

**BUILDERS CLUB
OFFICER GUIDE**

2016
2017

Be the

TREASURER

Be the Treasurer

Congratulations on being elected treasurer. You're going to be terrific! As the treasurer, you will keep track of budgets, records, dues and financial records along with the help of your faculty advisor. You'll need to be organized, proactive and persistent. In your role as treasurer, you will:

- **Prepare the budget.** The budget should be a guide for planning the year's activities. The first step to creating a club budget is to get everyone on the same page. If your club wants to have awesome projects and activities that cost "x" amount, you need to commit to raising "y" amount. You need to raise more money than you plan to spend so you are prepared for any "surprise" expenses along the way. Work with your faculty advisor to see how the budget has been prepared in the past.
- **Plan and track.** Once you have agreed on a budget, figure out how to keep track of incoming and outgoing funds. Come up with a plan to determine how much you can spend on each project or activity. As club members work on projects, consistently keep them up to date on how much has been spent and how much is left in the budget. Keep track of records that show the club's funds are being spent appropriately.
- **Keep financial records.** You must keep a record of all transactions. You can create a journal, ledger or digital resource to track income, expenses and balances for your club's account. The most important thing: Record the transactions regularly. When making a payment or disbursing money, record the transaction amount and get a receipt or invoice. Keep all your receipts and invoices in a safe place. If you have a camera or a phone with a camera you can even take pictures of your receipts and invoices so you always have a record of them.

For more information and resources, visit: BuildersClub.org/ClubOfficers. Here you can find: financial records worksheet and budget worksheet.

Many of life's failures are people who did not realize how close they were to success when they gave up.

THOMAS EDISON

Club budget =



Builders Club financial records

Treasurer: _____ **Advisor:** _____

Date:	Description:	Amount spent:	Balance:
<i>Starting balance from budget</i>			
Total:			



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