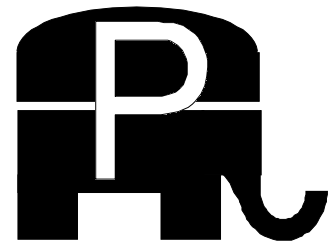


Treasurer



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Treasurer

The treasurer is the authorized custodian of all club funds. He or she may be chairman of the Budget Committee or otherwise assists in drafting a club budget, which is submitted to the club board normally in January.

Duties

Establish checking account

Establish a checking account at a bank approved by the club board. Receive and disburse funds in accordance with the club's bylaws or as authorized by proper club or board action. (If a club engages in fund-raising projects to help candidates or other club projects, it may be appropriate to establish a money market or savings account similarly.)

Provide financial status regularly

Furnish a clear picture of club's financial position at each board meeting or as directed by the board. Provide a brief status report of club finances at a regular club meeting at least quarterly (March, June, September and December).

Conduct general accounting

Keep an accurate account of all monies received and paid out. Pay all bills by check. Preserve all receipts, vouchers (if used), bank statements and canceled checks, so that these records are available for an annual audit in January.

Transition office records

Deliver to successor, unless directed otherwise by the board, all records pertaining to his office.

Comply with National Federation duties

Responsible for complying with the National Federation bylaws provisions concerning dues. Specifically, Art. III provides that Federation dues on hand shall be forwarded by club treasurers every thirty days or sooner. The sooner a new member is turned in, the sooner he will receive mailings from headquarters.

Provide headquarters with address changes

Responsible for forwarding address changes, and in general, cooperate and help to keep Pachyderm headquarters supplied with current data regarding the club's membership list.

Forward contributions

Monies received as contributions beyond the amount of the annual dues, should be forwarded to the National Federation. See the membership application on the "Join the Team" pamphlet.

Forward annual dues

Per Art. III of the National Bylaws, forward dues promptly (within thirty days or less), "Club Treasurers shall forward The National Federation per capita annual dues to The National Federation Treasurer along with the related list of members. In states where dues have been



adopted for a pachyderm state federation, club treasurers shall forward such state dues to the State Federation Treasurer along with a roster of members for whom the payment applies. It is recommended that the club treasurer send dues to the state federations at the same time as they remit to the National Federation.

Apply for I.D. number from I.R.S.

Apply for your club's number from IRS (Internal Rev. Service) when starting your club's bank account. Banks usually have copies of form SS-4 used to obtain your club's number. Whether to incorporate as a nonprofit organization is left up to the local club — consult with a local attorney.



Dues Index Cards

See the appendix for sample dues index cards.

Dues

Many treasurers use index cards for tracking dues. However, more and more clubs are using computers. See the appendix for additional sample dues index cards for photocopying.

The “Dues Expire” date for annual membership dues is Dec. 31. For example, members paying dues for 2001 will have their file cards marked as expiring “12/01.” Remember, any new member paying dues after Sept. 30 will be credited for the next full-year. Thus, one who pays his dues on Oct. 1, 2000 should have an expiration date of “12/01.”

The National Federation has membership data on computer. Complete computer lists showing all names on file for each club, are mailed to incoming club treasurers in late November or early December annually to aid in club membership drives. A computer printout of current year paid-up members is provided to club treasurers on a regular basis. Each month club treasurers receive an audit list from headquarters that details all changes made to their club data in the prior month.

Dues Renewals

The target date for mailing annual dues renewal notices, that is, the first notice for the new dues year, is Nov. 15. Since dues are due Jan. 1, automatic renewal notices will be sent periodically starting on or about Jan. 12. This is a service from headquarters. Club treasurers should send dues in promptly so that postage will not be wasted mailing renewal notices to members who have already paid. Please *do not hold up* forwarding dues for lack of a report of dues form. A list of names and addresses is sufficient. A copy of a dues reporting sample form is included in this manual and is also available on the pachyderm website (www.pachyderms.org).

