



**CKI**<sup>®</sup>

Circle K  
International

*Pennsylvania District of Circle K International*

# **Club Treasurer Training Manual**



**2015-2016**

**Edition**

*Updated by 2015-2016 District Treasurer Lauren Herneisey*



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## Letter From the Editor

Hello PAK's Tremendous Treasurers,

First, I would like to congratulate you on becoming your Circle K club's treasurer. The treasurer works closely with the club secretary to coordinate the collecting and disbursement of money. However, you do not have to do it alone. To get all of you aware of your duties and responsibilities, I have developed an officer guide that you can refer to for useful and relevant information.

I hope this guide will help you understand your duties in detail. However, do not hesitate to contact me with questions about anything. No task is impossible with the right support.

In Service,

Lauren Herneisey  
2015-2016 District Treasurer

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# CKI Facts

## Tenets

### Service

Service is the heart of CKI. Collectively, CKI members perform more than 1 million hours of service on their campuses and in their communities every year. Without service, CKI would be just another campus activity. Through service, college students are making the world a better place.

### Leadership

The potential of CKI lies in its ability to positively influence members of society who are facing ultimate personal decisions and those who will one day create the vision of mankind for generations to come. Leadership opportunities afford CKI members the resources and tools needed to become active citizens. Members can assume leadership responsibilities at all levels of the organization and through various experiential training conferences.

### Fellowship

CKI members experience fellowship and develop lifelong relationships with fellow collegians, advisors, Kiwanians, and citizens in their communities every single day. Whether a member is mentoring a child, networking with a businessman, or bowling with members, he or she is developing social skills, meeting new people, and strengthening relationships.

## Mission

Developing college and university students into a global network of responsible citizens and leaders with a lifelong commitment to service.

## Motto

Live to Serve, Love to Serve!



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## Duties of the Treasurer

### General Duties

- Obtain any material passed down to you by the previous treasurer.
- Fulfill any duties delegated to you by the President
- Attend District events (Fall Officer Training, InterPACK, District Convention)
- Recruit new members
- Collect dues during dues season (September to December)
- Make sure your club maintains active status by paying your club dues (district and international) by December 1st, 2015
- Organize and maintain a budget for your club
- Develop new leadership
- Update the Membership Update Center

### Weekly Duties

- Encourage members to pay their dues
- Pay all bills as approved by the board of officers
- Record all expenditures and income for the week
- Secure advice from faculty advisor and Kiwanis advisor on all financial matters

### Monthly Duties

- Collect all money from club projects
- Present finance report at board meetings
- Collect dues from new members and forward then to the International Office
- Complete the Monthly Report Form (MRF) and email it to [board@pacirclek.org](mailto:board@pacirclek.org) by the 5<sup>th</sup> of the following month



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## Why Pay Dues?

Membership dues are absolutely crucial for the continuation of CKI, and it is one of your main responsibilities as treasurer to ensure dues are paid fully and promptly. It is important to recognize that while CKI is a service-based organization, the benefits of membership extend far beyond our service initiative. As a member, you are eligible to attend district and international leadership conferences, apply for annual scholarships, and access relevant literature and helpful training resources. It is also your responsibility as treasurer to be fully aware of these benefits for both recruitment and purposes and to ensure that members are taking advantage of the benefits for which they have paid. Finally, as CKI members, it is important to keep in mind that we are really part of a larger Kiwanis Family, and that our membership fuels their efforts, which, in turn, support and promote our endeavors.

Besides knowing the perks of being a dues paid member, it is important to know what dues are used for.

District dues are used to help fund training events for club officers; one in the fall and one in the spring. They are also used for other district events such as Interpack and District Convention. Finally, they are used for the upkeep of the webpage, training of the district board, and administrative expenses.

International dues are used for leadership training, travel, member services, marketing, administrative expenses, and the International Convention.

## Dues Timeline:

**October 1<sup>st</sup>:** Club dues are payable.

**November 1<sup>st</sup>:** If dues for at least 10 members are paid by Nov. 1<sup>st</sup>, the club will be recognized at District Convention for paying Early Bird Dues.

