



Friendship & Service

INNER WHEEL DISTRICT 323

Club Treasurer Manual

2021 - 2022



NOTES FOR CLUB TREASURER



I. Bank Accounts

1. Financial year is between 1st July and 30th June
2. Maintain two savings accounts:
 - a. Club Account- Membership fees to be credited
 - b. Charity Account - Charitable donations /fund raisers to be credited

IMPORTANT: No money from Charity Account should be transferred to Club Account

II. Authorised Signatories

1. Treasurer will be first signatory
2. President or Secretary will be second signatory
3. Authorised signatories shall be signatories between 1st July and 30th June
4. Provide copy of resolution of authorized signatories to the bank

IMPORTANT: Resolution format available in Guidelines to Presidents Manual

III. Audit

1. Resolution to be passed in order to appoint an auditor
2. Submit letter of appointment along with copy of resolution to the auditor
3. Ensure both accounts are audited at the end of the financial year
4. Fixed deposit accounts to be audited and balance sheet duly certified

IMPORTANT: Submit audited statement of previous year to District Treasurer before 31st August, 2021

IV. Membership Dues

1. Membership dues to be paid before 31st August, 2021
2. Members as on 01 July 2021 and all members inducted before 31st December 2021 are to pay full year dues
3. Half yearly dues are payable by members inducted on or after 1st January, 2022
4. Membership dues are payable for all members

IMPORTANT : Complete the Membership Dues form and forward it to the District Treasurer

V. Inner Wheel Literature

1. Each Club to purchase the following literature

Association Bye Laws	Rs. 40/-
Association Directory	Rs. 90/-
Total	Rs. 130/-

VI. Mode of Payment

1. Cheques favoring "Inner Wheel District 323" jointly signed by Treasurer and President/Secretary
2. Bank Transfer

VII. Communication & Correspondence

1. Inform the Executive Committee and the General Body every month of income received and expenses incurred during the month
2. Maintain a cash book and ledger book or maintain the same in an accounting software
3. File the following documents:
 - a. Bills and Payment vouchers
 - b. Receipts
 - c. Correspondence with District

All correspondence with District Treasurer to be via email - treasurer.iwd323@gmail.com

Membership Dues Form

Inner Wheel Club of		Date
No. of Members as on 01 July 2020		No. of Members as on 30 June 2021
No. of Members inducted during 2021-22		No. of Members for 2021-22, as on date
Total Amount Remitted to the District		Rs.

VIII. Mazhalai Oli

A Mazhalai Oli program is held every year by all Clubs of Inner Wheel District 323 to celebrate Diwali with orphan children. As Club Treasurer coordinate with the Convenor for the event and the District Treasurer and help in organizing the event. The date for the program this year is fixed on Saturday, 23rd October, 2021.



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