

Treasurer

Whether it is filing essential paperwork or paying bills on time, the Treasurer is a key club officer who contributes to ensure that the financials are in good working order. There is much “behind-the-scenes” work to keep all club financials in good standing and to share that information in a concise way with the club board and members. This also impacts the relationship the club has with the community. The Treasurer is entitled to participate in all board discussions and eligible to vote on any question.

Responsibilities:

- *Work with the club secretary to coordinate the club’s financial responsibilities and records
- *Serve as an advisor to the club on financial matters
- *Guide the board in preparing an annual budget
- *Collect all funds due to the club and for keeping the records of membership fees and dues, unless these are delegated to the secretary
- *Coordinate the collection and disbursement of money as directed by the board
- *Receive and promptly deposit all funds paid to the club
- *Maintain the Club’s financial accounts and records
- *Reconcile cash accounts on a monthly basis
- *Prepare and distribute dues bills to members
- *Provide a monthly financial report to the club board
- *Compile an annual financial summary of income and expenditures for the annual club meeting
- *Make club records available upon request

Club Treasurer, the Keeper of the Funds!

Being elected treasurer of your Kiwanis club is proof that your fellow members see you as a person of integrity—with an aptitude for finance. You’ve been entrusted the important responsibilities of collecting and disbursing your club’s funds and maintaining accurate records. You—along with the club board—are responsible for your club’s solvency and financial stability. Take pride in your leadership role. You’ve earned your club’s trust.

RESPONSIBILITIES The treasurer works with the club secretary to coordinate the club’s financial responsibilities and records. The treasurer often serves as an advisor to the club on financial matters, including setting a club budget. A Kiwanis club’s treasurer is an officer of the club and a member of its board of directors, entitled to participate in all board discussions and eligible to vote on any question put to vote by the presiding officer. The treasurer is responsible for collecting all funds due to the club and for keeping the records of membership fees and dues, unless these responsibilities are delegated to the secretary. Club treasurers will find a list of resources at www.KiwanisOne.org/leadertools.

QUALIFICATIONS

- Knowledgeable about bookkeeping and accounting
- Attentive to detail
- Organized

DUTIES

- Guides the board in preparing an annual budget before the start of the fiscal year
- Coordinates the collection and disbursement of money
- Receives and promptly deposits all funds paid to the club
- Disburses funds as directed by the club board
- Maintains the club's financial accounts and records
- Reconciles cash accounts on a monthly basis
- Prepares and disburses bills to members
- Provides a monthly financial report to the board
- Compiles an annual financial summary of income and expenditures for the annual club meeting
- Makes club records available upon request
- Performs other duties as may be assigned by the president or board • Fulfills all other duties documented in the Standard Form for Club Bylaws

Dues and fees Kiwanis International dues and fees:

US\$52: Kiwanis International dues

US\$13: Liability insurance (North America and the Caribbean only)

US\$4: Directors and officers' insurance (North America and the Caribbean only)

US\$8: Magazine publication (for English-speaking members in North America)

\$26 Ohio District dues

The club also has the option to set dues and fees that are retained directly by the club to cover or offset club operations. These monies stay in your club's administrative account.

For North American clubs only, when your club receives an invoice from Kiwanis International for continuing members or new members, both the Kiwanis International and district costs are included when applicable. To simplify the payment process for clubs, Kiwanis International collects all of the dues and fees mentioned above and then distributes them appropriately.

Some divisions request a voluntary contribution to either the division or the lieutenant governor.

Club accounts

While some clubs may have the need for several separate accounts, every club has a minimum of two: the administrative account and the service/activities account.

The *administrative account* is for all administrative expenses of the club. The majority of these funds comes from annual club dues, meeting meals (if applicable) and membership fees from new members. The *service/activities account* is for the service programs of the club. Basically, the income for this account is derived from **fundraising** projects in which the public participates or from designated contributions.

Article 8, Section 1, of the club bylaws stipulates: **“Monies received for club service activities, regardless of source, may be used only for service activities.”**

Article 8, Section 1, of the club bylaws stipulates: **“Monies received for club service activities, regardless of source, may be used only for service activities.”**

The service account covers expenses for all club service activities, as well as all educational, religious and charitable activities. This can include the cost of insurance.

The service account can also cover expenses associated with sponsorship of a Kiwanis Service Leadership Program (SLP) for youth, adults with disabilities or university students. Generally, money from any activity in which only members participate is deposited into the administrative fund.

Funds on deposit in the administrative account can be used for service expenses. However, not the reverse.

Service accounts receive income from:

- Fundraising projects in which the public participates (may be net of expenses)
- Members-only fundraising projects that are designated by the board as service fundraising projects

Service accounts cover expenses for:

- Club service activities
- Charitable, educational and religious activities of the club
- Expenses associated with sponsorship of a Kiwanis Service Leadership Program
- All or part of the expenses associated with liability insurance (if applicable)

Administrative accounts receive income from:

- Dues
- Membership fees
- Meals (if applicable)
- Assessments

Administrative accounts cover the expenses for:

- Kiwanis International and district dues

- Kiwanis International and district conventions
- Magazine subscriptions (if applicable)
- Meals (if applicable)
- Club newsletters (if applicable)
- Club programming expense
- All or part of the expenses associated with liability insurance (if applicable)

REMEMBER:

- Income from fundraising projects in which the public participates **MUST** go into the service account.
- Administrative and service accounts must be maintained and reported separately.

Annual audit

The bylaws of every club require an annual audit of club accounts, which can be completed by either a qualified accounting firm not affiliated with any club member or a standing financial review committee, as provided in club policy.

