



**IMAGINE
ROTARY**

KEEPING TRACK OF THE NUMBERS

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ASSISTANT GOVERNOR – AREA 4 DISTRICT 7670

IPP & TREASURER – ROTARY CLUB OF PISGAH FOREST



"Never mind the dramatics, Watkins. Just read the treasurer's report."

Learning objectives



Understand your roles & responsibilities as the Club Treasurer

Know how to create a budget for your club

Overview - DACdb Finance Module

Your Role-What you do



Manage club funds

Collect funds and submit dues & fees

Review and Pay your club's invoices

Report on the state of your club's finances

Work with The Rotary Foundation (District & RI)

[Rotary.org https://my.rotary.org/en/learning-reference/learn-role/treasurer](https://my.rotary.org/en/learning-reference/learn-role/treasurer)

Responsibilities



Preparing a budget

Collecting and paying dues

Tracking the flow of funds in and out of the club

Reporting to the Board monthly

- (both Financials & Delinquent member accounts)

Additional Responsibilities



Make Deposits After Meeting

Preparing or Generating Checks to Vendors

Reconcile Bank Statement(s)

Record Monthly & Year-end Journal Entries

Provide Year-end Income Statement & Balance Sheet for 990 Preparation

Preparing a Budget



Historical Perspective-Based Budget

Zero-Based Budget

Combination of Both



“Now, keep in mind that these numbers are only as accurate as the fictitious data, ludicrous assumptions and wishful thinking they’re based upon!”

TREASURER WORKSHEET: BUDGETING

	Budgeted income last year	Actual income last year	Amount over/(under) last year	Estimated income this year
INCOME				
OPERATIONS:				
Membership dues				
Admission fees				
Income from visitors				
Other income				
SUBTOTAL				
CHARITABLE:				
Donations to club for projects				
Club fundraisers				
Other income				
SUBTOTAL				
TOTAL INCOME				

TREASURER WORKSHEET: BUDGETING

EXPENSES	Budgeted amount last year	Actual expenses last year	Amount over/(under) last year	Estimated expenses this year
OPERATIONS:				
Secretary's office:				
Badges/engraving				
Postage and post office box				
Printing				
Stationery				

TREASURER WORKSHEET: BUDGETING

EXPENSES	Budgeted amount last year	Actual expenses last year	Amount over/(under) last year	Estimated expenses this year
Phone/fax				
Weekly Meal Expense				
Website hosting				
Rent				
Supplies				
Accounting Supplies				

TREASURER WORKSHEET: BUDGETING

EXPENSES	Budgeted amount last year	Actual expenses last year	Amount over/(under) last year	Estimated expenses this year
Miscellaneous:				
Bank or legal fees				
Government fees				
Tax Return Prep Fee				
Installation/Awards				
SUBTOTAL				
Other operational expenses				
SUBTOTAL				

TREASURER WORKSHEET: BUDGETING

EXPENSES	Budgeted amount last year	Actual expenses last year	Amount over/(under) last year	Estimated expenses this year
Meeting expenses:				
Club meetings: speaker gifts				
Club meetings: other				
Presidents-elect training seminar				
District conference				
District training assembly				
Other				
SUBTOTAL				

TREASURER WORKSHEET: BUDGETING

EXPENSES	Budgeted amount last year	Actual expenses last year	Amount over/(under) last year	Estimated expenses this year
District dues				
SUBTOTAL				
Rotary International				
Dues				
Subscriptions				
Liability insurance				
RI Convention				
Council on Legislation				
Other				
SUBTOTAL				

TREASURER WORKSHEET: BUDGETING

EXPENSES	Budgeted amount last year	Actual expenses last year	Amount over/(under) last year	Estimated expenses this year
Committee expenses:				
Administration				
Club bulletin				
Membership				
Public relations				
Service projects (list each individually)				
The Rotary Foundation				
SUBTOTAL				

TREASURER WORKSHEET: BUDGETING

EXPENSES	Budgeted amount last year	Actual expenses last year	Amount over/(under) last year	Estimated expenses this year
CHARITABLE:				
Donations to The Rotary Foundation				
Donations to Cart				
Club Fundraising projects:				
(list each individually)				
Club Service projects:				
(list each individually)				
Other charitable expenses				
SUBTOTAL				
Total Expenses				

DACdb Finance Module











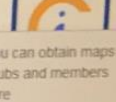



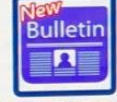




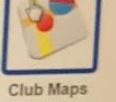








Overview

DACdb's Finance module is a premium (optional) module best described as a Rotary-friendly, inclusive financial management system. Four major components make up the module, with several key features that can expedite your club's billing process, track payments and balances for members and club, and generate reports to support accounting functions. DACdb's Finance module will also enhance your club's transparency and assists with smoother transitions of treasurers.

