**Treasurer**

As club treasurer you play an important role in your club’s ability to carry out service projects, fundraise, and support The Rotary Foundation.

**What you do**

* Manage club funds
* Collect and submit dues and fees
* Report on the state of your club’s finances
* Work with The Rotary Foundation
* [Pay or view your club invoice](file:///C%3A%5Csecure%5C9571). Your club invoice is based on the number of members in Rotary's database for your club as of 1 July and 1 January. Rotary International sends the club invoice by email and mail. Save paper by [opting out](file:///C%3A%5Csecure%5C9576)of the paper (mailed) version.

Because the treasurer’s responsibilities may vary according to local laws and cultural practices, please adapt the suggestions offered Club Treasurer's online courses in the [Learning Center](https://learn.rotary.org/members/lms/index.php?r=coursepath/deeplink&id_path=7&generated_by=14995&hash=36c8bfc2e1442ec95cec7756961db5d7df7e2b5c).

**How to prepare**

* Take online courses for club treasurer in the [Learning Center](https://www.rotary.org/learn)
* Work with outgoing treasurer to ensure a smooth transition
* Attend district training assembly

**Resources & reference**

* [Budget Worksheet](https://my.rotary.org/en/document/budget-worksheet)
* [Be a Vibrant Club: Your Club Leadership Plan](https://my.rotary.org/en/learning-reference/learn-topic/regional-strategy-membership)

**Tools**

* [Pay or view your club invoice](file:///C%3A%5Csecure%5C9571) (Rotary International dues and fees)
* [Update your club membership data](https://my.rotary.org/en/manage/club-district-administration/826)
* Track club goals and contributions in [Rotary Club Central](file:///C%3A%5Csecure%5C13301)
* [View daily club balance](file:///C%3A%5Csecure%5C9556)
* Check our [discussion groups](https://my.rotary.org/en/exchange-ideas/groups)

**Rotary support**

* [Financial representative](https://my.rotary.org/en/contact/reps)
* Outgoing club treasurer
* Club president and secretary
* Assistant governor
* [Club and District Support representative](https://my.rotary.org/en/contact/reps)