

## DISTRICT SECRETARY/TREASURER

It's not all number crunching and writing checks. Your integrity and attention to detail have prompted the Governor-elect to select you to handle the finances of the District in cooperation with the Finance Committee, and to insure that recordkeeping—District, Zone, and Club level—is top-notch. Three words will flash into your life frequently in the next year: forms, deadlines, dues. Work closely with the Governor because the two of you impact every club in the District. Bond in the amount of \$25,000 is provided by Optimist International to each District Secretary/Treasurer and others in the District.

|       |   |   |
|-------|---|---|
|       | Learn about your resources<br>( <a href="#">link to note</a> )                  | Become familiar with: <ul style="list-style-type: none"> <li>• Your role (<a href="#">link</a>)</li> <li>• District budget</li> <li>• Optimist International Constitution &amp; Bylaws (<a href="#">link</a>)</li> <li>• Optimist International Policies (<a href="#">link</a>)</li> <li>• District Leaders' Answer book (<a href="#">link</a>)</li> <li>• Recognition Handbook (<a href="#">link</a>)</li> <li>• District Policies</li> <li>• Club President's Answer Book (<a href="#">link</a>)</li> <li>• Annual Club Review (<a href="#">link</a>)</li> <li>• Fax on Demand Document Retrieval System (<a href="#">link</a>)</li> <li>• Website information at "optimist.org", "optimistleaders.org" and "optimistmail.org" (<a href="#">links</a>)</li> </ul> |
| April | Your role in District Convention ( <a href="#">link to note</a> )               | Work with Governor-elect and his/her Leadership Development Chair to insure secretary/treasurer training is included at the District Convention. -- Either lead the training or be actively involved.   |
|       | Register for Optimist International Convention ( <a href="#">link to note</a> ) | You will want to register for and plan to attend District Secretary/Treasurer training at the International Convention to help you plan and prepare for your year. Early bird registration rates end April 15. Register for Convention and housing.   |
| May   | Officer-Elect Forms ( <a href="#">link to note</a> )                            | Due to International by May 20, use these forms ( <a href="#">link to form</a> ) to build database of Club Presidents and Club Secretary/Treasurers for use in the District Roster and throughout the coming year.  |
|       | Plan your work: tracking documents ( <a href="#">link to note</a> )             | Develop or select tracking documents that enable you to insure all deadlines for forms, reports and finances are met by the District, Zones, and Clubs. ( <a href="#">link to tracking documents</a> )  |
|       | District Roster ( <a href="#">link to note</a> )                                | Begin gathering data for the District Roster.   |
| July  | Attend International Convention ( <a href="#">link to note</a> )                | Attend all special District Secretary/Treasurer training at the Optimist International Convention.  |

|                    |  |  |
|--------------------|--|--|
|                    | Lt. Governor-elect Training<br>( <a href="#">link to note</a> )                          | <p>If acceptable to Governor-elect and Leadership Development Chair, review forms Lt. Governors will be required to complete during their term of office:</p> <ul style="list-style-type: none"> <li>• Annual Club Planning Report (<a href="#">link</a>)</li> <li>• Club President's/Club President-Elect Checklist (<a href="#">link</a>)</li> <li>• Club Visitation Report (<a href="#">link</a>)</li> <li>• Zone Meeting Report (<a href="#">link</a>)</li> <li>• Annual Club Review (<a href="#">link</a>)</li> </ul> <p>Explain reimbursement procedure for travel, postage, and conference/convention attendance for Lt. Governors.</p> |
| August / September | District Convention ( <a href="#">link to note</a> )                                     | In cooperation with Leadership Development, conduct Club Secretary/Treasurers-elect training   |
| September          | District Finances ( <a href="#">link to note</a> )                                       | Finalize District budget with Finance Committee for presentation at 1 <sup>st</sup> Quarter District Conference.   |
|                    | 1 <sup>st</sup> Quarter District Conference Preparation ( <a href="#">link to note</a> ) | <p>In accordance with your District policies, insure that clubs and members are notified of the 1<sup>st</sup> Quarter District Conference 30 days before the event.</p> <p>Seek approval for and plan Secretary/Treasurers workshop at 1<sup>st</sup> Quarter District Conference for those who could not attend District Convention.</p>   |
| October            | Annual review of the books<br>( <a href="#">link to note</a> )                           | To facilitate the transfer of financial records, an annual review of the books as of September 30, by a chartered accountant in Canada or a certified public account in the United States, must be performed as soon after September 30 as possible. To satisfy the requirement for Honor District, the review must be completed and received by the International Office no later than December 1.  |
|                    | 1 <sup>st</sup> Quarter District Conference<br>( <a href="#">link to note</a> )          | Take minutes of all Board meetings and Executive Committee meetings. The minutes must be sent to Optimist International within 30 days after the close of the meeting.   |
|                    | Follow-up ( <a href="#">link to note</a> )   | The Board meeting and Executive Committee meeting minutes of the 1 <sup>st</sup> Quarter District Conference must be sent to Optimist International within 30 days after the close of the Conference.  |
|                    | Collection of District Dues ( <a href="#">link to note</a> )                             | In accordance with District policy, issue invoices for District dues to Clubs. Follow up per policy to insure all dues are received.   |

