

# Treasurer Budget & Financial Report Instructions

FOR YEAR:

TREASURER NAME:

Welcome, Treasurer! We're glad you chose to serve your club in this role. You are in charge of the club finances. It's advisable to read through the Club Leader Handbook if you haven't done so already. The following will help you forecast & update your club's budget throughout the year.

## 1) Annual Budget Forecast

Your club has to know its incomes and expenses to it can decide what purchases are appropriate as they are presented for consideration. If you know how many members you tend to lose at renewal periods and gain throughout the year (refer to your DCP history for an estimate), use that to estimate. Otherwise you can use the suggested forecast numbers on the worksheet.

## 2) Renewal Reminders

I've included a renewal due tracker here, designed through trial and error to track the information you'll like want to know. You may have other ways of tracking. Use whatever works!

## 3) Quarterly Updates

I recommend reviewing the accuracy of the club's real financials vs. the forecast every 3 months – this happens to coincide with the periods just after renewals and mid-year elections if applicable.

## 4) Year-End Statement

The club must have a year-end financial statement to keep in its records indefinitely. You may format this however you want, but a worksheet version is attached.

Your executive may operate in a different way than this budget assumes – you may amend it to reflect that if you choose.

TIMELINE			
X	DATE	DESCRIPTION	TOOL
	JUL 1	Draw up annual budget forecast.	Forecast Worksheet (p. 2)
	SEP 1	Send out renewal reminders (invoices if applicable).	Renewal Tracker (p.9)
	OCT 1	Draw up quarterly budget review with actual renewal numbers.	Quarterly Worksheet (p.4)
	JAN 1	Draw up quarterly budget review with actual renewal numbers.	Quarterly Worksheet (p.5)
	MAR 1	Send out renewal reminders (invoices if applicable).	Renewal Tracker (p.10)
	APR 1	Draw up quarterly budget review with actual renewal numbers.	Quarterly Worksheet (p.6)
	JUN 30	Draw up year-end financial statement (retained indefinitely).	Year-End Worksheet (p.7)
	EXEC	Give your Treasurer report at your executive meetings.	Report Guide (p.8)