

FUTURE BUSINESS LEADERS OF AMERICA

Officer Resource Guide



TREASURER

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Congratulations

Your FBLA chapter has bestowed a great honor upon you in electing you chapter treasurer. During the coming year, it will be your responsibility to serve your chapter to the best of your ability.

This resource guide is designed to aid you in the implementation of your responsibilities—managing your chapter's funds, and keeping an accurate record of all money.

The members of your chapter will be looking toward you for guidance this year. You shall be a leader and an inspiration to them. What you do makes a great difference to the success of the chapter. **GOOD LUCK!!!**

The Treasurer's Role

As treasurer, there are responsibilities and expectations placed upon you. You must be a leader and a friend to the members of your chapter. As well as this, you must take an active role in participating in chapter activities.

Always keep up the image that FBLA has in your community and your school. You represent your chapter, so it is important that people perceive you in a positive light.

Your major duties are to keep an accurate record of all money received and spent. You must keep an up-to-date membership count and work with your chapter adviser to assure that the National online membership registration is completed and payment is submitted to the National Office.

You play an important role in the operation of your chapter. Meet all budget deadlines and make sure that you always have an up-to-date treasury balance on hand.

Keeping a Membership Count

A treasurer's job is not only to keep track of the money, but to keep track of the number of members as well. Membership is very important in every chapter, so it is of the utmost importance that your count is accurate. The number of members must equal the amount of dues collected.

The first step is to record the name (last name, first name), year, office, ethnicity, and gender for each member in the membership count. Also, keep a separate record of the member responsible for recruiting each new member, which will be used for state recognitions. To assure that your membership count is accurate, keep detailed records of the dues received. Using a receipt book will allow you to keep accurate records. In the book, you will write receipts for ALL members when they pay dues. By doing this, both the chapter and the member will have a copy of the proof of payment.

After dues are collected, work with your chapter adviser to complete the National online membership registration by the designated deadlines. Payment for membership dues should be sent to the National office.

Encourage your chapters to recruit Professional Division (PD) members. Let them know that part of their dues will fund local scholarships. Please use the membership form in Appendix D. Past PD members may opt to submit the national renewal form instead.

Creating a Budget

A budget is necessary in the operation of an FBLA chapter. It is prepared by the Treasurer at the beginning of the year and adopted by the officer team (who should assist in the preparation process). A budget is a plan by which the chapter will earn and spend its money throughout the year. This is necessary to avoid impulse spending. With a budget, everything is planned in advance. Also, when you present an up-to-date budget showing the amount spent or received to date, the team can decide in which areas they should cut spending, increase spending, increase revenue, etc. All in all, a chapter NEEDS a budget.

There are two different areas on a budget, the income and the expenses (see Appendix A for a sample budget). In the income area, there are three columns: the "Budgeted" column, the "Received to Date" column, and the "Account Balance" column. Then, in the expense area, there are three columns as well. There's the "Budgeted" column, the "Spent to Date" column, and the "Account Balance" column.

The budgeted column of income addresses the amount of money that your chapter expects to take in during the year. As an example, let's take dues. You might expect to take in \$440.00 for 40 members at \$11.00 each. If you're considering the budgeted column of the expenses for the dues for the example just given, you will put in \$440.00 (40 members @ \$6.00 each for national dues and \$5.00 each for state dues).

"Received to Date" is the amount of money that you have taken in up to the point that you created the report. For example, if you expect to receive \$440.00 for dues during the year and on November 24 you have taken in \$264.00 of that money, then that would be the amount that you have "Received to Date". In the "Spent to Date" column for the dues example, you will have \$264.00 that was sent in (\$6.00 each for national dues and \$5.00 each for state dues).

The final column is the account balance column. For this, the amount in the "Received to Date" or "Spent to Date" column is subtracted from the "Budgeted" column to tell you how much more you need to receive or have available to spend. For example, on November 24, you have received \$264.00 of the \$440.00 you expected to take in for dues. This means that the account balance will be \$176.00 ($\$440.00 - \$264.00 = \176.00).

The Journal and Treasurer's Report

The journal is the best way for you to keep an accurate record of the money that your chapter spends and takes in. It's easy to record transactions in your journal, and it's a quick reference for your chapter's cash on hand.

Please see Appendix B for a sample journal.

