



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

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

#### **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. ....	

[illegible]

### **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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