received at Optimist International. (the only exception is the end of the Optimist year - September 30 -use the postmark date)
- Form must be signed by the Club President and Club Secretary-Treasurer



# Reporting - Externally

## IRS Form 990

- Due February 15
- Form filed annually by US clubs only.
- One page financial report of Club' activity.
- File only if gross receipts over \$25,000 annually.



# Reporting - Externally

## Officer Elect Report

- Due May 20
- Officer information is mailed out with the supplied information.
- Information supplied to the Districts for their records.

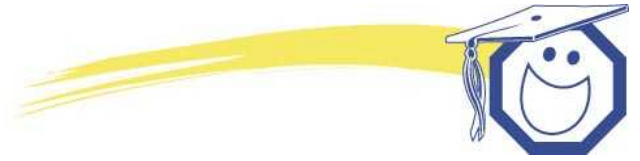
Every year hundreds of Club leaders do not receive their materials due to incorrect information supplied, or lack of a Club filing this report.



# Reporting - Externally

## Community Projects Awards (CPA)

- Due September 30 to District Activities Chair
- Three page report on service project or activity.
- Share with other Optimist Clubs your great project ideas.
- Awards are given at District and Internationals levels for a number of categories.



# Reporting - Externally

## Other Reports

- New Club Building Permission Request.
- Club Foundation Representative Appointment.
- Youth Clubs Report.
- Annual Club Planning Conference (ACPC)

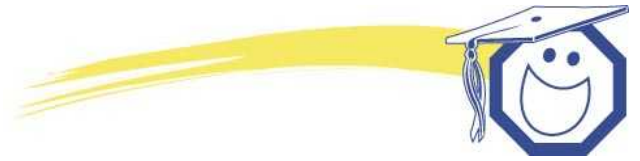


# Minutes of Meetings

Minutes of meetings should be taken when:

- Election of officers
- Amendments in Bylaws
- Approval of Board action is required





# Minutes of Board of Directors

Minutes of meetings should always be taken:

- Date, place, time, and who is present
- Record of reports made by the Board
- Motions made, by whom, and pass or fail
- List of Members added or deleted from the roster
- List of appointments by the President

# How can a Secretary-Treasurer help a Club Succeed?



## Roundtable Discussions

# How can a Secretary-Treasurer help a Club Succeed?



## Possible Answers

Be Optimistic

Ground the Board in realism without being negative

Turn in reports on time

Apply for all awards that a Club has earned

Keep accurate records

Share rosters with all who might use them

Be early at meetings, be available for Member concerns

Recognize the efforts of others

Be open and forthright

Live the “Optimist Creed”



# Secretary-Treasurer Elect

?Questions?