_____			_____		
Last Name/First Name			Home Phone		
_____			_____		
Address			Office Phone		
_____			_____		
City/State/Zip Code			Fax		

Date	Dues Paid			Expiration Date	Notes
	Local	State	National		

Dues Index Cards
At left is a sample dues index card. Treasurers may use these cards in conjunction with a computer database or spreadsheet.

Dues Policy

The national federation portion of an individual club member's dues is \$20.00 for members eighteen years and older and \$ 10.00 for those under eighteen. Where a state federation is organized state dues may be levied. Clubs may exercise some flexibility in setting dues. For example, \$40.00 single, \$60.00 couple, \$35.00 student. One club had age thirty and under, \$25.00. Their aim was to attract younger business men and women to their weekly luncheon meeting. However, in every case, the dues portion to national either \$20.00 or \$ 10.00 depending on the age of the member.

Keeping Rosters Current

Actions club treasurers can take to help keep rosters current:

- Pass any changes/corrections to club member's addresses to headquarters. One method of expediting such information is to use a post card.
- When notices of "forwarding address expired" of other such notices are received, sometimes checking your local phone book will reveal the new address. We have also noticed that telephone information operators now will provide not only the phone number, but they will provide the complete address and zip code. Many times, the post office will return a letter addressed to a person living in an apartment building if the apartment number is missing. The same applies to an office building.

Membership Applications

An official membership application is a helpful tool in gathering member information and, therefore, keeping a current list for dues invoicing. See the appendix for sample membership applications for photocopying. The Join the team brochure is also designed for use as a membership application and can be ordered from headquarters.





Note

We have a mobile society today. In many areas, a current mailing list will have, within one year, a 20% change in addresses. It is a constant task to keep membership lists current, so both the local club treasurers and the headquarters must pass information — a two way street — when changes or deaths, etc. occur. Pachyderms who move to another town, in some cases, have helped start a new club. Some have switched to “at-large” member status, so it is important to keep them on our mailing list. Club treasurers must inform headquarters when a name should be deleted.

Treasurer Leadership Materials

- Dues index cards
- Membership applications

Forwarding State and National Dues

State Dues

Treasurers should forward dues reports along with state and national dues to the appropriate locations. The state federation dues are sent to the state treasurer in the states that have established state-level dues. As of Jan. 1, 2006, the state federations with approved state dues are Missouri, Montana and Texas.

National Dues

Treasurers should forward national dues (\$20 per member for members eighteen and older or \$ 10 for those under eighteen) to the national headquarters office listed below:

Address for all correspondence, supplies & reports to National Pachyderm.

National Federation of Pachyderm Clubs

PO Box 1602

Great Falls MT 59403-1602

phone: (888) GOPACHY - 888-467-2249

e-mail www@pachyderms.org

Finance Committee

The finance committee is responsible for development of the club's annual budget and for planning fund-raising projects approved by the board of directors.

Other Duties

The finance committee chairman and the committee are responsible for keeping the club membership informed on all matters relating to finance, including those affecting clubs, which come from the national or state Pachyderm federation.

Membership of this committee would normally include the club treasurer.

Monthly Treasurer's Checklist

- 1) Make all club deposits in a timely manner.
- 2) Record all financial transactions and prepare a monthly financial report for the board.
- 3) At least once a month send to the National Billing office and your state federation treasurer a list of new or renewing members along with payment of their dues. The National dues is \$ 20 or \$ 10 per member depending on the age of the member, the state federation dues varies from state to state. The list of members must include name, address, telephone number and e-mail address if one exists.
- 4) Provide your club secretary and newsletter editor with a list of all new members so that your mailing lists are kept current.
- 5) The billing office for National Dues sends out, from time to time, a list of members for you to verify. Please do so and contact the billing office with any discrepancies.
- 6) Each October, you should notify the billing office of the dues amount set by your club for the following year. This will allow the billing office to make any changes necessary and still mail the first dues renewal notices in November.