**November 30<sup>th</sup>:** Dues deadline; if dues are paid on or before Nov. 30 club status is *active*.

**December 1<sup>st</sup>:** Club dues are past due. If dues are not paid, the club's status changes to *suspended*.

**October 1<sup>st</sup> (of the following year):** Unpaid dues of suspended clubs are to be paid by September 30<sup>th</sup> in order for the club to acquire *retained status*. Otherwise, with no dues paid on October 1<sup>st</sup>, club status changes to *inactive*.

## Dues Amount:

### International Dues:

Four-year institutions with more than 5000 students: \$600

Two-year institutions or four year institutions with less than 5000 students: \$450

### District Dues:

Pennsylvania: \$10 per member





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# Monthly Report Form

The monthly report form (MRF) is distributed so that the district is aware of what is going on at the club level. This way we can better recognize club successes and provide help if necessary. The monthly report form will be emailed to the club treasurer by the district treasurer at the start of each month. The MRF should be completed each month by the fifth of the following month. Please email the completed MRF to the district board at [board@pacirclek.org](mailto:board@pacirclek.org).

## Section 1

The first section of the MRF is for the number of dues paid members. There is one block for the number of members who paid that month, and another block for total dues paid members. Please note that before dues season begins in September, you should have zero dues paid members.

## Section 2

The second section of the MRF is to track fundraising. It is the treasurer's responsibility to ensure that funds are being raised for the club and charities. Please choose from the drop down box where the funds are going. The choices are Eliminate (Circle K preferred charity), Other Charity, and Administrative. Administrative funds are funds that your club keeps to cover general club expenses and does not donate to charity. Please also provide a brief description of the event as well as the amount of money raised.

## Section 3

The third section of the MRF is to track progress you have made on goals that you set for yourself. You should decide with the rest of the board what your goals should be and which goals you work on each month. Please list your goals and the progress you have made on them in this section.

## Section 4

Finally, the fourth section will change depending on the season. This section has additional questions that are relevant to the time of year. For example, during the beginning of the year they will relate to dues and recruitment. The MRF will also always ask if there is anything the district treasurer or the rest of the district board can do to assist you.



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# How Do I Fund Projects?

## The Tomorrow Fund

The Tomorrow Fund is an endowed fund for Circle K International held within the Kiwanis International Foundation. This fund, utilizing the interest earned, helps CKI clubs and districts serve the world through grants for service opportunities. The fund is established through a portion of CKI member dues, direct donations, the donation of Carthage-Pullman Society memberships and the donation of Sapphire Circle honoraries.

Tomorrow Fund grants can help you take action. How? Identify projects your club would like to tackle on your campus or in your community. Then, apply for grant funds to support those service projects.

Grants by the Circle K International Board from the Tomorrow Fund must conform to the policies of Circle K International. Tomorrow Fund grants are granted only to CKI clubs and/or districts. The review committee may award up to, but not more than, the amount of interest earned off of the endowment available at the convening of the committee.

Clubs may request funding assistance from US\$200 to US\$2,000. The committee typically funds those clubs asking for a portion of the total cost of the project, and clubs that are working with other organizations to fund and complete the project.

A grant awarded to a Circle K club or district may be distributed in one of three ways:

- The club or district may choose to have the money given directly to their school/district/Kiwanis Club Foundation/District Foundation,
- The grant shall be reimbursed to the club or district upon presentation of receipts, invoices, or other documentation of expenditures, or
- The grant shall be paid to any designated vendor, as directed and approved by the club or district.

Tomorrow Fund applications must be submitted online and received by Kiwanis International Office by December 1st. See <http://www.circlek.org/Service/TomorrowFund.aspx> for applications.

## PACK Cash

PACK Cash, similar to the Tomorrow Fund, is a way to fund smaller projects and is funded through Pennsylvania Circle K. The application is a rolling application and can be requested by e-mailing Treasurer Lauren at [treasurer@pacirclek.org](mailto:treasurer@pacirclek.org).



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## Rule of Three

One of the benefits of being a Circle K member is the opportunity to attend events on the Divisional, District, and International level. Unfortunately, the cost of these events sometimes deters members from attending. To combat this and help your members get the most of their Circle K experience, I suggest using the “rule of three” to help fund trips to events. The rule of three includes gaining one third of the funding from Kiwanis, your Circle K club, and the members. This way, the entire financial burden is not left on the members.

