



LOCAL ACTION GUIDE

Local Treasurer

Being appointed or elected to the position of Local Treasurer is recognition of your integrity, trustworthiness and loyalty to the organization. This shows a respect for your capabilities to handle sensitive information accurately while showing great attention to detail. This position also recognizes your high level of accountability and sense of responsibility.

As Treasurer, you manage all of the finances of your Local Organization, a nonprofit organization. This role is crucial to the structure of the organization because the Treasurer ensures the transparency and solvency of the organization.

THE NONPROFIT PERSPECTIVE

Managing the finances of your Local Organization, a nonprofit, is a serious responsibility and your actions greatly affect the stability of the organization. While handling this significant responsibility, remember that management of the finances of a nonprofit differs from that of a for-profit. While the main purpose of a for-profit is to make money, the main purpose of a nonprofit is to further its mission. Finances are an integral part of every project or event, but success in a JCI Local Organization is primarily measured by how well it advances the JCI Mission:

To provide development opportunities that empower young people to create positive change.

Keep this Mission in mind when evaluating financial choices and making decisions regarding the budget of the organization. Also keep in mind that nonprofits are seen as models to the community and are often held to a higher standard of accountability, honesty and transparency than for-profit businesses. Handling a Local Organization's finances with utmost integrity is essential for maintaining a positive reputation for JCI.

DUES MANAGEMENT

Flow of Dues Payments

In JCI, members pay dues to their Local Organizations to be affiliated, to access the resources provided there and to have the opportunity to participate in all local initiatives and leadership. In turn, the Local Organization pays dues to the regional or National Organization for affiliation, and the National Organization **pays dues** to JCI for affiliation and the right to use the JCI name and identity. These dues on the international level provide for resources such as JCI Training, JCI events, links to international partners, and all JCI World Headquarters administrative services, such as the JCI website and local tools including this guide.

Local Dues Management

Part of your job is to manage the collection and payment of dues at the local level. Your Local Organization's constitution should outline the cost of affiliation for an individual member in your Local Organization and dues payment procedure, such as frequency of payment or payment plans.

Dues Collection

Learn about the existing timeline for dues collection for your Local Organization. As treasurer, you can suggest improvements to the system as you see fit. When it's time for an individual member to pay dues, issue an invoice in advance of their membership expiration which includes the amount due, the membership period covered by the payment, the accepted payment methods and deadline for payment. After the invoice has been issued, follow up with the member to ensure timely payment. Once the payment is received, provide a receipt of payment. Be available to respond to questions or concerns from the members.

Dues Payment

On a schedule determined by your regional or National Organization, your Local Organization will need to declare its membership and submit its dues payment based on number of members. Contact the appropriate person in your National Organization to find out when the declaration and payment deadline is and the dues amount so you can submit on time. Failing to pay the Local Organization's dues on time can result in suspension of privileges and services to all members in your organization, so be sure to strictly meet all deadlines.



BOOKKEEPING

In addition to dues-related income and expenses, the Local Treasurer is responsible for all bookkeeping tasks, financial records and compliance with local tax and government regulations. Meet with the outgoing Treasurer to get up-to-date with the status of all the accounts. Ensure that the previous year's accounts have been audited by a qualified accountant who has no connections with the Local Organization. Learn about all local laws and tax rules that apply to your organization's nonprofit status.

On a day-to-day basis, manage the following duties:

- Record all income and expenditures
- Record acquisitions, property, fixed assets
- Satisfy accounts payable
- Manage income and outgoing cash flows
- Manage any online systems for collecting money
- Manage collections of other income such as sponsorship payments, event registrations, training registrations, donations
- Issue reimbursements for JCI purchases made with members' personal funds and retain a copy of their purchase receipt
- Offer receipts for all payments received
- Submit any documents and financial/tax reports to government agencies
- Prepare monthly financial statements to the membership and an annual financial statement
- Be involved in budget preparation during creation of plan of action for following year. Estimate your income conservatively and your expenditure liberally
- Produce appropriate finance forms (e.g., project budget plan, request for reimbursement form, officer allowance form, etc.)
- Relate all activity and program discussions to budget allocations in order to prevent overspending
- Maintain an amount of money as a reserve for emergencies or unforeseen costs

SAMPLE OF LOCAL BUDGET CATEGORIES

Revenue (Income)

- Membership dues
- Non-dues revenue
- Advertising (funds from advertisement in your newsletters, website or other media)
- Events registrations
- Donations (funds donated by patrons)
- Grants (from other organizations)
- Interest accrued
- Product sales
- Sponsorship

Expenditure (Expenses)

- Advertising (marketing and recruitment)
- Authorized Travel
- Communications/ Publications
- Conventions and Meetings registration and travel costs
- Insurance
- Officer visits (hosting official officers and visitors)
- Office Supplies
- Programs
- Products
- Public Relations
- Rent (secretariat building rent, if any)
- Staff Salary (payroll for staff, if any)
- Taxes (if any)
- Telephone/Fax/Internet