|                    |   |  |
|--------------------|---|--|
|                    | Collection of Reports ( <a href="#">link to note</a> )                                    | ACPC (Annual Club Planning Conference) reports, to be completed by the Lt. Governors in conjunction with Clubs, are due by November 15. ( <a href="#">link</a> )<br><br>1 <sup>st</sup> Zone Meeting report due from Lt. Governors 30 days after meeting is held. ( <a href="#">link to form</a> )   |
|                    | Reports to Optimist International -- October 10 deadline ( <a href="#">link to note</a> ) | Previous year's Lt. Governors must submit Annual Club Reviews ( <a href="#">link to form</a> );<br><br>Annual Club Activities form for previous year due from Club Secretary/Treasurers ( <a href="#">link to form</a> )   |
|                    | Report to Optimist International -- October 20 deadline ( <a href="#">link to note</a> )  | By October 20, notify Optimist International of those clubs which owe district dues as of September 30.  |
|                    | Reports to Optimist International -- October 31 deadline ( <a href="#">link to note</a> ) | By October 31, the prior District Secretary/Treasurer must submit: <ul style="list-style-type: none"> <li>• District Convention Board Meeting minutes</li> <li>• 4<sup>th</sup> Quarter District Executive Committee Meeting minutes</li> </ul>  |
| November           | ACPC Reports --- November 15 deadline   |  |
| December / January | 2 <sup>nd</sup> Quarter District Conference Preparation ( <a href="#">link to note</a> )  | In accordance with your District policies, insure that clubs and members are notified of the Quarter District Conference 30 days before the event.   |
| January            | Reports to Optimist International -- January 31 deadline ( <a href="#">link to note</a> ) | To receive the May District allotment, you must submit data periodically to Optimist International (Attn: Tom Owen, Senior Director, Finance & Administration). Due by January 31: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter District Board Meeting minutes</li> <li>• 1<sup>st</sup> Quarter District Executive Committee Meeting minutes</li> <li>• Budget for this administrative year</li> <li>• Accountant's Review of past year</li> </ul> NOTE: The Review is the responsibility of the previous administration; however, it must be submitted. |
|                    | Collection of District Dues ( <a href="#">link to note</a> )                              | If District bills four times per year: In accordance with District policy, issue invoices for District dues to Clubs. Follow up per policy to insure all dues are received.  |
| January / February | Collection of reports ( <a href="#">link to note</a> )                                    | 2 <sup>nd</sup> Zone Meeting report due from Lt. Governors 30 days after meeting is held. ( <a href="#">link to form</a> )   |
|                    | 2nd Quarter District Conference ( <a href="#">link to note</a> )                          | Take minutes of all Board meetings and Executive Committee meetings. The minutes must be sent to   |

|               |  |   |
|---------------|--|---|
|               |  | Optimist International within 30 days after the close of the Conference.  |
|               | Follow-up ( <a href="#">link to note</a> )   | The Board meeting and Executive Committee meeting minutes of the 2 <sup>nd</sup> Quarter District Conference must be sent to Optimist International within 30 days after the close of the Conference.   |
| February      | Report to Optimist International – February 15 deadline ( <a href="#">link to note</a> )                       | To receive the May District allotment, you must submit data periodically to Optimist International (Attn: Tom Owen, Senior Director, Finance & Administration). Due by February 15: <ul style="list-style-type: none"> <li>• IRS Form 990 for the previous administrative year (<a href="#">link to form</a>)</li> </ul> NOTE: The Review is the responsibility of the previous administration; however, it must be submitted.  |
|               | File Form 990 with Internal Revenue Service (U.S. Clubs) prior to February 15 ( <a href="#">link to note</a> ) | Even those Districts that do not have sufficient gross receipts (\$25,000) are required to file a Form 990.   |
| March         | Reports to Optimist International -- March 30 deadline ( <a href="#">link to note</a> )                        | To receive the May District allotment, you must submit data periodically to Optimist International (Attn: Tom Owen, Senior Director, Finance & Administration). Due by March 30: <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Quarter District Board Meeting minutes</li> <li>• 2<sup>nd</sup> Quarter District Executive Committee Meeting minutes</li> </ul> NOTE: Zone meetings may be substituted for the 2 <sup>nd</sup> Quarter District Conference. Copies of Zone meeting reports must be forwarded to Optimist International by April 30. |
| March / April | Collection of Reports ( <a href="#">link to note</a> )   | 3rd Zone Meeting report due from Lt. Governors 30 days after meeting is held. ( <a href="#">link to form</a> )  |
|               | 3 <sup>rd</sup> Quarter District Conference Preparation ( <a href="#">link to note</a> )                       | In accordance with your District policies, insure that clubs and members are notified of the Quarter District Conference 30 days before the event.  |
| April         | Collection of District Dues ( <a href="#">link to note</a> )   | In accordance with District policy, issue invoices for District dues to Clubs. Follow up per policy to insure all dues are received.  |
|               | Collection of Reports ( <a href="#">link to note</a> )   | Lt. Governors must complete Club Visitations and submit forms within 30 days of the meeting between April 1 and July 1.   |
| April / May   | 3 <sup>rd</sup> Quarter District Conference ( <a href="#">link to note</a> )                                   | Take minutes of all Board meetings and Executive Committee meetings. The minutes must be sent to Optimist International within 30 days after the close of the Conference.   |

