## POSITION:

District Treasurer

## TERM:

One-year term.

## REPORTS TO:

The District Governor

## BUDGETARY RESPONSIBILITY:

In coordination with the District Governor, determine budgetary requirements, if any, for the position.

## PREREQUISITES:

* Have served as Assistant Treasurer
* Be an active member in a Rotary Club in District 5320
* Be a Paul Harris Fellow
* Have an appreciation for and commitment to the objectives and tenets of Rotary International and Rotary District 5320
* Be willing and able to devote the time and resources required to ensure that assigned duties are carried out to the highest possible level of success.

## JOB SUMMARY:

There shall be a Treasurer and an Assistant Treasurer appointed by the Governor for one year. The responsibilities of the Treasurer are defined in the Manual of Procedure under the “Operation of a District Fund”. A District Finance Committee shall review, study and prepare separate budgets for the District Governor and the District Governor-Elect for the operation of district finances. The Treasurer shall be a member of the Finance Committee, or a member of the Finance Committee shall be appointed Treasurer. The Treasurer shall not be eligible to serve in the office more than 3 consecutive years. The Treasurer, Assistant Treasurer and others handling funds shall be covered by a Fidelity Bond.

## PRIMARY JOB RESPONSIBILITIES:

The responsibility of the Treasurer is to keep proper accounting records of income and expenditures of the “District Fund” including cash receipts, cash disbursements, reconciling bank accounts, monitoring deposits and bills for payment, and prepare any analysis to compare actual amounts with budgeted amounts. In fulfilling the responsibility of Treasurer the following are the guidelines:

1. Keep a double-entry cash set of books and a comparison with the approved District Budget accounts for the fiscal year. Accounts to show the amount transferred forward from the previous year.
2. Procedure for handling funds:
* All deposits shall be made by the Assistant Treasurer or designated Rotarian.
* Record of deposit forwarded to Treasurer with supporting information to permit proper recording of the receipts.
* All checks must be approved by the Governor and shall require two signatures. The Treasurer shall be one of the signers. Checks shall be issued after the Treasurer compares the invoices with the current budget for the District and/or event and project. Any differences shall be brought to the attention of the Governor before the Governor approves the invoices for payment.
* The bank statements shall be mailed directly to the Governor who shall review the statement and the canceled checks for unusual items. The District Governor shall then forward the bank statement and canceled checks to the Treasurer for reconciliation and filing.
1. Quarterly a financial report compared to budget shall be sent to the District Governor for approval and then upon approval distributed to the members of the District Finance Committee. Each report shall be transmitted to the presidents within 25 days of the end of the quarter.
2. At the year end the treasurer or designee shall prepare necessary tax returns.
3. Immediately following the District Assembly, the Treasurer shall coordinate with the incoming Governor and new Treasurer to make for an orderly transition of the operation of the District Fund per the policy established in the Finance Committee description,
4. The Treasurer will be responsible to attend and to furnish financial information for the following meetings:
* District Finance Committee meetings.
* Governor’s Council meetings
* District Conference
* District Assembly - conduct a plenary session for Club treasurers
1. Billing of District dues
* District dues shall be billed semi annually by mid July and January. The statements will list the per member dues which is to be multiplied by the number of members reported on the Summary Statement that will be sent to Rotary International to report the club's members and R.I. dues owed.
* A copy of this Summary Statement shall be sent with the check for District dues to the District Treasurer.
* Unpaid dues shall be rebilled 30 days after each billing.
* A monthly Accounts Receivable list shall be sent to the District Governor of all unpaid amounts after each billing.
* The District Governor, Treasurer and Assistant Governors shall follow up with the clubs to collect amounts unpaid.
1. District Events and Reimbursed Expenses
* Budgets must be submitted to the Finance Committee for all District events by the Event Chair and approved prior to the event. Bills will be reimbursed per each event budget upon presentation of bills or paid receipts. A final written report of each event shall be submitted to the District Governor, the Secretary and Finance Committee at the end of the event.
* Rotary International reimburses certain expenses for the Governor and Rotary Foundation programs. Application for the reimbursement should be made at the time of the event, program and expenditure.
1. Keep a file/journal and pass it on to the incoming administration.
2. Assist the Finance Committee in the next budget preparation.
3. The Treasurer shall also conform to the Finance Committee job description.
4. The Treasurer shall provide each Successor District Governor with the financial books and records of the previous administration upon request by the Successor Governor and/or the Successor Governor’s Finance Committee.
5. Treasurer shall maintain in a designated location seven (7) years of District Financial records.