

DUES, CLUB INVOICES, AND FINANCIAL REPORTING



Your club is responsible for managing and tracking incoming and outgoing funds, and following the budget created in the previous year. This includes promoting and ensuring transparent financial practices. Appoint a finance committee to provide oversight and help with succession planning, if possible.

The secretary and treasurer work with the president to ensure that club finances are reviewed by the board and invoices are paid on time. You share several responsibilities including:

- Collecting and recording dues
- Reviewing the club invoice and paying it on time
- Managing unpaid dues and fees
- Submitting Rotary Foundation contributions on behalf of your club

Decide together how you'll approach each task to help your club run efficiently.

DUES AND FEES

Rotarians are required to pay dues and fees to their club, often the district, and Rotary International.

CLUB DUES

Your club decides the amount members pay in club dues and if it will charge an admission fee. These dues cover expenses associated with meetings, meals, speaker gifts, and supplies.

If a member doesn't pay dues within 30 days after the due date, the secretary should send a notice that includes the amount owed and a deadline. If the dues aren't paid within 10 days of the notification, the board may choose to terminate the membership.

The board may consider reinstatement if the former member makes a petition and pays all debts to the club.

DISTRICT DUES

Your district may charge dues to fund district-sponsored activities. If it does, the treasurer will collect payment from your club's members and forward these funds to the district. The amount is set each year at the district training assembly, district conference, or presidents-elect training seminar.

CLUB INVOICE (ROTARY INTERNATIONAL DUES)

Rotary International bills clubs twice a year for per-capita and prorated dues and RI fees. You will receive an invoice in early July and early January. You can pay or view your club invoice at [My Rotary](#). Navigate to the Manage tab, then to Club Administration to find your club invoice. Find more information in the [Club Invoice FAQ](#).

- **RI PER CAPITA DUES**

The rate for the 2019-20 Rotary year is \$34 per member per half year. Unless changed by the Council on Legislation, dues will remain constant after 2019-20. RI dues are calculated based on the membership numbers reported to Rotary by 1 July and 1 January of each year. Since the balance is due in full and the amount can't be adjusted, it's important to work with the secretary and the president to keep your member lists current.

- **RI FEES**

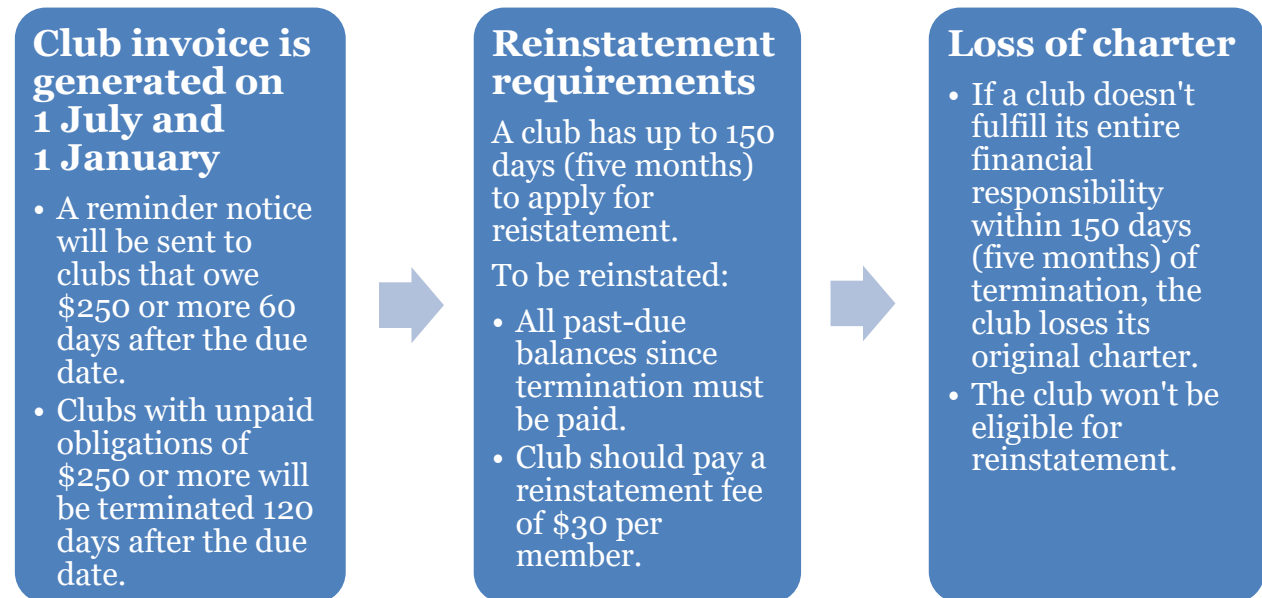
Rotary also charges members for mandatory magazine subscriptions, Council on Legislation fees, and other expenses such as insurance liability fees. Two Rotarians living at the same address may choose to subscribe jointly to The Rotarian or to the regional magazine assigned to their club. Fees for some regional magazines are collected directly by the editors.

Clubs in some countries may be subject to additional considerations for their dues and fees. Contact your [financial representative](#) with any questions. Here are some examples:

- Clubs served by Rotary International in Great Britain and Ireland have their own dues structure.
- Clubs in Australia are subject to a goods and services tax for RI, district, and club dues, as well as for their regional magazine subscriptions.
- Clubs in India are subject to a service tax for RI, district, and club dues, as well as for registration fees for the Rotary convention and the presidential summit. Payment for the subscription to The Rotarian magazine is not subject to a service tax.
- In some countries, changes to club bylaws (such as dues increases) must be registered with the government.

CLUB TERMINATION AND REINSTATEMENT

If your club doesn't pay its invoice, Rotary International will terminate its membership, and the club will no longer receive services from Rotary or the district. Rotary can also suspend or terminate a club if any member misuses funds from The Rotary Foundation. The following outlines the termination and reinstatement policy:



FINANCIAL REPORTING

Treasurers have these reporting responsibilities:

- Update the board monthly on the club's finances.
- Present the club's monthly expenses and income.
- Share the results of fundraising efforts and the overall budget each month.
- Give updates as needed at club meetings. Board and club meeting minutes should list account balances and disbursements, and these should match actual financial activity. Save all records in case the club has to account for the use of funds during a specific period.
- Write a detailed annual report at the end of the Rotary year. Hire a qualified accountant who is not affiliated with your club to review the club's financial activity every year. In some cases, treasurers may be responsible for filing taxes for the club. Know your country's tax laws. There may be special requirements if your club uses separate funds for scholarships or a foundation or if the club is incorporated. Consult an expert in your club or community about specific tax questions.

Club officers can access contribution and recognition reports on [My Rotary](#). At the start of the year, the secretary should give the previous year's club financial report to the treasurer so they can see any outstanding balances to be paid or fees to be collected. The secretary should work with the treasurer to prepare a complete financial report to present at the first meeting of the new board.

Make sure that the financial status of the club documented in the minutes of club board meetings accurately reflects your club's budget.

DEVELOPING NEXT YEAR'S BUDGET

The club's incoming board will develop a new budget for their Rotary year. Since the incoming board cannot make decisions until the members officially assume office, next year's budget must be approved by the current board.

To ensure continuity and minimize the need for drastic changes when planning the budget, the incoming treasurer and board should:

- Review the club's financial history to determine its likely income and expenses.
- Collaborate with the current treasurer and board to discuss what can be included in next year's budget.
- Update signature requirements on all checks and withdrawals, as officer positions and other roles change. Require two signatories for any withdrawal.
- Divide the income and expenses into club operations and charitable funds.
- Establish a reserve fund, if your club doesn't have one.

You can find an editable version of the budget worksheet on the [Learning Center](#) in the Club Treasurer Basics course.