

CONSEJO DE SERRA INTERNACIONAL

MANUAL DEL TESORERO



Revisado diciembre 2021

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Oración del Tesorero

Señor Jesucristo, concédeme la gracia de ser un buen administrador de los recursos financieros de mi club; puntual y preciso al hacer los depósitos y pagar los gastos aprobados; útil con orientación financiera para que los futuros eventos del club sean exitosos; cortés al aceptar donaciones financieras para nuestro club; paciente y comprensivo, pero persistente al cobrar las cuotas de nuestros miembros; y lleno de alegría al saber que mi trabajo -especialmente el más tedioso y detallado- es indispensable para el éxito de mi club en el logro de la Misión de Serra. Amén.

Descripción del cargo - Tesorero del Club Serra

Funciones principales: Bajo la dirección del Presidente del Club y de la Junta Directiva - gestionar los asuntos financieros del club, incluyendo: la gestión de las cuentas del club, el cobro de las cuotas de los miembros, la recepción y depósito de todos los recibos y el pago de todos los gastos aprobados del Club; mantener la condición de entidad sin ánimo de lucro del club mediante la declaración anual de exención de impuestos; mantener la lista oficial de miembros y la lista de directivos del club; proporcionar orientación financiera a la Junta Directiva en relación con los niveles de las cuotas de los miembros y los gastos sostenibles.

Specific Responsibilities

a) Financial Transactions

- a. Collect member dues: Issue dues statements/invoices (2x/yr)
- b. Pay approved club expenses
 - i. Including US and SI dues 2x/yr (due Jan. 15 & July 15) and region fees if any
- c. Receive and timely deposit payments and donations to the club
- d. Reconcile bank accounts/balance checkbook monthly
- e. Manage & report on club savings accounts/investment accounts if any
- f. Manage banking relationship
 - i. Banking relationship approved annually by board
 - ii. Assure there is always more than one authorized signer
 - iii. Keep board apprised of banking fees/ charges/ interest
 - iv. Note: requiring two signatures on a check is not required nor effective
- g. Reporting at Board meetings
 - i. Report on income and disbursements since last report
 - ii. Report on financial outcome of club special events since last report
 - iii. Provide bank reconciliation
 - iv. Provide most recent bank statement to the board monthly
 - v. Report on any donations received with written acknowledgement to donors
 1. Issue tax letter for any donation of \$250 or over to donor
 2. Include "No goods or services were provided to the donor in return for this gift"
- h. Planning/Budgeting/Financial Guidance
 - i. Assist in preparation of annual budget if any
 - ii. Assist in financial planning for special events if any
 - iii. Recommend changes in club member dues and expenses when necessary
- i. Records Retention
 - i. Retain all financial, membership & tax records for 5 years

b) Maintain Club's non-profit status

- a. Annually file correct IRS Form 990
- b. Filing must be on or before 15th day of 5th month following Fiscal Year End (FYE). For example, roughly 90% of Serra Clubs have a May 31 (tax) year end date, meaning their 990 due date is October 15th. Strong suggestion – if a May year end, file it in June – don't wait. A club's tax year end date can be found on their most recent Form 990 filing or on their Determination Letter. See Contact Information below if question.
- c. Correct version of IRS Form 990 depends primarily on annual gross receipts and in some cases asset accounts owned by club

c) Maintain Club Membership Roster and Officer List

- a. Preferred: direct maintenance of member roster and officer list in Serra Portal (serrainternational.org). A Portal Tutorial is available at Online tutorial: <https://www.youtube.com/watch?v=JNgrG779olc>
- b. Option: hard copy provided to Chicago Serra Office for input
- c. Recommended: Add new members to Portal asap to enable them to receive all Serra communications immediately

- d) Maintain Club's status with Resident State, as required
 - a. The vast majority of clubs are an association, where it is likely no state reporting is needed, although certain states do have such requirements. Such requirements need to be researched.
 - b. If club is a corporation (vs. association) assure compliance with state filings regarding club address and officer list.

Tips & Suggestions (input from Serra Clubs)

- a) Dues & Billings – consider:
 - a. Encourage members to pay annually (saves you and them work)
 - b. Encourage members to subsidize dues of others – perhaps a dues subsidy account
 - c. Annually encourage members to consider a bequest in estate plan or will toward the club
 - d. Encourage club invitations to special events to include donations to cover clergy meal costs (especially if member cannot attend)
 - e. Include request for special donations on membership invoices, e.g.: Birthday cards/gifts to seminarians
- b) Collecting Dues
 - a. Send invoices by email if possible, including 2nd & 3rd notices if needed
 - b. After two to three attempts by email, send invoice in mail
 - c. Ask a member you know is close to one who has not paid dues to contact them
 - d. Last step: telephone call
 - e. Next billing cycle for those who did not pay, send an invoice and remind that they did not pay previous cycle dues
- c) “Keep it Simple”
 - a. Checkbook register & simple handwritten income & expense statement does work
 - b. Excel, Quicken or Quickbooks all work well and are transferable to whomever follows you
 - c. Proprietary accounting software - not recommended due to difficulty transferring to next Treasurer

Resources available to Serra Club Treasurer's:

- a) US Council site - <https://serraus.org/>.
- b) Serra International site - <https://www.serrainternational.org/>.
- c) Your club outgoing treasurer & past treasurer's
- d) Serra newsletters – The Serran (SI) Magazine + Always Forward Never Back (US Council)
- e) Spring Leadership Training Conferences are offered each year between April 15 and May 31 in each district for the training of club officers and trustees. They are an opportunity to meet and talk with past district governors and board members and to compare notes and exchange ideas with other club secretaries
- f) Serra Regional Conferences, US Council Rally & International Convention District/Regional Conventions
- g) Serra Leadership Webinars – specifically the Treasurer's Webinar