## Kiwanis

Your sponsoring Kiwanis club is a great resource to utilize. They should be more than willing to help your club financially if you reach out to them with a request and an explanation of why attending the event is important to your club. However, it is important that you are active with your Kiwanis club if you plan on requesting funding from them. Have members attend Kiwanis meetings and events. Keep your Kiwanis informed of what your club has been up to by sharing your newsletter or just giving the occasional update. Invite Kiwanians to attend your events, and ask about attending some of theirs. Your Kiwanis club is there to help you. Their experience can help you with new ideas, career connections, and, yes, funding. Finally, remember to always write them a thank you note and tell them about your experiences at the event they helped fund!

## Circle K Club

The members are the most important part of the Circle K club, so make sure the club gives back to its members by helping to pay for them to go to events! It is a good idea to aim for the Circle K club to cover at least a third of the cost of its members to attend divisional, district, and international events. There are a few ways to do this. One way is fundraising. It is never too early to start fundraising to attend events. You can either host a general fundraiser in which all the funds will be saved and used equally to send members to events, or you can host ongoing sales in which members fundraise individually to cover the cost of their trips. Another way for your club to get money to pay for trips is through your student government. Many schools have funds set aside to help sponsor student organization trips. Contact your school’s student government or activity office to see if there is a program you can utilize. Make sure you look into this option well in advance of the event, as many schools have an early deadline for applications.

## Members

Finally, members can be asked to help cover a part of the expense of attending events. Make sure you start advertising the events early to generate excitement and explain to your members the benefits of attending. Circle K is such a great organization because it gives its members a chance to connect with others from all over the world. It is part of your job to make your members aware of the opportunities available to them.





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## Membership Update Center

Members must be formally registered online with Circle K International prior to submitting the dues amount. Your secretary may complete some of this process. It is your responsibility to track which of your members have paid dues and should be formally registered, as well as writing the check and sending it to International. Please review the following instructions for completing the formal dues process:

1. Access the Membership Update Center:
  - a. Go to [www.circlek.org](http://www.circlek.org) and click on MEMBERSHIP UPDATE CENTER
2. To import members, follow the steps below:
  - a. Have last year's secretary update the club officers to give you access to MUC
  - b. When you are at the homepage pictured below, click on Register/Reset Password
3. Enter your email and click submit. An email will be sent to you. When you receive the email, follow the link to reset your password.
4. Login to MUC. Click the Membership Update Cntr button on the left side of the screen
5. At the top of the screen, click on Members
6. This screen you have a few options/tasks:
  - a. You need to delete any members that have either graduated, stopped coming or haven't paid for this new term. To do this, either select the box following the names of past members and then selecting the delete button towards the top or you can use the drop down menu to select a graduation year
  - b. To add members, click on "Bulk Add Members". Enter their first and last name, their email and the year they intend to graduate. At the bottom click save. If you have any issues after you save it, set through them
  - c. You can get a list of your members in excel by clicking the "Export to Excel" button
  - d. If you need to edit any information regarding members, click on the pencil next to the member's name
7. Click on the Finances button at the top
8. When you get to this screen, check the box next to the order you just made. At the bottom, click "Print Invoice and Pay by Mail". It is recommended that 2 copies are printed. One of these is sent to International and the other one should be kept in your records. Write out a check. All the information (who to write the check to, where to send it, etc.) is on the invoice



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## Budgeting

One of the main functions of the treasurer is the development and management of the club's budget. The treasurer should develop the budget in consultation with the Kiwanis advisor and then present it to both the club board of officers and Kiwanis club board of directors for approval. The budget can consist of a simple excel sheet that lists line items for all the planned income for the club followed by line items for planned expenses for the club, with a total surplus at the bottom.

The budget should be the regulating factor for the club's activities. The budget is a statement of the organization's planned expenditures and income based on the approval and commitment of the club. Use the budget as a guide for the club's activities during the year.

When approving the budget, the club must commit to raising the necessary income. Without the budgeted income, the club cannot spend as it had planned without incurring a deficit. When total expected income is not achieved, total expenditures must be cut.

The club should work with the college or university to establish financial accounts. Follow the college or university's guidelines regarding account management to maintain the accounts accurately.

As you progress throughout the year, you should be creating more detailed budgets for each event. These budgets are called working budgets, and they must be maintained regularly as changes occur in your club. Working budgets are great tools to include in regular financial updates for board members.

