

# D9999 TRAINING – Club Treasurers

District Treasurer – Grant Rae

District Finance Chair – Paul Checketts

May 2024

# Some thoughts on best practice

- Club is an Incorporated Society – will need to reregister by 5 April 2026 to comply with the Incorporated Societies Act 2022
- Club Constitutions will need to be renewed (Rotary NZ template)
- Must have a continuous minimum of 10 club members to comply
- Discuss re-registration with Club members at 2024 AGM
- Helpful Govt website <https://is-register.companiesoffice.govt.nz/help-centre/reregistering/>
- Trust should be a Registered Charity, no change envisaged to charities unless they are also an incorporated society

# Some thoughts on best practice cont'd

- Consider who can authorise Club purchases
- Keep good records either electronically or paper based
- Use two signatories for internet banking
- Making changes to bank accounts can be a difficult undertaking
- Separate finances, governance, reporting for Club and Trust
- Prepare a Club budget and present to Directors/Members

# RI and District Levies for Clubs

- RI and District will issue 6mthly Club invoices July and January
- Update Club membership details in My Rotary before levies are struck
- Levies are based on Club numbers at 1 July and 1 January
- Satellite club members are levied via their sponsor club
- RI Levies for 2024/25 are set at USD \$79.50 = approx. \$135 NZD
- District Levies for 2024/25 are unchanged at \$80.50 (\$70 plus GST)
- Magazine sub RDU – unchanged at \$44.70 paper or \$39.70 digital
- Update member details on the RDU database (6 mthly)
- RI mag “Rotary” is an alternative to RDU magazine at similar cost.

# Other information for Clubs

- Some Insurance cover arranged by Rozops for NZ Districts/Clubs
- District Insurance officer is Andrew Smith of Christchurch
- Clubs should advise Andrew Smith when events are being planned
- Rotary International website contains a vast amount of information - visit [myrotary.org](http://myrotary.org) and explore –eg Club Administration section
- Or visit [RotaryOceania.zone](http://RotaryOceania.zone) for NZ/Pacific rotary info

# Other information for Clubs cont'd

- Costs for PE travel and accommodation to attend PETS is a Club cost.
- District covers venue hire and trainers costs for PETS
- SPPETS 2025 will again be held virtually
- Clubs may need to file an IR9 tax return – depends on source and amount of income earned

# District Banking Information

- District 9999 uses ANZ for its main banking requirements
- D9999 has several ANZ suffix accounts – Main account/Events/RYLA
- When making payment double check the correct payee suffix account loads and change it if required to be certain the payment goes to the correct account
- Insert the club name in the reference field – eg Alexandra RC
- ROZOPS online payment system is used for some District events
- For paying RI levies clubs should use the NZ based HSBC bank account setup by RI in 2023 – this enables payment to be made in \$NZ

# Foundation Giving by Clubs/Individuals

- District 9999 Foundation bank account is with Westpac – account number 03 0903 0613828 000
- One process is used for all Clubs and individuals for Foundation giving
- Commitment Notes for suggested TRF and Polio giving will be sent to Clubs in November
- District target for giving is \$125 TRF and \$25 Polio per member
- District 9999 Foundation committee collects TRF and Polio giving from Clubs/individuals and passes those funds on to NZRCCT which sends the funds to RI and issues tax donation receipts
- Insert name into reference field when making payment – eg Gore RC

# District Grant payments

- The first round of district grants are normally paid to the organising Club by 31 October from the District 9999 Westpac bank account used for grants.
- If a grant is unused because a project does not proceed or is not entirely used on the specified project the recipient Club will be asked to repay any unspent grant money to the District
- A second round of District Grants may be called later in the Rotary year to give Clubs maximum opportunity to apply for unallocated/unused District Grant monies from the first round
- At the end of each Rotary year any unused District Grant funds are returned to RI by the District

# Conclusion of webinar

- Questions and discussion