

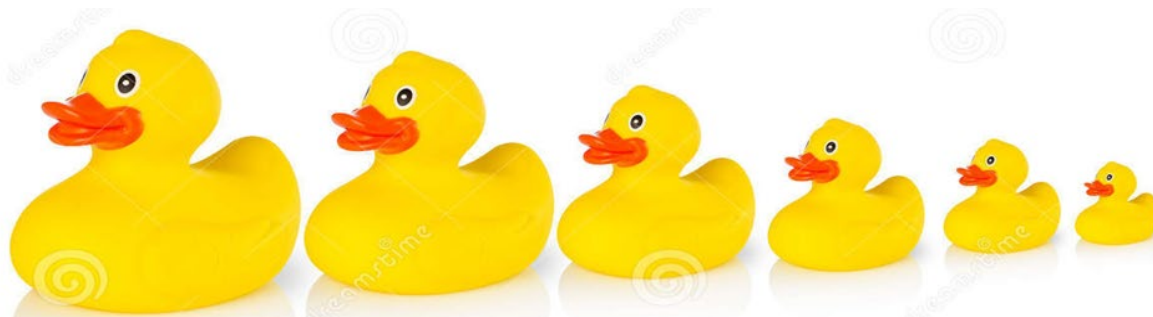


# 2026 TREASURER'S WORKSHOP

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Governor



You said YES!! Thank you, your club needs you!  
But....NOW WHAT??  
Where do I start??



## The Key is Getting Your Ducks in Row!!

# ORGANIZATION

- ▶ Ensure a smooth transition from the past treasurer by obtaining all records and the new, approved budget
- ▶ Go through the steps to change the signatures on the bank account
- ▶ Attend your Club's Board orientation to become familiar with your new role
- ▶ Coordinate dues payment between the outgoing and incoming treasurer



Organization is  
your  
Cornerstone

Good  
Recordkeeping

Timeliness

Track all deposits and  
expenditures

Keep the check register  
accurate

Make sure checkbook  
coincides with bank  
statement

Make deposits and write  
checks in a timely manner

Document all transactions

Work with Board to keep  
the budget balanced and  
to create the new budget

# Treasurer's General Responsibilities

- ▶ Separation of funds: Operations and Service
- ▶ Dues: Collect and submit to International and District
- ▶ Membership records: Group Tally
- ▶ Financial: Budgets, deposits, disbursements and IRS reporting
- ▶ Financial Reports
- ▶ Foundation: Do you have one?

# Separation of Funds

## OPERATING & SERVICE

### **Operating (Club)**

Funds are generated within your Club or through activities for Altrusa members only and are used for member activities

### **WHAT WE DO FOR US**

### **Service (Foundation or Project)**

Funds are generated through fundraisers open to the general public and are used for community projects

### **WHAT WE DO FOR OTHERS**

# Dues

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## June 1st Deadline

Grace period until June 15 to send dues to International and District

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## International Dues

**\$55** per member

*Plus, \$30 per Club: Convention fee*

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## District Dues

**\$20** per member

*Plus, \$10 per Club: Conference Fee*

# Important Dates



**June 1st** - Deadline for International and District

(Grace period until June 15 to pay dues to International and District)

**Late fee** - Dues paid from **June 16 - July 10: \$5 PER** member

**Late fee** - Dues paid after **July 10: \$10 PER** member

# Do's and Don'ts

## Do's

DO know and enforce all deadlines

DO have new members pay dues before initiation and orientation

DO send in dues as they are received

## Don'ts

DON'T wait to receive all member's dues before sending in

DON'T pay dues from Club account for members who are not prompt

# New Member Dues

## International

- ▶ Full Year Dues - \$55, plus \$10 processing fee
- ▶ Young Professional - ages 30 & younger - \$27.50
- ▶ Half Year Dues - \$27.50, plus \$10 processing fee, effective December 1 - March 31
- ▶ From April 1 - May 31 - full dues are paid, plus \$10 processing fee - but the entire following year is covered (e.g. 4/1/26 - 5/31/27)

## District

- ▶ Full Year Dues - \$20, no processing fee
- ▶ Half Year Dues - \$10, no processing fee, effective December 1 - March 31
- ▶ April 1 - May 31, full dues are paid, no processing fee - but the entire following year is paid

# WHAT IS GROUP TALLY?



- Membership Records
- District Service Bulletin (DSB)
- Administrators  
Officers

# Group Tally

- ▶ All Club Treasurers should have administrative access to their Club's Group Tally information
- ▶ Outgoing Treasurer should update changes in officers in Group Tally
- ▶ Outgoing Treasurer should give administrative access to incoming Treasurer and President
- ▶ Prior to taking over the Treasurer's duties, make sure you know how to use Group Tally. Have a Club member train you in what is expected and how to do it
- ▶ On the International Website [www.altrusa.org](http://www.altrusa.org) Under Membership there is a GT manual and tutorials

# Group Tally

- ▶ Club Treasurer maintains Club membership records, including member's date of birth, email address, preferred phone number & address
- ▶ Club Treasurer is responsible to update the member information on a monthly basis and keep the Club Board and Chair information current
- ▶ Club Treasurer should review the member information to ensure correctness prior to paying annual dues
- ▶ Club Treasurer records and pays International Dues in Group Tally

# Budgets

## ▶ General Operating

- Income - based on anticipated dues and membership fees collected
- Expenses - based on operating expenses: Int'l and District dues, yearbooks, supplies, Conference expense.

“What we pay for US”

## ▶ Projects/Foundation

- Income - based on current year fundraising activities and donations for service projects
- Expenses - based on cost of community or Int'l projects, expenses for fundraising projects

“What we pay for OTHERS”

# Deposits and Disbursements

Documentation for the audit!

Document, Document, Document

For every deposit made and every check written make a note what the purpose of the transaction was and make sure you have documentation

Six months from now, you will not remember the exact reason for the deposit made or the check written



# Financial Reports

- ▶ Reports of income, expenses and cash balance should be made at your monthly meetings, or as required by your Club
- ▶ An annual report and your Club's financial records should be submitted yearly, or as required by your Club, for audit

# TAX TIME!



- ▶ FISCAL YEAR END 5/31
- ▶ Gross Receipts less than \$50,000 can file a 990N (E Postcard)
- ▶ Over \$50,000 - 990EZ or a 990
- ▶ Whatever the form - the return is **DUE 10/15**
- ▶ 990N - Need login and password from the Outgoing Treasurer

# Foundation

Club is a 501c4 corporation

Foundation is a 501c3 corporation

Donations made to your Foundation are tax deductible which is the largest advantage to forming a Foundation

# Under the Umbrella

- Forming a Foundation under the umbrella of International requires no separate application to the IRS for the 501c3 status
- Your local Club Foundation will need a separate federal ID number
- International website - Local Club Foundations (LCF)



# Insurance

A broad liability policy is offered by International at no charge special events

This is not automatic - Certificate of Insurance Request Form must be submitted to International to obtain coverage

Certificate of Insurance Request Form on International Website under Governance; Incorporation Toolkit

*Liability Insurance - Do you need it?*

# DIRECTORS & OFFICERS INSURANCE



- ▶ What is it?
- ▶ Do we need it?

# DIRECTORS & OFFICERS INSURANCE

## Who is Covered?

- ▶ Individual Officer/Director
- ▶ Nonprofit Corporation

## Assets at Risk

- ▶ Personal Assets
- ▶ Corporate Assets

- ▶ Recommended by International



**YOU ARE NOT ALONE**

**Contact us anytime if you have any questions**

**Thank you for attending today!!**

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