

The Role and expectation of the District Treasurer

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FINANCE COMMITTEE

This committee supervises district funds by reviewing and studying the amount of per capita levy and district administration expenses. It also prepares annual reports on the status of the district's finances. The district treasurer serves as an ex officio member of the committee.



RESPONSIBILITIES

- In cooperation with the governor, create a district budget to be submitted to clubs at least four weeks before the presidents-elect training seminar (PETS) or the district training assembly and approved at a meeting of incoming club presidents.
- Review and recommend the amount of per capita levy. Any per capita levy must be approved by at least three-fourths of the incoming club presidents at PETS or the district training assembly, or by a majority of the electors present and voting at a district conference.
- Ensure that proper income and expense records are kept.
- Prepare an annual financial report to be presented at the district training assembly.
- Ensure that a member of the committee (preferably the treasurer) and the district governor are the authorized signatories for district bank accounts. Both signatures are required for any withdrawal.
- Consider working with the district Rotary Foundation committee chair to disburse grant funds and ensure that a proper record of grant activity is maintained for reporting purposes.



KEY MESSAGES

- Clubs are expected to remain in good financial standing with Rotary International and the district.
- Maintaining transparent financial practices ensures accountability.
- Practicing good stewardship of club funds ensures they are used properly.



RESOURCES

- *District Finance Committee Resource Guide* — A comprehensive guide covering the role and responsibilities of the district finance committee.
- *Club Treasurer's Manual (220)* — A reference manual that explains the responsibilities of the club treasurer.
- [Financial representatives at Rotary headquarters](#) — Financial service representatives who can answer financial questions for your region.
- [Club and District Support representatives](#) — Staff at Rotary headquarters and international offices who can answer general finance questions.

