



WHERE LEADERS ARE MADE

www.toastmasters.org

San Antonio TLI Summer 2015 – Club Treasurer Breakout Session

June 6, 2015

- Sign-in and Introductions
 - Name
 - Club name, city, and club Treasurer term
 - Toastmasters experience
 - Interesting fact about yourself

- Treasurer Responsibilities from the Club Leadership Handbook
 - Constitutional role
 - Oversee accounts
 - Prepare and report budget, manage club bank account, reconcile deposits, expenditures and cash on hand monthly, World Headquarters files necessary form(s) with the IRS
 - Collect membership dues
 - Invoice members a month before due to World Headquarters on October 1 and April 1
 - Pay bills
 - Club supplies, bills from World Headquarters, recurring bills, provide records to Secretary

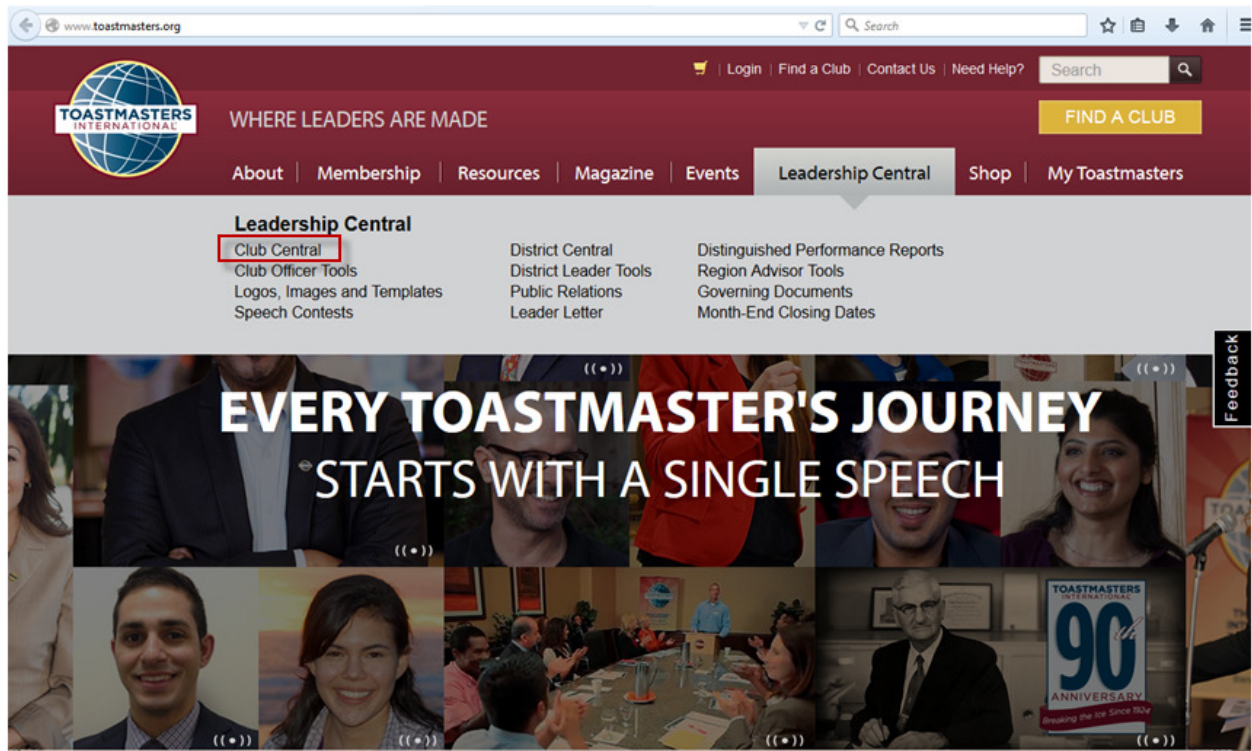
- Helpful Tools
 - Club Central - Submitting Membership Dues to World Headquarters - Sheet
 - Sample budget
 - Sample dues cheat sheet

