**Dues, club invoices, and financial reporting**

Your club is responsible for managing and tracking incoming and outgoing funds, and following the budget created in the previous year. This includes promoting and ensuring transparent financial practices. Appoint a finance committee to provide oversight and help with succession planning, if possible.

The secretary and treasurer work with the president to ensure that club finances are reviewed by the board and invoices are paid on time. You share several responsibilities including:

* Collecting and recording dues
* Reviewing the club invoice and paying it on time
* Managing unpaid dues and fees
* Submitting Rotary Foundation contributions on behalf of your club

Decide together how you’ll approach each task to help your club run efficiently.

**Dues and fees**

Rotarians are required to pay dues and fees to their club, often the district, and Rotary International.

**Club dues**- Your club decides the amount members pay in club dues and if it will charge an admission fee. These dues cover expenses associated with meetings, meals, speaker gifts, and supplies.

If a member doesn’t pay dues within 30 days after the due date, the secretary should send a notice that includes the amount owed and a deadline. If the dues aren’t paid within 10 days of the notification, your club board may suspend the person’s membership. Your board can reinstate the member if the member requests it and pays the money owed to the club.

**District dues**

Your district may charge each member a fee to fund district-sponsored activities. If it does, refer to your district’s process for collecting the fee. Changing the fee requires the clubs’ approval at the district training assembly, district conference, or presidents-elect training seminar.

**Club invoice (Rotary International Dues)**

Rotary International bills clubs twice a year for per-capita and prorated dues and RI fees. You will receive an invoice in early July and early January. You can pay or view your club invoice at [My Rotary](https://my.rotary.org/en). Navigate to the Manage tab, then to Club Administration to find your club invoice. Find more information in the [Club Invoice FAQ](https://my.rotary.org/en/club-invoice-faq).

* **RI Per Capita Dues**
Member dues are $34.00 per half year in 2019-20, $34.50 per half year in 2020-2021, $35.00 per half year in 2021-2022 and $35.50 per half year in 2022-2023.

RI dues are calculated based on the membership numbers reported to Rotary by  1 July and 1 January of each year. Since the balance is due in full and the amount can’t be adjusted, it’s important to work with the secretary and the president to keep your member lists current.

* **RI Fees.** Rotary also charges members for mandatory magazine subscriptions, Council on Legislation fees, and other expenses such as insurance liability fees. Two Rotarians living at the same address may choose to subscribe jointly to The Rotarian or to the regional magazine assigned to their club. Fees for some regional magazines are collected directly by the editors.

**Club termination and reinstatement**

If your club doesn’t pay its invoice, Rotary International will terminate its membership, and the club will no longer receive services from Rotary or the district. Rotary can also suspend or terminate a club if any member misuses funds from The Rotary Foundation. The following outlines the termination and reinstatement policy:

**Club invoice is generated on 1 July and 1 January**

* A reminder notice will be sent to clubs that owe $250 or more 60 days after the due date.
* Clubs with unpaid obligations of $250 or more will be terminated 120 days after the due date.

**Reinstatement requirements**

A club has up to 150 days (five months) to apply for reinstatement.

To be reinstated:

* All past-due balances since termination must be paid
* The club should pay a reinstatement fee of $30 per member

**Loss of charter**

* If a club doesn't fulfill its entire financial responsibility within 150 days (five months) of termination, the club loses its original charter.
* The club won't be eligible for reinstatement.

**Financial reporting**

Treasurers have these reporting responsibilities:

* Update the board monthly on the club’s finances.
* Present the club’s monthly expenses and income.
* Share the results of fundraising efforts and the overall budget each month.
* Give updates as needed at club meetings. Board and club meeting minutes should list account balances and disbursements, and these should match actual financial activity. Save all records in case the club has to account for the use of funds during a specific period.
* Present a midyear report at an annual meeting held before 31 December to elect officers. Include current year income and expenses, together with a financial report on the previous year. Write a detailed annual report at the end of the Rotary year.
* Hire a qualified accountant who is not affiliated with your club to review the club’s financial activity every year. If your club has a satellite, be sure to submit an audited or reviewed financial statement to your club president and board.

Treasurers may also be responsible for filing taxes for the club. Know your country’s tax laws. Special requirements may apply if your club uses separate funds for scholarships or a foundation or if the club is incorporated. Consult an expert in your club or community about specific tax questions.

Club officers can access contribution and recognition reports on [My Rotary](https://my.rotary.org/en).
At the start of the year, the secretary should give the previous year’s club financial report to the treasurer so they can see any outstanding balances to be paid or fees to be collected. The secretary should work with the treasurer to prepare a complete financial report to present at the first meeting of the new board.

Make sure that the financial status of the club documented in the minutes of club board meetings accurately reflects your club’s budget.

**Developing next year's budget**

The club’s incoming board will develop a new budget for their Rotary year. Since the incoming board cannot make decisions until the members officially assume office, next year’s budget must be approved by the current board.

To ensure continuity and minimize the need for drastic changes when planning the budget, the incoming treasurer and board should:

* Review the club’s financial history to determine its likely income and expenses.
* Collaborate with the current treasurer and board to discuss what can be included in next year’s budget.
* Update signature requirements on all checks and withdrawals, as officer positions and other roles change. Require two signatories for any withdrawal.
* Divide the income and expenses into club operations and charitable funds.
* Establish a reserve fund, if your club doesn’t have one.