CKI®
Circle K International

Treasurer's Report Form Guidelines

Hello Club Treasurer X! I'm Tom Mitchell the 2009-2010 New England Secretary-Treasurer and I have prepared some additional explanation for those pesky forms I make you fill out every month. The sections of your monthly report are addressed in the order they appear on the form. You'll find tidbits of helpful and maybe even random info about these forms designed to help you better understand what I want from you.

Club Information

From my perspective this is the most important section you fill out. If I don't know what club and for what month you are reporting for then the rest of the form is meaningless. I can of course glean from your e-mail where your form came from, but I'll start complaining if you don't fill this part out. I'm like that.

Featured Boxes:

Club Name – If you don't know what I'm looking for you to write in this box, consider stepping down from your office to allow a fire hydrant to take your place.

Division – This comes complete with a drop down menu for your conveniance. Simply click drag select and click and you're done.

Month Reporting For - This box is a cause of some minor confusion. This is not the "due date" box. Your July report is due in August meaning the month you are reporting for would be July. You can't report for a month we haven't completed yet. This is also complete with a drop down menu.

Cash Raised

In this section you report to the district how much money that you can verify you have raised for each category/organization. It is extremely important that you accurately report on cash your club has raised.

Cash Paid

In this section you report to the district how much money you have sent to the district to the address at the bottom of the form. If you deliver the funds raised directly to the organization you raised it for, you need to provide a receipt or check copy to the same address and report it here.

Both sections have a space for the three district projects (Camp Sunshine, Kiwanis Pediatric Trauma Institute, Children of Peace International). There are spaces for the two international projects (The Tomorrow Fund, and The Six Cents Initiative). Finally there is one space for outside organizations. This can include any other organization local or otherwise your raised money for. We ask that you send check copy to the NECK Financial Advisor for all funds disbursed by your club to any outside organizations.

That's that

It's just that simple. The most important thing for you to remember when filling out this form is to be as accurate as possible. Mishandling or misrepresenting cash raised or paid is a serious issue. A missing penny here or there is immaterial, but for this district a missing $100 here or there is not and will be treated seriously. Your form is short because it's important you focus on accuracy in keeping your clubs records.