- Questions and Closing Remarks

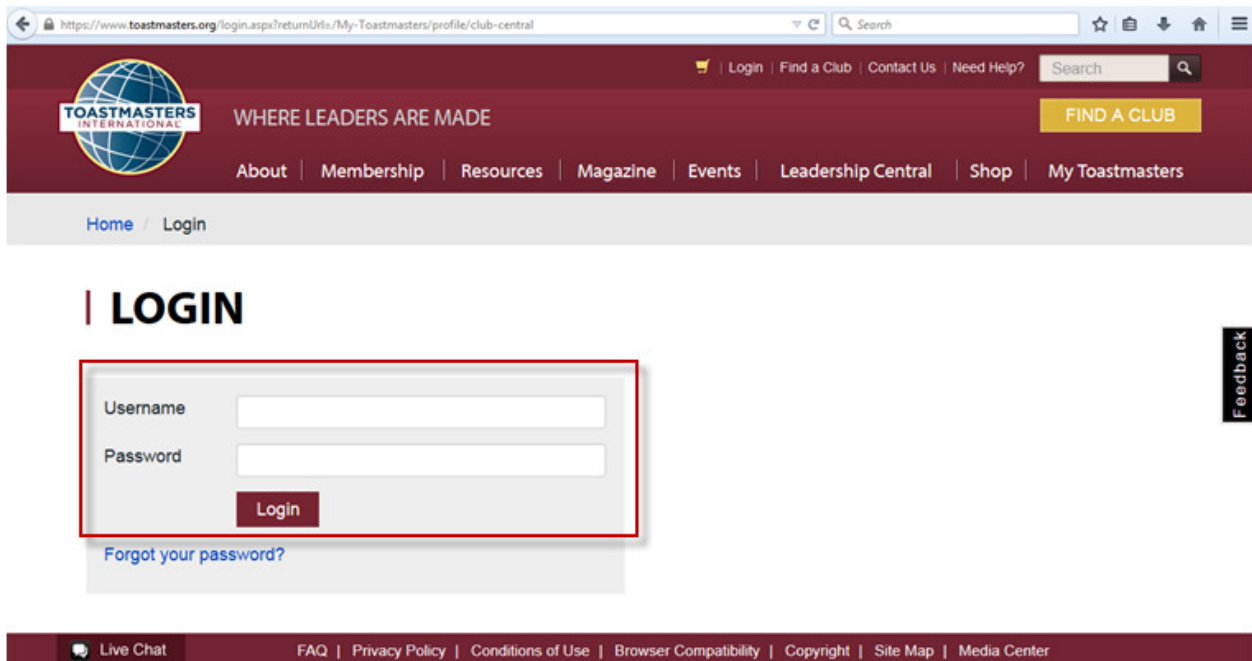
- Resources
 - Club Central <https://www.toastmasters.org/login.aspx?returnUrl=/My-Toastmasters/profile/club-central>
 - District 55 <http://www.tmd55.org>
 - Governing Resource Documents <https://www.toastmasters.org/leadership%20central/governing%20documents.aspx>
 - General Finance <https://www.toastmasters.org/leadership%20central/general%20finance.aspx>
 - Use of Club Funds <https://www.toastmasters.org/leadership%20central/general%20finance/use%20of%20club%20funds.aspx>

Club Central - Submitting Membership Dues to World Headquarters - Sheet

1. Select Club Central on the Toastmasters International website.



2. Input username and password and hit Login to access Club Central.



3. Select Pay Dues.

The screenshot shows the Toastmasters website interface. At the top, there is a navigation bar with the Toastmasters logo, the slogan "WHERE LEADERS ARE MADE", and a search bar. Below this is a secondary navigation bar with links for "About", "Membership", "Resources", "Magazine", "Events", "Leadership Central", "Shop", and "My Toastmasters". The main content area displays the user's current club information: "You're currently managing: 01314310 - Stone Oak Toastmasters". A list of management options is provided, with "Pay dues" highlighted by a red box. Other options include "Submit membership application(s)", "Update my club meeting information", "Search Club Receipts", "View/Update/Print my club officer information", "Update my club mailing address", "Submit education award(s)", "View/Update/Print my club membership roster", "Update my Addendum of Standard Club Options", "View my club's awards", "View DCP reports", and "Wire Transfer Instructions (PDF)".

4. Find orders with End Date in the future and hit Submit.

The screenshot shows the "Pay Dues for My Club Members" section of the website. The user is still managing the "01314310 - Stone Oak Toastmasters" club. The main heading is "Pay Dues for My Club Members". Below this, there is a form with a dropdown menu labeled "Find orders with End Date" and the option "in the future" selected. A red box highlights the dropdown menu and the "Submit" button below it.

5. System brings up a list of any members who have not paid their dues. Check off the member(s) you want to pay dues for.

Find orders with
End Date: in the future

Submit

Sort Results By: Last Name

Check All/Uncheck All	Member Name	Member Number	Description	Order Number	Amount
<input type="checkbox"/>			TI - Club Mbrship District 55 01-Apr-2015 to 30-Sep-2015		\$36.00
<input type="checkbox"/>			TI - Club Mbrship District 55 01-Apr-2015 to 30-Sep-2015		\$36.00
<input type="checkbox"/>			TI - Club Mbrship District 55 01-Apr-2015 to 30-Sep-2015		\$36.00
<input checked="" type="checkbox"/>			TI - Club Mbrship District 55 01-Apr-2015 to 30-Sep-2015		\$36.00

Check All/Uncheck All

Total: \$ 36.00

Payment Information

Card Type *
Card Number *
Expiration *
Name On Card *

Billing Address of Card

Country *
Address line *
City *
State/Province *
Postal Code *

Process Payment

6. Fill in payment info with the club's debit or credit card (only example in screen print, below) and hit Process Payment, after the member's payment has cleared the club's bank account.

