

2025 CLUB LEADERSHIP EDUCATION

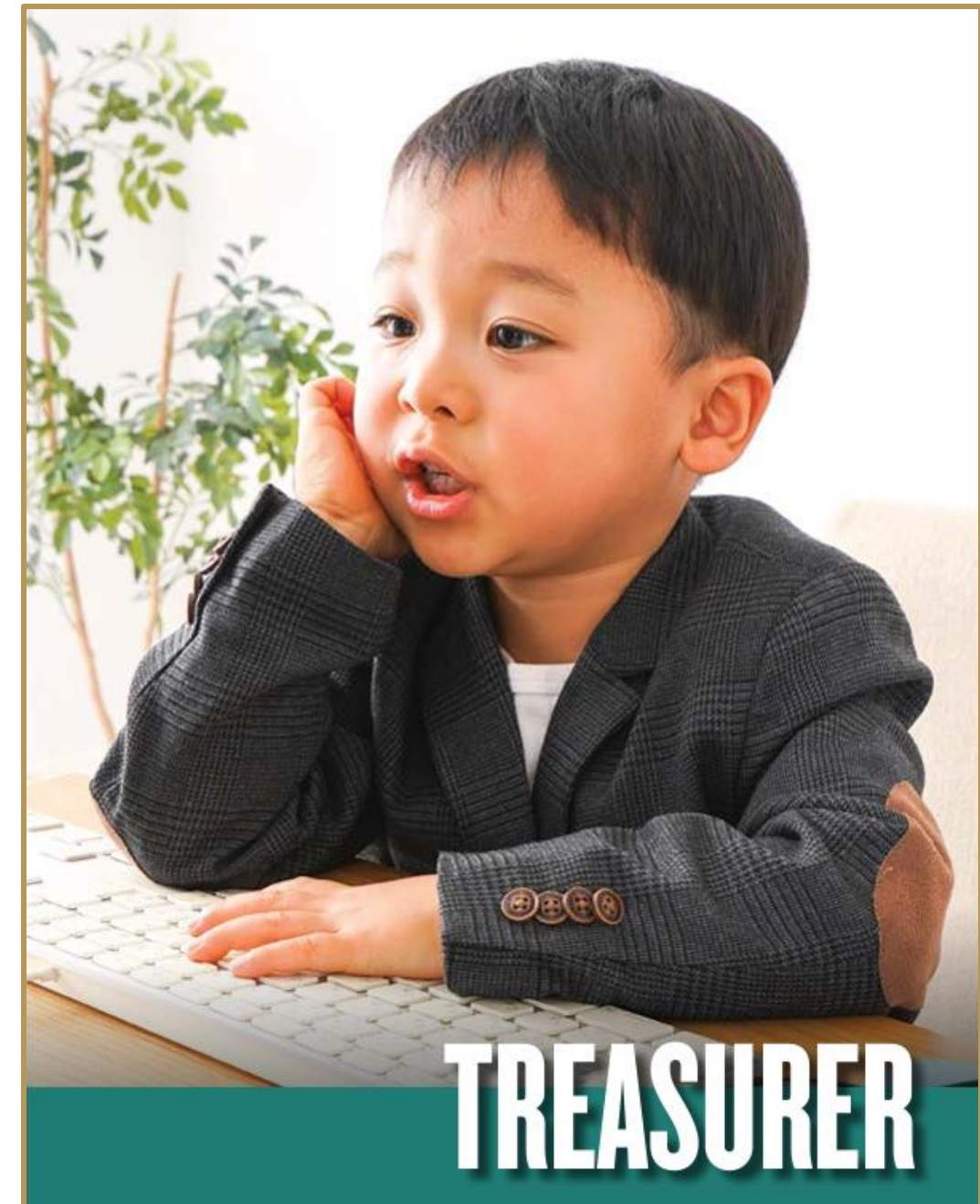
Club Treasurer

Kiwanis International
August 6, 2025



Agenda

- 1.Kiwanis 101
- 2.Role and responsibilities
- 3.Key resources
- 4.Member dues
- 5.Club accounts
- 6.Club giving
- 7.Budget process
- 8.For U.S. clubs only
- 9.Kiwanis Amplify
- 10.Receiving credit



ROLE AND RESPONSIBILITIES



Responsibilities

- Good financial stewardship.
- Collecting funds.
- Preparing annual budget.
- Creating monthly reports.
- Creating annual financial summary.