- MY CLUB NAVIGATION
- My Club Members <
- Member Cards
- Member DIRectory
- Club Leadership History
- NewMember Form
- Admin Functions <
- Club Setup
- Help Functions <

PISGAH FOREST CLUB FUNCTIONS (#50468)

Select a function. **Reposition ICONS** by dragging and dropping. **Remove/Add ICONS** using Configuration.
 ✓ = The top 6 functions will appear on the My CLUB Shortcuts menu in the same order arranged here.

 Find Member	 Club Members	 AREA	 Club Assignments	 Club Attendance	 Calendar	 Club Bulletins	 Club FILES	 Club Maps
 Club Committees	 eMeeting	 Club Engagement	 Club ezBulletins	 Club ezBulletins	 Club ezStory	 Club Finance	 Club Grants	 Club Maps
 PMail	 PText	 Reports	 RI Compare	 RLI	 Club Sponsors	 Club Statistics	 CRM	

You can obtain maps of Clubs and members here

Invoices



DACdb has streamlined the invoicing process, making it possible to get your invoices out the door in minutes. Key features include:

Invoices



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ROTARY**

Linking to Attendance module - Allows dates to populate on invoices for faster, easier and more accurate billing of attendance-based charges (e.g., guest meals, make-ups, missed meeting charges).

Invoices



Credit Card Payments – Member payments can be made on-line through a third-party payment system (e.g., PayPal, IP PAY.net) for member ease.

Invoices



Customizable Charges – Predefine consistent charges allowing you to easily vary what items are charged on invoices.

Invoices



Customizable Templates – Both Invoices and Statements can be enhanced with your club's logo or specific club information.

Invoices



Integration with Member Data - Links to MY CLUB tab for up-to-date member information (e.g., terminated members, new members, updated email address).

Accounting



Track invoices, issue statements to members for amounts owed and record and track all transactions in and out of your bank account. Key features include:

Accounting



Budget – Budgets can be defined for each fiscal year, allowing you to track your financial goals and expectations against year-to-date performance.

Accounting



Reconcile - Your bank accounts can be reconciled, and transactions locked with a few simple mouse-clicks.

Accounting



Check Printing - At this time, three styles of checks have been defined. These are currently full-page checks with the check at the top or the check in the middle. The application architecture is such that additional styles can be added based on customer requirements.

Reports



**IMAGINE
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Over 20 reports are available to help you track your clubs' finances.

Reports



**IMAGINE
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View details on payments and charges with the help of the General Ledger and General Journal reports.

Reports



**IMAGINE
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View quick summaries of accounts with Profit & Loss and Accounts Receivables Aging Summary.

Chart of Accounts



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Choose a predefined chart of accounts to set up a general ledger system for your club. All available options for a chart of accounts may be tailored to meet individual club needs.

Chart of Accounts



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Exporting – Accounts may be exported to more advanced commercial packages for tax purposes and additional reporting.

Chart of Accounts



Importing – The accounting module supports imports from QuickBooks (IIF file)

Security



The Finance module is restricted to a list of members defined on the Setup hyperlink's Security tab. It is also required for members to be a level 4 or higher security on the DACdb system. By default, the person who first initiated the Finance module is granted access. Members can easily be moved on or off security of the module. It is recommended to keep access limited.

DAC db
District and Club database

Rotary
OFFICIAL LICENSEE

YOUR PREMIUM SOFTWARE
DATABASE SYSTEM FOR YOUR
ROTARY DISTRICT OR CLUB

SINCE 2003

**Club/District
Finance**

A Few Clicks & You're Done! Create and send out invoices to every member in a few minutes. When PMailing invoices, a link can be sent to members to pay online with a credit card.

The possibilities are endless for what and how you want to invoice your members.

WHY A CLUB/DISTRICT NEED IT!

Work From Anywhere: Turn a spare moment into a productive minute. Send invoices or reconcile accounts anywhere you happen to be.

Share books with other Club/Districts Leadership: Your Club/Districts Leadership can access your books remotely to answer questions, fix problems, and do anything needed to get you ready for a meeting.

Access on a PC and Mac

KEY FEATURES: FINANCE MODULE

- Generate and send detailed invoices to members, track payments, and collect payments online via credit cards.
- Secured access to named individuals in your club or district.
- Define your own chart of accounts, starting from two templates to add or delete accounts from.
- Double-entry accounting system supports cash and accrual accounting methods
- QuickBooks integration for easy exports
- Year-end closing process
- Check book (bank account) reconciliation
- Reporting: Keep Your Organization Informed

And so much MORE....

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DACdb Finance Module

For Additional Information- Go to DACdb



" The scary thing is he's our CFO. "