CKI is a nonprofit organization, receiving much of its receipts from the general public. Therefore, the law requires that two separate accounts for receipts and expenditures be maintained. These accounts are the service account and administrative account.

### Service Account

All monies collected from the general public must be returned to the general public. Such monies cannot be used for club administrative costs, such as printing, conventions and conferences, and travel to non-service projects.

### Administrative Account

The administrative account is the operating account for the club. It is used for those monies to be spent on club administration and/or the members. Monies coming into the administrative account are collected from dues, Kiwanis-family members, and college or university subsidies. Monies in this account may be used to buy supplies, purchase advertising, send members to conventions and conferences, etc. Funds in the administrative account can be transferred to the service account. However, funds from the service account cannot be transferred to the administrative account. It is helpful in bookkeeping and auditing to note on each receipt into which account the money was deposited. Likewise, all checks should note from which account and line item, if appropriate, the money was drawn.



## Maintaining Accurate Financial Records

It is important to keep an account of all transactions as they are made. A simple method to use is the general journal, containing three columns: income, expenses, and balance. Log in each transaction when it occurs. Specify the date and a simple description.

List it properly under income or expense. Record the balance. It is recommended that the club purchase a general ledger for the club treasurer.

- Always obtain a receipt as evidence of payment when disbursing money.
- Use a check rather than cash. This will provide the club with an additional receipt.
- Require members to complete an expense voucher and attach a copy of the receipt to receive reimbursement for expenses.
- Require two individuals to have authorization to write checks. Typically, the club treasurer and president are authorized to write checks.
- Always issue a receipt, especially when you receive cash (i.e., dues and fundraiser money) when receiving money.
- Ideally, you should purchase a book of cash receipts so copies of the receipts can be maintained by the club.
- Never hold cash personally for any length of time. The treasurer is responsible for the finances of the club. By depositing cash upon receipt, you guarantee that the member's money or community's contributions are secure.

## Financial Reports

The treasurer should present a formal report to the board of officers biweekly. The following information should be included:

- Summary of the club's financial status-current assets, current liabilities, and outstanding debts.
- Profile of the budgeted revenues and expenditures compared to the actual revenues and expenditures with a column showing the year-to-date balance.
- Outstanding bills to be paid.
- Financial concerns, if any.



## Fundraising

### Deciding What to Do

- Figuring out what project to do is clearly an important part in actually doing the social! Taking things like weather, money, size, and intended purpose are important in actually deciding what kind of project you will be organizing. For example, it would be very difficult to organize a snow ball fight for April if there's no snow. Similarly, hosting a 300 person event for a club of 20 or 30 might cause problems in the long run.

### Delegating Tasks and Setting Goals

- This is a crucial step in the organizing process, since work should be distributed between all the organizers. If one were to take charge of everything, they might not be able to get everything done in time.

### Money/Finding Sponsors

- Securing money for your fundraiser is the next step in organizing a truly successful event.
- Figuring out the total cost, and where the money is coming from is crucial in this step. Are you having club members pay (through money from dues)? Are you getting a school grant?
- Some venues are willing to provide a discount because you are a community service organization, or a college club, so always check out all your options.

### Publicizing

- In order for people to come to your fundraiser, they have to **know about the fundraiser**. Announcing fundraisers during club meetings are a great step, but make sure that members are continually reminded! Having a Facebook event, using posters, and sending email reminders are a great way to keep your members clued in!

### The Event

- All of this planning would be for nothing if you didn't have the actual event!
- During the event, you should be making sure everything runs smoothly, staying to your organized schedule, and making sure that there are more than enough organizers to make sure everything stays on time. For example, if you have a raffle or drawing, make sure it starts the time you say it will. People are depending on you to keep to the schedule, and you don't want to disappoint!

### Reviewing

- The last step to any event is evaluating its success, seeing if you made your goal(s) and making note of things to remember for future projects. What parts of the project were big hits? Where did you have room to improve?



## Timeline for a Fundraiser

### Small Fundraiser

#### 2-1 month(s) prior:

- Decide on what to do, when to do it, and where to do it (event type, location, time)
- Organize a list of “tasks” and “goals” to complete
- Create a list of people who you are inviting (just the club? The school? The community? Kiwanians? Key Clubbers?)

