# Club Treasurer Calendar 2024-25

### September

1. With the Club President and Board of Directors, develop a budget for the upcoming year. The Optimist year is a fiscal year beginning on October 1 to September 30.
2. Sign up and complete the Treasurer training on the [Optimist Institute](https://optimist.tovuti.io/).

### October

1. Share the budget with the Board of Directors at the first board meeting.
2. Send out individual invoices to club members to pay their dues to the District as well as Optimist International.
3. Pay District as well as Optimist International dues for the club.

### November

1. Present recent financials at board meeting for approval.
2. Report on any financial issues.

### December

1. Enjoy the holiday and continue as before.
2. Present updated Treasurer Report to the board.

### January

1. Present financial report at the board meeting for approval.
2. When the call comes out, register for the [2nd Quarter Conference](https://ohiodistrictoptimist.org/event/q2-district-conference-2023-2024-2/).

### February

1. Complete and send in the club [990 Form](https://www.irs.gov/pub/irs-pdf/f990.pdf) or [990EZ Form](https://www.irs.gov/pub/irs-pdf/f990ez.pdf).
2. Make sure you have completed the Treasurer training on the [Optimist Institute](https://optimist.tovuti.io/).
3. Complete monthly financials to be presented and approved by the club board.

### March

1. Send out invoices to club members reminding them of district as well as Optimist International dues.
	* Note: Some clubs send out invoices for dues at different times. This is just a suggestion.
2. Pay Optimist International as well as District dues for your club.
3. Complete monthly financials to be presented and approved by the club board.

### April

1. Complete monthly financials to be presented and approved by the club board.

### May

1. Continue to pay club dues if not done so.
2. Complete monthly financials to be presented and approved by the club board.

### June

1. Make sure club dues are paid in full.
2. Make sure financial books are complete, balanced and up to date.
3. Complete monthly financials to be presented and approved by the club board.
4. If any individual dues are not paid bring this information to the attention of the Club President and the Board of Directors.

### July

1. Make sure dues as well as club roster is up to date.
2. Complete monthly financials to be presented and approved by the club board.

### August

1. Complete monthly financials to be presented and approved by the club board.
2. Attend the [Ohio District Convention](https://ohiodistrictoptimist.org/event/77th-annual-district-convention-2024-2025/).

### September

1. Th fiscal year ends on September 30. Financial Report will need to be accomplished and presented to the board for approval. Make sure the financial book is balanced and all money is accounted for.
2. Have an internal review, if possible.
3. Turn books over to new treasurer.
4. Fiscal year ends. Financial Report will need to be accomplished and presented to the board for approval.