SI & US Council Dues & Due Dates (current at Feb 2021)

- a) Annual dues are billed semi-annually. Invoices are issued in December & June
 - a. Serra International (SI) - \$47.00 (annual amount)

- i. Spouses & under 35 - \$23.50 (annual amount)
- b. US Council - \$45.00 (annual amount)
 - i. Spouses & under 35 - \$23.50 (annual amount)
- b) Serra invoices are due Jan 15th & July 15th respectively
- c) Serra dues invoices cover both SI & US Council in a combined invoice

Serra Event Liability Insurance

- a) Liability insurance for US Council Serra Club events is available via an application form at the US Council site - <https://serraus.org/> -under the “Club Resources” tab (Serra Liability Insurance Request). The cost is included in US Council club dues.
- b) The application form is available at:
<https://docs.google.com/forms/d/e/1FAIpQLSeT19mJrv2vYBj3qMZLRQFYDHUfVPNE5hpNfuFgg1xOBifaLw/viewform>

Contact Information – for Assistance

- a) Serra joint offices in Chicago – Serra International, US Council & Serra International Foundation
 - a. Phone – (312) 419-7411 or (800) 488-4008
 - b. 333 West Wacker Drive, Suite 500, Chicago, Illinois 60606
 - c. Staff email addresses – available at <https://serraus.org/> - “Contact us”
- b) For tax exemption or 990 filing assistance or general treasurer related questions, contact the US Council Treasurer – treasurer@serrainternational.org

Sample Documents – are included below if desired:

- a) Sample Financial Report
- b) Club Transfer Form
- c) Sample New Member Application

Sample Financial Report

SERRA CLUB OF DES MOINES Financial Report

September 1, 2020 to December 31, 2020

Checkbook Balance, as of 8/31/2020 \$ 13,585.20

Receipts

Dues	\$ <u>5,175.00</u>
Initiation fees	
<u>Priests Appreciation Event</u>	<u>2,610.00</u>
<u>Bishop's Bourse</u>	<u>7,140.00</u>
<u>Lunch proceeds, net</u>	<u>20.00</u>
Total Receipts	\$ <u>14,945.00</u>

Disbursements

Supplies, postage, printing & web site	\$ <u>214.45</u>
Program expense	
Per-capita payment to USA Council	<u>790.00</u>
<u>Serra USA - Dues Refund</u>	<u>6,563.57</u>
<u>Serra Requiem Dues</u>	<u>560.00</u>
<u>Priests Appreciation Event</u>	<u>2,532.38</u>
<u>Bishops Bourse</u>	<u>9,363.03</u>
<u>Semin. Birthdays</u>	<u>250.00</u>
Total Disbursements	\$ <u>12,262.55</u>

Check Book Balance, as of 12/31/2020 \$ 14,247.61

124 members

2A

Club Transfer Form



**USA COUNCIL OF SERRA INTERNATIONAL
MEMBER RECORD UPDATE AND CLUB TRANSFER**

Email: SERRAUS@SERRAUS.ORG Website: [HTTP://www.serraus.org](http://www.serraus.org)

To: Serra Club of		Club Number	District Number	
From: Serra Club of		Club Number	District Number	
<i>Contact Information</i>				
Title	Last Name	First	M.L.	Nickname
Home Address	Street Address	City	State	Zip
Seasonal Address	Street Address	City	State	Zip
Business Information	Name of Business	Position:		
	Business Address	City	State	Zip
Which address do you prefer for your mail?		If Seasonal		
Home	Business	Seasonal	Start date:	End date:
Telephone	Home:	Business:	Other:	
Fax	Home:	Business:		
Email	Home:	Business:		
<i>Additional Information</i>				
Spouse	Last Name	First	M.I.	Nickname
<i>Please indicate all the changes that apply:</i>				
Is the spouse a member?	Yes		No	
Returning Member:	Yes		No	
Club Transfer:	Yes		No	
Address Change:	Yes		No	
Seasonal Address Change:	Yes		No	
Change to Associate Member Status:	Yes		No	
Change to Member-at-Large:	Yes		No	
Gift Subscription:	Yes		No	
Member Resignation:	Yes		No	
Member Deceased:	Yes		No	
Date Submitted:	Effective date of change:			
Club Officer: Signed				Date
Serran: Signed				Date
Please note Serra international-waives the initiation fees for tettu:ning Seri-ans and those Serrans that transfer Serra clubs, Mail this form to: USA Council of Serra International • 65 EWacker PI • Suite 802 • Chicago IL 60601				

Sample New Member Application



Serra International New Member Application

New Member Information			
Title	First Name	Middle Initial	Last Name
Date of birth	Under 35?	Parish	
Email address		Phone Numbers: Home /Cell	
Street address		City	
State	Postal Code	Country	
Spouse Information			
<input type="checkbox"/> Spouse is joining concurrently with applicant named above <input type="checkbox"/> Spouse is already a Serran (fill out NAME only)			
Name		Date of birth	
Email address		Phone numbers: Home/Cell	
Sponsor Information			
Email address		Phone numbers: Home/Cell	
Signature of applicant			
Signature of sponsor			
Pastor's approval signature (or witness to pastor's approval)			
Serra club officer signature			
Date Joined			
THIS SECTION TO BE FILLED OUT BY CLUB			
Serra Club of			
Club number	District number	National Council	
New Member Fee: \$11.75			
<input type="checkbox"/> I have included \$11.75 for each new member indicated on this application.			