What qualities do you think make for a great club treasurer?

KEY RESOURCES

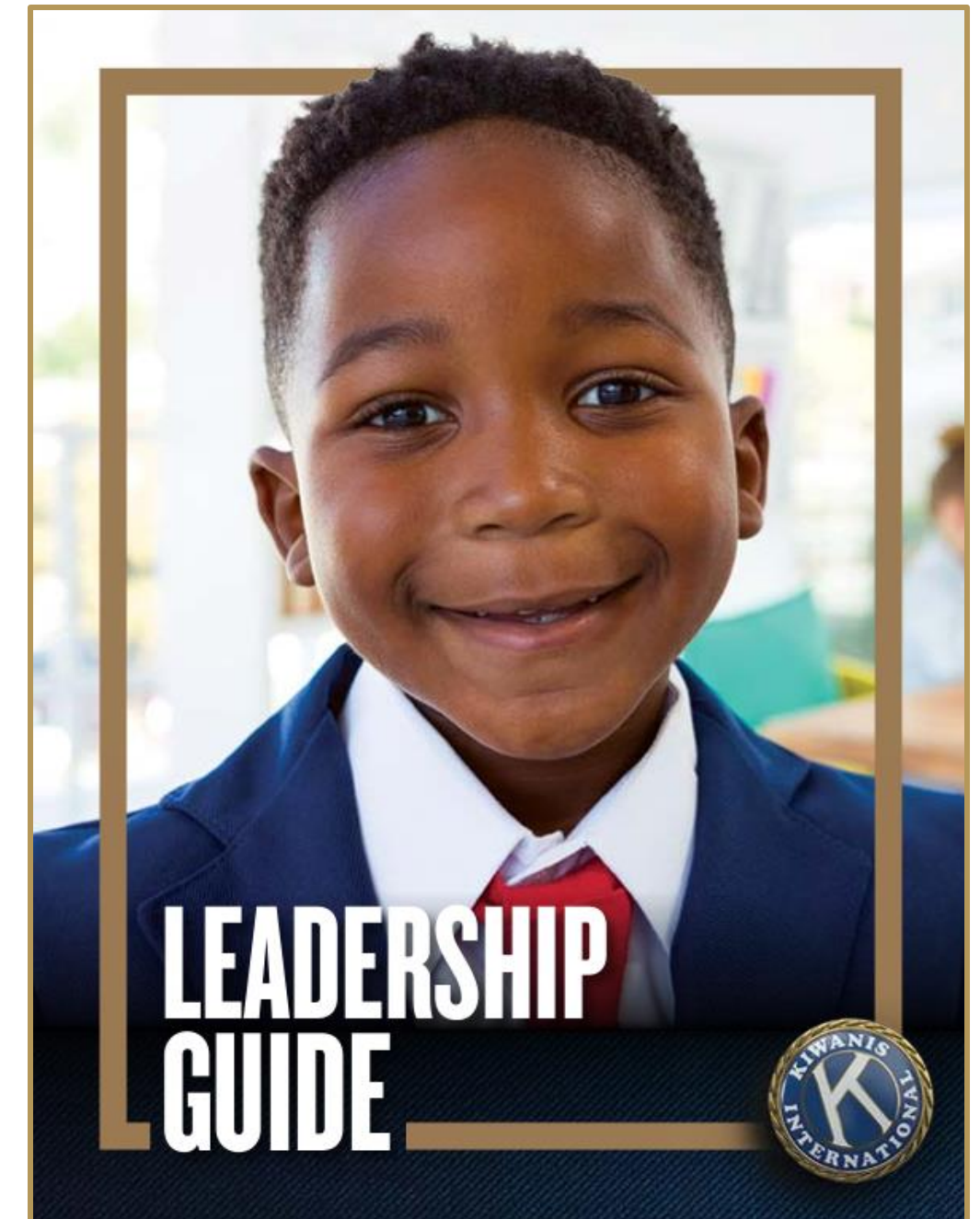


Key resources

- Leadership guide.
- Club treasurer website.
- Club treasurer annual checklist.
- Youth protection guidelines.
- Kiwanis Engage.

