



# Treasurer's Workshop

Hey Jude Gallegos  
Queen of the Clubs 2018-2019  
March 30, 2019

# Rotary Core Values

# Four Way Test



## THE **FOUR-WAY** TEST

of the things we think, say or do

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
4. Will it be **BENEFICIAL** to all concerned?

# Object of Rotary

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster.

## **FIRST**

The development of acquaintance as an opportunity for service.

## **SECOND**

High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society.

## **THIRD**

The application of the ideal of service in each Rotarian's personal, business, and community life.

## **FOURTH**

The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

# The Job

# What is the Treasurer Job?

- Budgeting
- Collect \$\$\$\$
- Pay Dues
- Pay Bills
- Reconcile Bank Statement (s)
- Government Filings

# Budgeting

## SAMPLE BUDGET

Club with	40 Members	20 Members
Dues (@ \$180)	\$ 7,200.00	\$ 3,600.00
Intitation Fee	\$ 500.00	\$ 300.00
Meals (49 Weeks @ \$20)	\$ 39,200.00	\$ 19,600.00
Fines	\$ 2,000.00	\$ 1,000.00
<b>Total Income</b>	<b>\$ 48,900.00</b>	<b>\$ 24,500.00</b>
Dues to Rotary Intl	\$ 3,500.00	\$ 1,750.00
Dues to District 5340	\$ 1,840.00	\$ 920.00
Meals (49 Weeks @ \$18)	\$ 35,280.00	\$ 17,640.00
Club Supplies	\$ 1,500.00	\$ 750.00
PETS	\$ 750.00	\$ 750.00
Club Officers Training	\$ 500.00	\$ 400.00
Club President Elect to Convention	\$ 2,000.00	\$ 1,500.00
Holidy Party, Celebrations	\$ 3,530.00	\$ 790.00
<b>Total Expense</b>	<b>\$ 48,900.00</b>	<b>\$ 24,500.00</b>

# Gimme \$\$\$\$

## Collecting \$\$\$

- Club Dues
- Meal Fees
- Fines – Happy \$\$
- Donations
- Event Fees





# Paying \$\$\$

## Pay Dues

- Rotary International
  - Dues \$34.00 per Half Year
  - Rotarian \$6.00 per Half Year
  - Council on Legislation \$1.50 first half
  - Insurance TBD...About \$6 to \$10 a year
- Rotary District 5340 \$23.00 per Half Year
- Overall budget approximately \$135.00 per year



## Pay Bills

- Caterer
- Venue
- Club Supplies
  - Banner
  - New Member Kit
  - Trading Banners
  - Awards
- Fund Raising Costs

# Compliance

# Internal Revenue Service

## ■ 501(c)(4) – Civic Organizations

- Contributions to civic leagues or other section 501(c)(4) organizations generally are not deductible as charitable contributions for federal income tax purposes. They may be deductible as trade or business expenses, if ordinary and necessary in the conduct of the taxpayer's business.

## ■ Rotary International Group Exemption

Group Exemption # 0573

# Internal Revenue Service

## Form 990 -- Due November 15<sup>th</sup>

- 990-N Post Card
  - Income Less than \$50,000
- 990 EZ
  - Income Less than \$200,000
  - Assets Less than \$500,000
- 990
  - Income Equal to or Greater than \$200,000
  - Assets Equal to or Greater than \$500,000

# Franchise Tax Board

## Form 199 -- Due November 15<sup>th</sup>

- 199-N Post Card

- Income Less than \$50,000

- 199 EZ

- Income Less than \$200,000

- Assets Less than \$500,000

- 199

- Income Equal to or Greater than \$200,000

- Assets Equal to or Greater than \$500,000

# California Attorney General

## Annual Reporting

**Form RRF-1**

**Due November 15<sup>th</sup>**

**Fee \$0 to \$300**

**Attach copy of form 990**



# California Attorney General

## Raffles

### Register

Date: September 1<sup>st</sup> or  
60 days before you sell tickets

Fee: \$20 Registration

### Report

Any time after the conclusion of raffle  
at least by October 1st



# California Attorney General

## Raffles

### Opportunity Drawing is a Raffle

**Do we need to register if we call our raffle an “opportunity drawing”? What sort of raffle can we have if we don’t want to register?**

If participants are required to purchase a ticket in order to have a chance to win a prize, the drawing is subject to the provisions of Penal Code section 320.5 and related regulations.

Penal Code section 320.5, subdivision (m) states that a raffle is exempt from registration with the Attorney General’s Office if **all** of the following are true:

- a. It involves a general and indiscriminate distribution of the tickets;
- b. The tickets are offered on the same terms and conditions as the tickets for which a donation is given; and
- c. The scheme does not require any of the participants to pay for a chance to win.

# California Department of Tax and Fee Administration

## **Sales Tax:**

**Rotary Clubs are subject to Sales Tax.**

**Selling T-Shirts  
Auction Items**

**Register for a Resale Permit**

**Annual filing schedule to be assigned by  
CA Dept of Tax & Fee Admin**

# California Secretary of State

**If your club is incorporated:**

**Bi-Annual reporting Statement of Information  
Form SI-100**

**Due date varies according to date of  
incorporation**



## Useful Links

- **Thank you for attending the Treasurer's Workshop. Here are the links. As much as possible I am taking you straight to the non profit area of each website. You will see much more information than we had time to cover so please use these links as additional resources.**
- **To email me: [queenofclubs5340@gmail.com](mailto:queenofclubs5340@gmail.com)**
- **To phone me: 858-705-1404 you get my voicemail. I will return you call**
- **If you need help with My Rotary login please phone  
Christine Sommer: 760-215-5207 or Cheryl Minshew: 619-300-0464**
- **Internal Revenue Service**
- **<https://www.irs.gov/charities-non-profits>**
- **To submit an E- Postcard to the Internal Revenue Service**
- **<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>**

## Useful Links Continued

- **Franchise Tax Board**
- [https://www.ftb.ca.gov/businesses/Exempt-organizations/index.shtml?WT.mc\\_id=Business\\_Info\\_ExemptOrg](https://www.ftb.ca.gov/businesses/Exempt-organizations/index.shtml?WT.mc_id=Business_Info_ExemptOrg)
- **To submit an E-postcard to the Franchise Tax Board**
- [https://www.ftb.ca.gov/online/199N\\_ePostcard/index.asp?WT.mc\\_id=Business\\_Online\\_199N&WT.svl=BPo1](https://www.ftb.ca.gov/online/199N_ePostcard/index.asp?WT.mc_id=Business_Online_199N&WT.svl=BPo1)

### **California Attorney General's Office**

#### **RRF-1**

[https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1\\_form.pdf](https://oag.ca.gov/sites/all/files/agweb/pdfs/charities/charitable/rrf1_form.pdf)

#### **Raffles**

<https://oag.ca.gov/charities/raffles>

## Useful Links Continued

- **Sales Tax – General Information**
- <http://www.boe.ca.gov/>
- **Sales Tax – Tax Tips for Non Profits**
- <http://www.boe.ca.gov/pdf/pub18.pdf>
- **California Secretary of State for Clubs that are incorporated**
- **Search your club's status**
- <https://businesssearch.sos.ca.gov/>
- **Bi-annual form SI-100 – Instructions are first, form is at the bottom**
- [http://bpd.cdn.sos.ca.gov/corp/pdf/so/corp\\_so100.pdf](http://bpd.cdn.sos.ca.gov/corp/pdf/so/corp_so100.pdf)