At each executive board meeting, it is your job to report the chapter's financial standing. The types of budgets vary from chapter to chapter, so speak to your adviser to find out if he/she wants you to use a different format.

A treasurer's report consists of the same numbers that you placed in the "Received to Date" column and the "Spend to Date" column on the chapter budget. It, like the budget, is divided into two areas, income and expenses. If the income is greater than the expenses, then your chapter has a net gain. If the income is smaller than the expenses, then your chapter has a net loss.

Please see Appendix C for a sample treasurer's report.

Appendix A

Sample Budget

ANY SCHOOL FBLA CHAPTER

20— - 20— Budget

October 5, 20—

INCOME:	Budgeted 20— - 20—	Received to Date	Account Balance
Membership Dues	352.00	187.00	165.00
Professional Membership Dues	450.00	125.00	325.00
Beef Jerky	750.00	135.00	615.00
Bake Sales	750.00	86.00	664.00
Car Wash	300.00	25.00	275.00
Donations	150.00	25.00	125.00
Miscellaneous	100.00	50.00	50.00
TOTAL INCOME	<u>\$2852.00</u>	<u>\$633.00</u>	<u>\$2219.00</u>

EXPENSES:	Budgeted 20— - 20—	Spent to Date	Account Balance
State & National Membership Dues	352.00	187.00	165.00
Professional Membership Dues	450.00	125.00	325.00
Beef Jerky Purchases	450.00	75.00	375.00
Postage	75.00	15.00	60.00
Staff Appreciation	200.00	36.00	164.00
Miscellaneous	100.00	9.00	91.00
Conference Account	825.00	300.00	525.00
End-of-the-Year Party	400.00	200.00	200.00
TOTAL INCOME	<u>\$2852.00</u>	<u>\$947.00</u>	<u>\$1905.00</u>

Summary

Total Income	633.00
Total Expenses	947.00
Net Loss	<u>\$314.00</u>

Sample Journal

ANY SCHOOL FBLA CHAPTER
20— - 20— Budget
Journal

[illegible]

Appendix C

Sample Treasurer's Report

ANY SCHOOL FBLA CHAPTER Report of the Treasurer for the Month Ending April 30, 20--

Balance on hand, April 1, 20--	1,549.63
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Income (Receipts)

Dues	88.00
Beef Jerky Sales	250.00
Easter Basket Sales	135.00
Car Wash	100.00
Donations	200.00

Total Income	<u>773.00</u>
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Total Funds Available	<u><u>\$2,322.63</u></u>
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Expenses (Disbursements)

Dues to State	88.00
Pacific Gold Beef Jerky Company	125.00
Postage	15.00
Miscellaneous	30.00

Total Expenses	<u>258.00</u>
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Balance on hand, April 30, 20--	<u><u>\$2,064.63</u></u>
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Appendix D

Professional Membership Form

Please see the following page



FBLA-PBL Professional Division Membership Application

Name _____
Mailing Address _____
City _____ State _____ Zip _____
Home Phone (____) _____ Email Address _____
Employer _____ Occupation _____
Business Address _____
City _____ State _____ Zip _____
Business Phone (____) _____ Web Site _____

Membership Type ☐ Annual (\$23.00) ☐ Lifetime (\$350.00)

Payment Options ☐ Visa ☐ MasterCard
Card # _____ Exp ____/____
Signature _____

Or make checks payable to FBLA-PBL Professional Division

Please check any areas which you would be willing to volunteer. (Use check boxes)

- ☐ Workshop Presenter ☐ Speaker ☐ Judge ☐ Mentor
☐ Competitive Events ☐ Funding Assistance ☐ Conference Assistance
☐ Other _____

May we list your information on the National Web site? ☐ Yes ☐ No

Member Affiliation. (Please check all applicable categories)

- ☐ New Professional Member ☐ Former FBLA Member ☐ Businessperson
☐ Friend of the Association ☐ Parent of Member ☐ Renewal ☐ Adviser
☐ Former PBL Member ☐ Administrator ☐ Other _____
☐ Financial Sponsor ☐ District level ☐ State level ☐ National level

Specify Affiliation ☐ FBLA ☐ FBLA-Middle Level ☐ PBL

Credit my membership to this state chapter _____

Credit my membership to this school _____ Chapter# _____

Please mail completed application to:

FBLA-PBL, Inc. | Attn: Membership Department | 1912 Association Dr. | Reston, VA 20191-1591