

Management of Club Finances

PP Tusu

Rotary Club of Kampala North



The False Assumptions:

- Rotarians are trustworthy
- There is no need for planning: we can always appeal for funds!
- NO! Remember Rotary Principle:
- Manage our Clubs like we Manage our Businesses!



Planning and Budgeting

Start with Clear Plans at least 6 months before year starts

Activities cover Club Administration, Club Service, Vocational Service, Community Service and International Service

Have two components: Club Administration Budget and Projects Budget



Financing the Budget

- The Club Administration Budget is the one funded from dues
- The Projects Budget should be funded through fund-raising activities
- Rotaractors are young professionals – DO NOT use them as a source of funds for projects!



Fundraising

- Do not tax members!! Need:
- Good projects (community initiated, relevant, sustainable);
- Forward planning;
- Well written proposals;
- Well planned fundraising activities
- Realistic Targets



Administration Dos (1)

- Prepare Club Budget, Administrative and Projects, 2 months before Rotary Year
- Approve budget before Year Starts
- Enforce Payment Strictly
- Establish formal control systems for receipts and payments
- Monitor actual income before spending



Administration Dos (2)

- Receipt all payments, including collections during fellowship
- Bank all collections intact
- Require accountability with proper supporting documents
- Submit receipts and payments as well as income and expenditure statements to the Board and Club monthly
- Ensure a formal annual audit of club accounts



Administration DONTs (1)

- Mix club and personal funds; includes informally lending money to the club
- Trust people
- Accept emergencies when dealing with club funds
- Delay payments: creates a bad image of Rotary
- Make payments through individuals



Administration DONTs (2)

- Enter into commitments not authorised by the Board or spend outside budget lines
- Mix administration and project funds
- Include project funds in mandatory dues – Rotaractors put in time, not money
- Make members club projects: Those who cannot meet obligations should withdraw

