

Club Treasurers

WELCOME, CLUB TREASURER!

The treasurer of a local club has one of the most important jobs in the Federation. Your members rely on you to collect and protect their dues, and to ensure that their membership is recorded at the local, state and national levels.

The actions of a treasurer can greatly enhance or severely harm a local club. To help you stay on the right track, the NFRW has developed this resource page.

Club bylaws should outline the financial procedures and policy for a treasurer. Therefore, the duties of a treasurer will vary from club to club.

Below are guidelines, common practices, and sample forms to help you serve your local club. Please note that these guidelines are general and speak only to NFRW regulations. Your local club may assign you other duties not covered in the material below.

Contact the NFRW with any questions or problems. However, keep in mind that the NFRW cannot answer questions about procedures or requirements specific to your state. The NFRW membership department can be contacted at (800) 373-9688 or membership@nfrw.org.

RESOURCES

- NFRW Member Connect Database
Club treasurers and/or designated club officials can access the database through the ADMIN tab in the red menu bar above.
- [Database Training](#)
- [NFRW Deadlines Calendar](#)
- [IRS Reporting and Recordkeeping for the NFRW](#) [PDF, 15 pages, reviewed April 2015]

DUTIES

The bylaws of a local club should outline the financial procedures and policy. Therefore, the duties of the treasurer will vary from club to club.

[Club Treasurer Duties](#) [PDF, 3 pages]

In general, a club treasurer's main duties are:

1. To collect membership dues on behalf of the club and to promptly remit membership dues and the club service charge to the state federation.

2. To maintain and provide the state federation with a current roster of club officer and member names, addresses, phone numbers, e-mails and other pertinent information.
3. To serve as the custodian of all general account funds, including promptly dispersing authorized funds and accurately accounting for these funds.

LOCAL CLUB DUES

NFRW requires the following payments from each club. These payments are to be submitted to the state federation, which will forward them to the NFRW. Payments sent from a club directly to the NFRW will not be accepted.

- \$15.00 Club Service Charge (a yearly fee payable at the beginning of each year)
- \$10.00 Dues for each regular member (as of January 1, 2010). A club must have a minimum of 10 members in order to be considered an active club.

In addition, your state federation's dues and fees must be collected and paid each year. State federation dues and fees vary. Contact your state federation treasurer for more information.

NOTE: Do NOT remit any dues for dual or associate members. These are members at the club level only and should not be forwarded to the state or the NFRW.

COLLECTING DUES DURING CONVENTION YEARS

During NFRW convention years (odd years), it is imperative that club dues and service charges be sent to your state federation as early as possible. It is advisable to remit your service charge and dues for the minimum 10 members at the beginning of the year. Additional dues can be forwarded to the state as they are collected.

By submitting your dues and service charge as early as possible, you are guaranteeing your club's eligibility to participate in NFRW's convention and awards programs.

UPDATING ADDRESSES AND OTHER CONTACT INFORMATION

When submitting dues, be sure to include the roster of paying members with their complete contact information. Notify the state and the NFRW promptly of any address changes or officer changes.

MEMBERSHIP CARDS

Each January, the annual NFRW membership card is made available in a printable format in the [Digital Resource Library](#).

RECORDKEEPING

It is very important for the club treasurer to maintain up-to-date books and to be prepared to pay dues to the state in a timely manner. The treasurer should develop a record-keeping system that meets the needs of the individual club. Good records do not have to be complicated.

SAMPLE MONTHLY REPORT

A monthly treasurer's report should be part of every business meeting and part of the official minutes. By completing this simple form, or developing a similar form, you can ensure that your report is quick and simple. Three copies of the report should be made: one for the treasurer's records, one for the club secretary to include with the minutes, and one for the president.

[*Sample Monthly Club Treasurer Report*](#) [PDF, 1 page]

SAMPLE CLUB DUES REPORT

Your state federation will most likely have a specific form on which you must submit dues payments. If this is not the case, this sample form is quick and easy to fill out, and will provide your members' information clearly and concisely. Please type or print by computer your dues reports, as handwritten reports are extremely hard to read and may cause inaccuracies. Alphabetize your members and highlight any new or updated information.

Also consider consulting your state treasurer about submitting your reports by e-mail. If reports are accepted in this format, it is recommended that treasurers use a Microsoft Excel program to complete their reports.

[*Sample Club Treasurer Dues Report*](#) [PDF, 1 page]

[*Membership Reporting Tips*](#) [PDF, 2 pages]

FORM FOR ANNOUNCING NEW OFFICERS

Whenever new club officers are elected or there is an officer change, the new information should be sent immediately to your state federation. The form should include the title, first and last name, address, phone number and e-mail of any new officer. Send this information to the state president and state treasurer.

[*New Club Officers Form*](#) [PDF, 1 page]

HELP FOR CLUB TREASURERS

- [*Federal Election Commission*](#) - For rules regarding PACs and political donations
- [*Internal Revenue Service*](#) - For tax forms