Leadership guide

- Kiwanis 101 information.
- Club treasurer section.
- Club president, secretary and membership chair sections.
- Resources section.



kiwanis.org/leadershipguide

Club treasurer website

- Leadership guide link.
- Monthly checklist.
- Budget template.
- Sample club invoice.
- Links to IRS forms.
- Instructions to obtain a club EIN.
- Club foundation information.
- Kiwanis member dues.



kiwanis.org/clubtreasurer

Club treasurer annual checklist

Stay on track:

- To-do items.
- Deadlines.
- Helpful tips.

CLUB TREASURER ANNUAL CHECKLIST

Monthly Duties

- Prepare the monthly report for the board.
- Receive all funds paid to the club and deposit them promptly.
- Prepare and disburse invoices to members.
- Reconcile cash accounts.
- Pay all expenses in a timely manner.

Annual Duties

- Pay club dues and fees to Kiwanis International. (Due in December.)
- Pay dues and/or member fees for your sponsored Service Leadership Program clubs.
- Mail club donations to the Kiwanis Children's Fund annual campaign in November or with your annual dues and fees in December.
- Ensure the club has an annual audit of club accounts.
- File a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15 (U. S. clubs only).
- Get information at [kiwanis.org/form990](https://www.kiwanis.org/form990).
- Ensure maintenance of club's corporate status within its state. This is completed either annually or bi-annually, depending on the state.

JULY-SEPTEMBER 2025

Checklist

- Meet with the president-elect and the current treasurer to review responsibilities and current procedures.
- Review the resources in the treasurer section of the Leadership Guide and at [kiwanis.org/clubtreasurer](https://www.kiwanis.org/clubtreasurer), including the sample forms.
- Attend the budget planning meeting, which will be scheduled by the president-elect. The club's annual budget is due, if possible, before October 1 — and no later than October 15.

JULY-SEPTEMBER 2026

Checklist

- Meet with your president-elect and the incoming treasurer to review responsibilities and current procedures.
- Transfer all materials to the incoming club treasurer before October 1.

[kiwanis.org/clubtreasurer](https://www.kiwanis.org/clubtreasurer)

Youth protection guidelines

- Policies and procedures.
- Youth protection training.
- Background check information.
- Other resources.



kiwanis.org/youthprotection

MEMBER DUES



International dues



Dues and Fees:

- Kiwanis International Dues: US\$77.00*
- Directors & Officers Insurance: US\$4.00**
- Publication Fee: US\$8.00***
- Liability insurance: US\$18.00**

**Tier 1*

***Only clubs in the United States and Canada.*

****Only clubs in the United States and English-speaking clubs in Canada.*

kiwanis.org/dues

Membership dues



Dues and fees:

Kiwanis International Dues	US\$107.00*
District Dues	US\$00.00
Club Dues	US\$--.00

**Tier 1, including Directors' and Officers' insurance and publication fee.*

kiwanis.org/dues
kiwanis.org/districtdues

Dues Invoicing Process



Invoice.

- New member adds must be complete by September 30.
- Member deletions due by October 10.



Mailing.

- Last week of October/first week of November.
- Club secretary.



Payment.

- Finance tab.
- Online (North America only).

Collecting member dues

Best practices

- Collect dues from members by October 1.
- Collect payment electronically.



Member statements



Details to include:

- Total amount due.
- Outline of dues and fees.
- How and when to remit payment.

**Dues and fees are not considered a tax-deductible expense (U.S. only)*

CLUB ACCOUNTS



Administrative accounts



INCOME

- Dues.
- Membership fees.
- Meals (if applicable).
- Assessments.

- Kiwanis International and district dues.
- Convention travel.
- Club programming.
- Meals.
- Club newsletters.
- Liability insurance.

EXPENSES

Service accounts



INCOME

- Fundraising projects for public.
- Member-only fundraising projects.

- Club service activities.
- Charitable or educational activities.
- Sponsorship of Service Leadership Program clubs.

EXPENSES

Annual audit

- Legal requirement.
- Completed by independent auditor or an internal committee.
- Consult Standard Form for Club Bylaws.