|                    |   |  |
|--------------------|---|--|
| May                | Officer-Elect Forms due to Optimist International -- May 20 deadline ( <a href="#">link to form</a> ) |  |
| July               | Collection of District Dues ( <a href="#">link to note</a> )  | If District bills four times per year: In accordance with District policy, issue invoices for District dues to Clubs. Follow up per policy to insure all dues are received.  |
|                    | Attend International Convention   |  |
|                    | Reports to Optimist International - July 31 deadline ( <a href="#">link to note</a> )                 | To receive the November District allotment, you must submit data periodically to Optimist International (Attn: Tom Owen, Senior Director, Finance & Administration). Due by July 31: <ul style="list-style-type: none"> <li>• Financial Statement for 2<sup>nd</sup> quarter (October 1 – March 31)</li> <li>• 3<sup>rd</sup> Quarter District Board Meeting minutes</li> <li>• 3<sup>rd</sup> Quarter District Executive Committee Meeting minutes</li> </ul> <p>Additionally, the following actual expenses (budget to actual) must be submitted by July 31 to Optimist International:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter financials of the District</li> <li>• 2<sup>nd</sup> Quarter financials of the District</li> <li>• 3<sup>rd</sup> Quarter financials of the District</li> </ul> |
| July / August      | Collection of Reports ( <a href="#">link to note</a> )  | 4 <sup>th</sup> Zone Meeting report due from Lt. Governors 30 days after meeting is held. ( <a href="#">link to form</a> )   |
|                    | District Convention preparation ( <a href="#">link to note</a> )                                      | In accordance with your District policies, insure that clubs and members are notified of the Quarter District Conference 30 days before the event.   |
| August             | Club Visitation reports -- August 1 deadline ( <a href="#">link to note</a> )                         | Club Visitation Reports are due from Lt. Governors no later than August 1. (Club Visitation conducted by Lt. Governors by July 1 with 30 days to submit after meeting.) ( <a href="#">link to form</a> )   |
| August / September | Attend District Convention ( <a href="#">link to note</a> )   | Take minutes of all Board meetings and Executive Committee meetings. The minutes must be sent to Optimist International within 30 days after the close of the Conference.  |
| September          | Check tracking document and follow up ( <a href="#">link to note</a> )                                | <ul style="list-style-type: none"> <li>• All dues must be paid by September 30.</li> <li>• CPAs due by September 30.</li> <li>• President's Pride Report and Annual Club Review Report due by September 30.</li> </ul>   |
| October            | Reports to Optimist International -- October 10   | <ul style="list-style-type: none"> <li>• Annual Club Reviews due to you from Lt. Governors</li> </ul>  |

|         |   |  |
|---------|---|--|
|         | deadline ( <a href="#">link to note</a> )   | <ul style="list-style-type: none"> <li>• Annual Activities Report due to you by every club in District.</li> </ul>   |
|         | Report to Optimist International -- October 20 deadline ( <a href="#">link to note</a> )  | By October 20, notify Optimist International of those clubs which owe district dues as of September 30.  |
|         | Reports to Optimist International -- October 31 deadline ( <a href="#">link to note</a> ) | <p>To receive the November District allotment, submit data to Optimist International (Attn: Tom Owen, Senior Director, Finance &amp; Administration). Due by October 31:</p> <ul style="list-style-type: none"> <li>• District Convention Board Meeting minutes</li> <li>• 4<sup>th</sup> Quarter District Executive Committee Meeting minutes</li> </ul> <p>NOTE: The Review is due following your year, however, it must be submitted by you. Work in cooperation with current District Secretary/Treasurer to insure all data needs are met.</p>  |
| January | Reports to Optimist International -- January 31 deadline ( <a href="#">link to note</a> ) | <p>To receive the May District allotment, data periodically to Optimist International (Attn: Tom Owen, Senior Director, Finance &amp; Administration). Due by January 31:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> Quarter District Board Meeting minutes</li> <li>• 1<sup>st</sup> Quarter District Executive Committee Meeting minutes</li> <li>• Budget for this administrative year</li> <li>• Accountant's Review of past year</li> </ul> <p>NOTE: The Review is due following your year, however, however, it must be submitted by you although the minutes and budget will be submitted by current District Secretary/Treasurer. Work in cooperation with current District Secretary/Treasurer to insure all data needs are met.</p> |