Find orders with
End Date: in the future

Submit

Sort Results By: Last Name

Check All/Uncheck All	Member Name	Member Number	Description	Order Number	Amount
<input type="checkbox"/>			TI - Club Mbrship District 55 01-Apr-2015 to 30-Sep-2015		\$36.00
<input type="checkbox"/>			TI - Club Mbrship District 55 01-Apr-2015 to 30-Sep-2015		\$36.00
<input type="checkbox"/>			TI - Club Mbrship District 55 01-Apr-2015 to 30-Sep-2015		\$36.00
<input checked="" type="checkbox"/>			TI - Club Mbrship District 55 01-Apr-2015 to 30-Sep-2015		\$36.00

Check All/Uncheck All

Total: \$ 36.00

Payment Information

Card Type *
Card Number *
Expiration *
Name On Card *

Billing Address of Card

Country *
Address line *
City *
State/Province *
Postal Code *

Process Payment

7. A payment confirmation screen results, upon processing of payment (see example of confirmation screen, below). At this point, you can logout of Club Central.

Stone Oak Toastmasters (01314310)

Order Number:

Order Date: 1/16/2015

Ship To:

TI - Club Mbrship District 55 01-Jan-2015 to 31-Mar-2015 \$18.00
 New Member Fee (English) \$20.00

Payment Information


Date: 01/19/2015 6:36 AM **Amount Due: \$38.00**
 Visa | ***** | \$38.00 **Amount Paid: \$38.00**
Balance Due: \$0.00

Billing Address:

Stone Oak Toastmasters

8. An e-mail is also sent immediately to the club's Treasurer with the payment confirmation (see example of email, below).

From: renewals@toastmasters.org Sent: Thu 5/14/2015 8:16 AM
 To: [Redacted]
 Cc: [Redacted]
 Subject: Online Membership payment confirmation



Dear [Redacted],

Thank you for the membership! A summary of your online membership transaction(s) is shown below.

Questions or concerns? Please email us at membership@toastmasters.org or call us at 949-858-8255. We're here to help you daily from 6 a.m. to 7 p.m. Pacific Standard Time.

Payment Information:
 Credit Card Type: ZM
 Credit Card Number: XXXXXXXXXXXX
 Name on Card:
 Expiration Date:

Order No	Member ID	Member Name	Description	Club No	Amount
			TI - Club Mbrship District 55	01314310	30.00
			01-May-2015 to 30-Sep-2015		
			New Member Fee	01314310	20.00
Order Total					50.00

Thank you,
 Toastmasters International
 Toastmasters International | 23182 Arroyo Vista | Rancho Santa Margarita | CA | 92688 | www.toastmasters.org

9. Provide the payment receipt to member(s) and payment confirmation(s) to the club Secretary to maintain in the club file box/electronic repository.

Sample Dues Cheat Sheet

Stone Oak Toastmasters

Toastmaster Membership Fees

Prorated Dues Schedule for New Members

Month	TI New Mbr Fee	TI Dues	SOTM New Mbr Fee	SOTM Dues	New Mbr Total
Oct or Apr	\$ 20.00	\$ 36.00	\$ 10.00	\$ 12.00	\$ 78.00
Nov or May	\$ 20.00	\$ 30.00	\$ 10.00	\$ 10.00	\$ 70.00
Dec or Jun	\$ 20.00	\$ 24.00	\$ 10.00	\$ 8.00	\$ 62.00
Jan or Jul	\$ 20.00	\$ 18.00	\$ 10.00	\$ 6.00	\$ 54.00
Feb or Aug	\$ 20.00	\$ 12.00	\$ 10.00	\$ 4.00	\$ 46.00
Mar or Sep	\$ 20.00	\$ 6.00	\$ 10.00	\$ 2.00	\$ 38.00

Note: SOTM New Member Fee and SOTM Dues amounts are the local club new member fee of \$10 and local club ongoing dues of \$2 per month (e.g., \$2 x 1 month = \$2, \$2 x 2 months = \$4, \$2 x 3 months = \$6, etc.) established by the club Stone Oak Toastmasters (SOTM). Please input your club's local dues in place of SOTM New Member Fee and Dues when calculating membership dues for your club's new members.