National Dues Billing Office Address for all dues related reports, queries and payments:

NFPC Billing Office
 PO Box 1602
 Great Falls, MT 59403-1602
 1-888-gopachy

Duties of the Club Treasurer:

From Standard Club Bylaws Article VII Section 5

The Treasurer shall receive and disburse all funds subject to the approval of the Board of Directors for amounts over the authority of the President; shall keep a record of all receipts and disbursements; provide monthly financial statements at Board meetings and give a written report at the annual meeting in December. The financial records shall be examined annually as of December 31 and an examiner's auditors report made to the Board of Directors.





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Date	Dues			Expiration	Spouse:
	Local	State	Na		

Date	Dues			Expiration	Spouse:
	Local	State	Na		

Date	Dues			Expiration	Spouse:
	Local	State	Na		

Date	Dues			Expiration	Spouse:
	Local	State	Na		

Dues Index Cards

Pachyderm Club

First Name _____ M.I. _____ Last Name _____

Additional Name(s) _____

Member Birthdate _____ Additional Birthdate _____

Address _____ Apt. No. _____

City _____ State _____ Zip _____ Home Phone _____

E-Mail Address _____

Business Name _____

Clip and Save

General Meetings

Time: _____

Place: _____

Web site

www.pachyderms.org

Mail to:

Clip and Save

Pachyderm Club

First Name _____ M.I. _____ Last Name _____

Additional Name(s) _____

Member Birthdate _____ Additional Birthdate _____

Address _____ Apt. No. _____

City _____ State _____ Zip _____ Home Phone _____

E-Mail Address _____

Business Name _____

Clip and Save

General Meetings

Time: _____

Place: _____

Web site

www.pachyderms.org

Mail to:

Clip and Save

Pachyderm Club

First Name _____ M.I. _____ Last Name _____

Additional Name(s) _____

Member Birthdate _____ Additional Birthdate _____

Address _____ Apt. No. _____

City _____ State _____ Zip _____ Home Phone _____

E-Mail Address _____

Business Name _____

Clip and Save

General Meetings

Time: _____

Place: _____

Web site

www.pachyderms.org

Mail to:

Clip and Save



Dues Billing Process

The National Pachyderm billing process has been designed to minimize the effort required by the local club Treasurers. The National office will handle the mailing of the dues invoices as well as the reminder statements to members who have yet to renew their dues. Each member will receive an invoice for the dues amount that your club has specified along with a envelope that is pre-addressed back to the local club. The first dues statement will be mailed to your members during November. Those who have not paid as of the middle of January will receive a reminder statement along with a pre-addressed envelope. In mid February, those who have still not paid will receive yet another reminder mailing with envelope.

Although the National Billing office does most of the work, there are a few items that you need to take care of on your end as well:

- 1) Make certain that you notify the billing office during October of the dues to be charged for the next year. It is fine if you wish to offer multiple dues categories but if you do, you need to let the billing office know which rates apply to which members. For example, many clubs offer a "couple rate" for multiple members in the same household, and some clubs offer a "student rate" to college students. Please remember, however, regardless of any special rates that the local club may offer, the dues to National is still twenty dollars per member unless the member is under the age of eighteen in which case it is ten dollars.
- 2) Since the National office will be sending out reminder notices during the first couple of months each year, it is of particular importance that you send in the list of members and the dues checks for those members promptly. We do not want members who have already paid your club getting a second invoice because you have yet to pay national for them.
- 3) Check the list of members that National sends you prior to the dues billing process as quickly and completely as is possible. The more errors that we catch prior to the dues mailings, the less money we will waste in the billing process.
- 4) Once the billing office has processed the dues payment, the National Headquarters will issue a membership card and, in the case of a new member, a lapel pin. These items will be sent on a monthly basis to your club for distribution to the members and will serve as a final confirmation of dues received.

National Dues Billing Office Address for all dues related reports, queries and payments:

NFPC Billing Office
 PO Box 1602
 Great Falls, MT 59403-1602
 1-888-GOPACHY



Do State and National Programs Require State and National Organizations?