#### 3 weeks prior:

- Check the venue/location, book everything
- Make sure financials are set. How are you getting the money?
- Send invitations! You want to make sure that people have plenty of time to RSVP (Side note: Kiwanians need much more notice, at least 1-2 months in advance. Please keep this in mind when planning events)

#### 2-1 day(s) prior: •

- Re-review your schedule/plan of events •
- Send a “final reminder” to everyone who is attending •
- Make sure you have everything you need

### Small Fundraiser Ideas

- **Car Washes** (best done when the ground isn't frozen 😊)
- **Bowling/Ice Skating/Mini Golf Fundraiser:** Bring fellowship socials and fantastic fundraising together by organizing an outing or to go bowling or ice skating. Have members pay upfront and the club can pay at the venue (i.e \$7 for a round of mini golf. Charge members \$10 and keep the excess for club funds or donate it). But don't forget to keep communicating with your venue...they may be able to provide you with some discounts or reservations for large groups.
- **Bake/Food Sales:** Organize a quick bake sale or food sale. Ask members (with kitchens!) to donate items





## Timeline for a Fundraiser Cont.

### Large Fundraiser

#### 8-6 months prior:

- Determine what kind of event you will be organizing, taking weather into account
- Figure out who will be handling which parts of the planning
- Finding specific people to concentrate on only finances or only publicizing will really help you organize the event
- Create a small list of goals to keep everyone on track

#### 6-5 months prior:

- Determine a time and a venue (the larger the event, the earlier it should be done)
- Designate one person to deal with fundraising/finances and make that person responsible for finding the money for venues and materials.
- Book the venue early. I cannot stress how important this is to do early

#### 3 months prior:

- Start advertising! Large events require large attendance, so start telling your Kiwanis clubs about it and make it aware that a “big event” is coming up!

#### 2 months prior:

- Recheck your reservation, check your finances (make sure you have the money) Start selling tickets around here if you are charging admission
- Start advertising outside of your club if that is what you are interested in doing

#### 2 weeks prior:

- MORE ADVERTISING! This is your last “big push” for attendance
- Finalize your details, make sure you know exactly what is happening when
- Get all the materials you need

#### 3-1 day(s) prior:

- Send a final “friendly reminder”
- Recheck your reservation
- Have a final organizer’s meeting to go over exactly what the schedule will look like, anticipated attendance



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## Preferred Charities

Circle K has two preferred charities; UNICEF and March of Dimes. We recommend raising money to help support these charities, but ultimately the decision of which charities to support is up to your club's board.

### UNICEF (Eliminate)

This is Kiwanis's last year for project Eliminate, so let's finish strong! The Eliminate project is one of Circle K's preferred charities. We ask that each Circle K club host at least one fundraiser for Eliminate, if their board agrees they would like to support this charity. Project Eliminate helps save and protect women and their future babies around the world. The goal of the project is to eliminate maternal and neonatal tetanus (MNT) worldwide. MNT affects many mothers in the poorest countries of the world. US\$1.80 immunizes a mother, which protects her and all of her future babies from MNT.

### March of Dimes

Another one of Kiwanis's preferred charities is March of Dimes. The district encourages clubs to participate in fundraisers benefitting this charity, if they choose. Every day 1 in 8 babies born in the U.S. arrive too soon. Circle K members help by raising funds annually for March of Dimes programs to help prevent prematurity. The March of Dimes currently focuses on raising awareness of prematurity and reducing the rate of premature births. CKI members collect money to support the March of Dimes and participate in the annual March for Babies, which usually happens in late April.



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## Concluding Remarks

As club treasurers, you are now responsible for handling the budget and making sure that the club remains dues paid active for the 2015-2016 year. This is a major responsibility, and your whole board, as well as your club, will depend on your financial aptitude to stay strong in your year. These are not responsibilities you should take lightly.

That being said, you are not alone. As club treasurer, you are part of a team of leaders, within your club and within the Pennsylvania District. Not only are you an executive officer of your club board, but you are amongst friends, a community of other treasurers who are here to help your year.

Congratulations on your election! Don't forget that while you are a club officer, you are servant leader to your members, and a role model to those who will be entering Circle K! Lead with your head high because you are a leader in the Pennsylvania District!

I wish you the best in your year as Club Treasurer! The Pennsylvania District of Circle K International is lucky to have you on our team!

Yours in Service, Fellowship, and Leadership,

*Lauren Herneisey*

District Treasurer 2015-2016