CLUB GIVING



Club grants



Requirements:

- Kiwanis-led.
- Fill a documented need in the community.
- Recur at least once per year.
- Support activities within one of the Children's Fund cause areas.

kiwanis.org/clubgrants
kiwanis.org/microgrants

Club foundations

- Only some clubs have a club foundation.
- Clubs must seek Kiwanis International's consent.
- Clubs will create their own articles of incorporation and bylaws.
- Banks have specific requirements for foundations.



kiwanis.org/clubfoundations

BUDGET PROCESS



Budget timeline

August

Committees
submit budgets



Board approves
a budget

September

Monthly

Give financial report to
board



Give annual
financial report
to club

Annually

Anytime

Create a projected ROI
for club activity



Files

Maintain:

- Club checkbook.
- Paid invoices file.
- Cash receipts file (deposit records).
- Bank statements and reconciliations.
- Treasurer's reports.
- Budget files.
- Official documentation required by state or local law.



Permanent records

- Cancelled checks (seven years).
- Invoices.
- Financial records and reports.
- Official documents related to the club foundation.



FOR UNITED STATES CLUBS ONLY



Incorporation

- Each club is required to incorporate.
- Confirm your club has original paperwork.
- Kiwanis International and your state or local government needs a copy.
- Incorporation must be renewed **annually**.



kiwanis.org/clubtreasurer

U.S. Revenue Act regarding fundraising solicitations



Federal legislations requires that *any* fundraising solicitation on or behalf of Kiwanis clubs and district must include an express statement that:

“contributions or gifts to the club are not deductible as charitable contributions for federal income tax purposes.”

The statement must be in a conspicuous and easily recognizable format regardless of format.

Kiwanis International and Kiwanis clubs are 501(c)(4) organizations.

Form 990



The IRS requires all United States-based Kiwanis clubs to submit a 990 form annually, no later than February 15.

Failure to file in a timely manner may put your club's incorporation status at risk.



kiwanis.org/form990

Kiwanis[®] Amplify *2026*

What's new?

- New learning management system
- 30 new videos
- 24 new content experts + the return of a few fan favorites
- 1 brand new module - Overcoming Obstacles
- Improved, more engaging format

Kiwanis[®]
Amplify
2026

What's the same?

- Low price - US\$50.00
- Downloadable tools
- Kiwanis Amplify mentors
- Kiwanis Amplify ambassador program
- Amazing learning opportunities

Kiwanis[®]
Amplify
2026

How can I register?



<https://forms.office.com/r/6Qdt0kG0K0>

**Kiwanis[®]
Amplify**
2026

Attendance Credit

<https://forms.office.com/r/mtnf1mwLCp>

**12-digit member ID is required
to receive credit for this training**

2025 Virtual Club Leadership
Education (CLE) Completion



Step 1:

www.kiwanis.org/login

Kiwanis® Engage

English v

Sign in to your account

Email

Password

[Forgot Password?](#)

Sign In



Step 2: Login

Kiwanis® Engage

English v

Sign in to your account

Email

lkarrick@kiwanis.org

Password

.....



[Forgot Password?](#)

Sign In



If you haven't logged in before...

Kiwanis® Engage

English v

Sign in to your account

Email

lkarrick@kiwanis.org

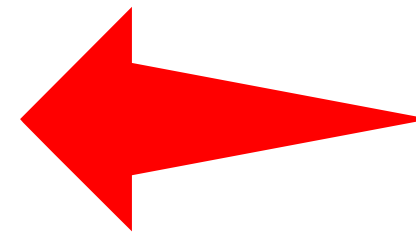
Password

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[Forgot Password?](#)

Sign In



If you haven't logged in before...

- Use the email you originally used to register for Kiwanis.
- Contact memberservices@kiwanis.org or your secretary if you're unsure which email to use.

Set Password

A link to set your password will be sent to your email address.

Email



Step 3: Copy your member ID



English



Britney Warner



Kiwanis Club - K21016
Greater Sheridan



My profile

Main information
Address
Contact information

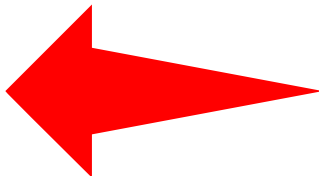
^ Main information



Britney Warner - 0000071

[Get a background check](#)

Member number
0000071



Club name
Greater Sheridan



Attendance Credit

- We cannot assign credit without your member ID.
- If you cannot find your ID/Login, contact memberservices@kiwanis.org
- Survey must be completed by **September 30th**.



THANK YOU

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