— Washington Post columnist David S. Broder said. ‘To be strong and responsible, our parties must be representative; and they can be no more representative than our participation allows. Millions more of us need to get into partisan political activity-’

— Do you know of any positive programs sponsored by any major political organization to obtain and educate or train future political leaders? Any program, for example, to compare with American Legion Boy’s and Girl’s State or Rotary Club’s International Student Exchange program?

— Do you know of any positive program to counteract all the negativeness about politics? Politics is dirty; politicians are all crooks! Is this based on myth and lack of knowledge of our system?

— Some of our outstanding achievers, some of our best citizens will contribute a thousand dollars to a governor candidate, yet are never seen at a party function. WHY? Because they are above politics! We all have an equal vote, which makes us all equally responsible for our government at every level. None of us are ‘above politics’, we are all in this boat together. We need some of our best achievers participating in political affairs, helping to obtain better candidates... and helping to solve the problems of the day.

— In an average sized county, if we have 3 or 4 political party clubs, this seems normal. Yet, there may be 150 or 200 other clubs in the same area (civic clubs, veterans groups, and a PTA chapter in every school)... Only a few political clubs means only a few people are obtaining face to face news from their party leaders unfiltered by the media.

We believe that the national Pachyderm Club movement, copying the successful civic club format, has a great potential for increasing citizen participation and for improving American politics in general. Local clubs are the backbone, but experience shows that they must usually be associated with a state or national organization to accomplish programs on a nationwide scale.

“ Free government requires active citizens.”

- Pachyderm Motto



National Federation of Pachyderm Club

Supplies Catalog
PO Box 1602
Great Falls MT 59403-1602



Club Supplies	Price
Generic Pachyderm Membership Applications - 25 per pack	1.00
"Join the Team Brochures" - 25 per pack	3.25
Pachyderm Foundation Brochure - 25 per pack	1.00
"What & Why" brochure - 25 per pack	1.00
Understanding Politics (4 page folder) - 1 per pack	.25
Dues Report forms	n/c
Abe Lincoln cards - 25 per package	1.00
Mini Election Guide - 25 per pack	1.00
"Pachyderm Club meets here" paper sign	1.00
Club Banner 3' x 4' Felt banner customized with your club name	75.00
Pachyderm Nylon all weather flags	50.00
"Pachyderm Club" bumper strip	1.00
"Free Government requires Active Citizens" bumper strip	1.00
Plastic Pachyderm Banner 9" x 31" Yellow with Black logo & lettering This thin flexible sign material is great for use as a skirting on a table, parade float or as a wall streamer.	.75 *
Marble Pachyderm paperweight 3" x 3"	10.00 *
Additional 3 ring binder copy of Pachyderm Club Handbook	10.00
Ask me about Pachyderm Buttons	1.00
Pachyderm Introduction video VHS 10 ^{1/2} minutes	10.00
Pachyderm Book mark	3.50 *
Award Supplies (Tough Tusk & Meritorious require nomination forms)	Price
Tough Tusk Award packet (Plaque, tusk with chain and lapel pin)	70.00
Tough Tusk lapel pin (included in above kit)	10.00



Individual Club Member Supplies	Price	Q
Cotton Pachyderm Golf Shirt - Available in Blue, Green, Red, White or Black Sizes S M L XL 2XL	25.00	
Pachyderm Lapel Pin, Black with Gold (Supplied free to new members)	2.00	
Black cap with Pachyderm logo - high profile cotton/polyester blend	10.00	
Black cap with Pachyderm logo - low profile 100% cotton	10.00	
Pachyderm 3" x 5" Desk flag	1.95 *	
Single Hole flag base for desk flag	.35 *	
Three Hole flag base for desk flag	.50 *	
Pachyderm Gift Pen	7.00 *	
"Politics in the kitchen" - recipes provided by Republican leaders. Published in 1988 - quantity limited	10.00	
"How to win an impossible election"	19.95	
Total order price		

* Denotes that quantity discounts are available for this item.

To order send this form along with check or money order to NFPC, PO Box 1602, Great Fall

Please note that all prices are subject to change so please confirm by contacting the HQ prior to
1-888-gopachy or via e-mail at www@pachyderms.org

Please ship my order to:

Name _____

Address _____