REMEMBER: • The audit is required by the bylaws of every club. • The audit may be completed by the club's financial review committee or a qualified accounting firm.

FILES TO BE MAINTAINED BY THE TREASURER

- Club checkbook
- Paid invoices file
- Cash receipts file (deposit records)
- Bank statements and reconciliations
- Treasurers reports
- Budget files
- Official documentation required by state or local law

PERMANENT RECORDS TO BE MAINTAINED BY THE TREASURER

At the end of the fiscal year, you'll need to pass on certain files to the club secretary or the custodian of the club's permanent records.

- Cancelled checks (seven years)
- Financial records and reports
- Invoices

* Official documents related to the club foundation, if applicable

Accounting system

Accounting systems will differ, depending upon services and equipment available to the treasurer. Be sure that, when you develop your club accounting system, you:

- Identify all sources of income
- Identify all disbursements
- Create accurate financial reports
- Permit the accurate billing of members
- Report the financial standing of each member at any time
- Provide the secretary with data to prepare a statement of delinquent members for the president or board (such information is strictly confidential)

Kiwanis International has established a relationship with a preferred vendor that specializes in not-for-profit accounting software.

For more information, visit **kiwanis.org/clubtreasurer**

Aplos Software

Additional options can include QuickBooks or Excel or the like spreadsheets.

Form 990-EZ can be filed by organizations with gross receipts of less than \$200,000 and total assets of less than \$500,000 at the end of their tax year

Short Form Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

► **Do not enter social security numbers on this form as it may be made public.**

► **Go to www.irs.gov/Form990EZ for instructions and the latest information**

About filing

Form 990-N, *Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990EZ*, must be submitted electronically.

The Form 990-N electronic-filing system moved from Urban Institute's website to IRS.gov in February 2016. **All filers** must register at IRS.gov prior to filing their next Form 990-N. This is a one-time registration; you won't be asked to register again when filing next year.

Form 990-N must be completed and filed electronically. **There is no paper form.**

Form 990-N filers may choose to file a complete Form 990 or Form 990-EZ instead.

Use the Form 990-N Electronic Filing System (e-Postcard) [User Guide](#) while registering and filing. **Most common problems can be avoided by following the User Guide.**

For filing system and website issues, see [How to File: Frequently Asked Questions](#). If site issues are unresolved, call TE/GE Customer Accounts Services at 877-829-5500. A representative will file your Form 990-N information.

Organizations should continue efforts to file, even if late.

Form 990-N filing due date

Form 990-N is due every year by the 15th day of the 5th month after the close of your tax year. **You cannot file the *e-Postcard* until after your tax year ends.**

Example: If your tax year ended on December 31, the *e-Postcard* is due May 15 of the following year. If the due date falls on a Saturday, Sunday, or legal holiday, the due date is the next business day.

If your 990-N is late, the IRS will send a reminder notice to the last address we received.

While there is no penalty assessment for filing Form 990-N late, organizations that fail to file required Forms 990, 990-EZ or 990-N for three consecutive years will automatically lose their tax-exempt status. Revocation of the organization's tax-exempt status will happen on the filing due date of the third consecutively-missed year. Watch this IRS [YouTube presentation](#) for more information.

Completing the e-Postcard requires the eight items listed below:

Employer identification number (EIN), also known as a Taxpayer Identification Number (TIN).

Tax year

Legal name and mailing address

Any other names the organization uses

Name and address of a principal officer

Web site address if the organization has one

Confirmation that the organization's annual gross receipts are \$50,000 or less

If applicable, a statement that the organization has terminated or is terminating (going out of business)

Electronic Notice-Form 990-N (e-Postcard)

Organization Information

Complete Drop Box Questions

Electronic Notice-Form 990-N (e-Postcard)

Organization Address and Principal Officer Information

Complete the information

Your Form 990-N(e-Postcard) has been submitted to the IRS

Organization Name: KIWANIS INTERNATIONAL INC

EIN: 346554919

Tax Year: 2017

Tax Year Start Date: 10-01-2017

Tax Year End Date: 09-30-2018

Submission ID: 10065520190272514234

Filing Status Date: 01-27-2019

Filing Status: Pending

As a non-profit Kiwanis Clubs do not file tax returns to the State of Ohio, but rather with the Attorney General's Office, Charitable Registration Section.

Groups are required to use the online system to fulfill their duties under the Charitable Trust Act (ORC 109.23) and the Charitable Solicitations Act (ORC 1716.02). Multiple individuals from each organization are encouraged to create accounts in order to receive reminders on filing deadlines, confirmation of filings, and other important information. The public can now [search our database](#) for information on whether groups are in compliance with Ohio's registration laws and get basic information on registered organizations. For additional information on nonprofits, search www.GuideStar.org for financial documents filed annually with the IRS.

For the fiscal year indicated above

Responses to the below questions determine whether the entire annual report must be filed. If, based on your responses, it is determined that the full annual report is not required, the filing process will end and your filing requirements for the year indicated above will be fulfilled.

Be sure to enter only accurate information. Answers to the questions below cannot be altered if it is determined that a full annual report is not required.

* Did your organization, on its own behalf, solicit Ohioans (contributions, instant pull tabs, bingo, special events, etc)? Yes No

* Did you hire a professional solicitor, fundraising counsel, and/or commercial co-venturer to solicit in Ohio? Yes No

* Enter Amount of Gross Revenue. Gross revenue does not include grants or awards from the government or 501(c)(3) organizations:

* Enter the Amount of Total Assets: