

## **TASK LIST FOR CLUB TREASURER**

### FORTNIGHTLY

- receive raffle money at meeting, record it.
- receive any dues at meeting, give receipt. (Update membership spreadsheet; forward US\$27 to TMI)

### MONTHLY

- pay accounts
- when bank statement arrives, reconcile spreadsheet with Statement.

### TWICE YEARLY

- send out letter (invoice) to members (Mid-February & Mid-August) to pay their dues again.
- Pay dues to TMI before 1st April, and 1st October.

### AD HOC

- At beginning of new financial year, look at the overall financial situation (income and expenses of the last year) to assess any need for fund-raising, and work with your committee to develop a budget.
- Periodically report on the financial position at the club meeting.
- At the end of the financial year, the club should organise that an individual or small committee look at the financial records, to perform an internal audit.
- Prepare a successor and hand over the records, with offer of assistance.



**SPEAKERS ON THE TERRACE TOASTMASTERS CLUB**



**Membership Renewal**

Dear Member,

We are once again at the time of the year when your membership is due to be renewed.

**Half Yearly Membership Dues:**

**For Dates: 1 April 2008 to 30 September 2008**

**Due Date: 18 March 2008**

The fees for this financial year are as follows:

**Membership for six (6) months: \$xx.xx; Full year \$xx.xx; Inactive Membership \$xx.xx**

Please note that these fees are to be paid **NOT** later than the **18 March 2008**.

Your prompt attention to this matter is much appreciated and if it is your wish in NOT renewing your membership, please be so kind in letting us know of your decision.

Kindly

Tom Blackford  
Treasurer

**Please cut along the dotted line and send with your cheque payable to:**

**Speakers on the Terrace Toastmasters Club**

**And mail to: Tom Blackford**

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**PREFERABLY you can pay via electronic transfer: details are outlined below**

**Bendigo Bank**

**Account name: Speakers on the Terrace TM Club**

**Account details: BSB xxx-xxx Account Number xxxxxxxx**

***NB: If you choose to make an electronic transfer, please be so kind to inform Tom and Anna. THANK YOU***

**Speakers on the Terrace Toastmasters Club  
Membership Renewal**

I, \_\_\_\_\_ wish to renew my membership for a further (Six months - \$xx.xx  
(Full year - \$xx.xx  
(Inactive - \$xx.xx

(\* Please delete the two which are not

applicable)