



Treasurer's Guide

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Treasurer

The Treasurer is the authorized custodian of all Club funds. He or she may be Chair 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 fundraising projects to help candidates or other Club projects, it may be appropriate to establish a money market or savings account.

Apply for SS-4 ID number from I.R.S.

Apply for your Club's number from IRS (Internal Revenue Service) when starting your Club's bank account. Banks usually have copies of form SS-4 used to obtain your Club's number. Register your club as a non-profit (National is a 501 (c) (4)).

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.

Keeping rosters current

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.

Club Treasurers are responsible for providing headquarters with current membership data including updated names, addresses, phone numbers and email addresses. Actions Club Treasurers can take to help keep rosters current include:

- Submit any changes/corrections to Club member's information to headquarters. This can be done on the website, via email or mail to headquarters or by calling.
- When notices of "forwarding address expired" or other such notices are received, sometimes checking online phone listings will reveal the new address. 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.



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 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." In each case, the Club Treasurer should forward, with the payment, a list of the members for whom the payment applies.

Address for National Dues Remittance:

National Federation of Pachyderm Clubs
P.O. Box 1295
Cape Girardeau, MO 63702-1295

Many Treasurers use a spreadsheet for tracking dues.

Annual dues technically expire on December 31. However, dues are typically collected from December-March and are considered officially delinquent on March 1. 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, 2011 should have an expiration date of "12/12."

Clubs may exercise flexibility in setting dues. For example, \$40/individual, \$60/couple, \$35/student. One Club assessed \$25/age thirty & under. Their aim was to attract young professionals to their weekly luncheon meetings.

The National Federation portion of an individual Club member's dues (no matter what the Club is charging) is normally \$20/member. Exceptions include:

- Clubs remit \$5 to National for approved Honorary members
- \$10 is remitted for members under 18 years of age or those that are members of both CRs or TARs and Pachyderms.

Where a State Federation is organized state dues may be levied. Currently those states with approved Federation dues are:

- Missouri- \$5/member
- Montana- \$4/member

New The National Federation now has membership data on their website to allow each Club to easily access and edit their member information. A computer printout of current year paid up members is provided to Club Treasurers on a monthly basis.

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. You can also find electronic membership applications on our website. One idea is to create a membership application that includes your Club's Board listing, meeting dates, programs schedules, as well as contact phone numbers, email addresses and website or Facebook information on the top and an application the member can cut off, on the bottom. This can serve as both a marketing piece and application and can be photocopied and added to booth tables or handed out a Lincoln Days.

Treasurer
Leadership Materials

- *Samples Spreadsheet Template*
- *Membership Applications*



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 Headquarters and your State Federation (if Federation exists) Treasurer a list of new or renewing members along with payment of their dues. The National dues per year are \$ 20 for each member 18 years of age and older and \$ 10 for each member less than 18. Please include members' names, addresses, telephone numbers and e-mail addresses. Please note spouses if your Club has couples rates.
- 4) Provide your Club Secretary and newsletter editor with a list of all new members so that your mailing lists and email distributions lists are kept current.
- 5) The National Headquarters sends out, from time to time, a list of members for you to verify. Please do so and contact the National Headquarters with any discrepancies.
- 6) Each October, you should notify the National Headquarters of the dues amount set by your Club for the following year. This will allow the office to make any changes necessary to process the renewal notices.

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

NFPC Billing Office
 P.O. Box 1295
 Cape Girardeau, MO 63702-1295
 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 auditor's report made to the Board of Directors.



Pachyderm Club

First Name _____ MI _____ Last Name _____

Additional Name _____

Member Birthdate _____ Additional Birthdate _____

Address _____ Apt No. _____

City _____ State _____ Zip _____ Phone _____

Email Address _____

Business Name _____

Club Meeting Information

Time _____

Place _____

Membership Information

Mail To: _____

Contact: _____

www.pachyderms.org



Pachyderm Club

First Name _____ MI _____ Last Name _____

Additional Name _____

Member Birthdate _____ Additional Birthdate _____

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Membership Information

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www.pachyderms.org



Membership Prospect List

Use this form to generate a list of prospective members for your Club. After you've filled out the form, give it to your membership chairperson. Then take the next step in bringing in new members — by inviting them to come!

Lead Generation List
Make copies to hand out to your Club members for the Club membership drive. In addition, the membership chairperson can give the list to new members throughout the year. Two will fit on a standard 8 1/2" x 11" sheet of paper.

- 1. A relative

- 2. An associate at your business

- 3. A neighbor or a new neighbor who has moved in

- 4. Person in your church

- 5. Person with whom you do business

- 6. Member of some other Club you belong to

- 7. A person you met at a social event

- 8. A person who just started his or her first job

- 9. A person you know through your spouse or children

- 10. A person you met at a Republican function

- 11. Other known Republicans



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 negativity 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



