



***Freedom of Road Riders®***

**Treasurer's Handbook**

## **Hello All Treasurers,**

Please remember that monthly financials run from the 1<sup>st</sup> day of the month to the last day of the month, not by the date on your bank statement. If your bank statement does not go from the first of the month to the last of the month you can request that your bank change this for you.

Per the bylaws – Section 6.8 All Treasurers (Local, District, and Special Event) shall deposit all funds and pay all debts of said Local, District, or Special Event. The Treasurer will keep accurate records and send a statement to the State Treasurer at the end of each month. Each statement will consist of: (A) monthly recap; (B) a ledger sheet explaining all activities for that month; (C) bank statements; (D) original receipts for expenditures; (E) detailed explanation of transaction to include who and why (F) copy of check register for month being reported; (G) yearly recap; (H) Local, District, and Special Event fundraisers will have a complete itemized list of all income, expenses, profit and/or donations by said Local, District, or Special Event. The Local, District, or Special Event checking accounts will require the signatures of two (2) officers or trustees of said Local, District, or Special Event. Failure to comply will result in disciplinary action as deemed necessary by the Central Committee which may include the suspension of a Local's voting privilege on the Central Committee floor, which may be reinstated upon compliance.

Per the Special Rules of Order – From this date forward, any Local three (3) months out of compliance with financial records will have their voting privilege suspended until records are complete to the satisfaction of the Treasurer. (January 1998)

Note: The above policy applies to Locals involved in District or multi-Local events. If financial records are not current, each Local involved will lose votes until files are current.

It is recommended that Locals do not have two (2) persons in the same household with access to the Local checking account. It is highly recommended that the Central Committee Treasurer's signature be included on the Local checking account. (November 1996)

## **JOB DUTY GUIDELINES FOR TREASURERS**

1. Deposit all funds and maintain a record of the income and disbursement of such funds.
2. Issue checks to FORR, Inc. for new and renewal memberships in a timely manner (at least once a month).
3. Issue checks when authorized by the local, district, or special event for local, district, or special event expenses (receipts are required for all checks written).
4. Prepare paperwork required by Central Committee Treasurer including submitting ledger and balance sheet to the Central Committee Treasurer.
5. Prepare and submit to FORR, Inc. a balance sheet for all local, district, or special event fundraisers.
6. Maintain records as required by the Central Committee bylaws.

**For every check submitted to FORR, Inc. there must be a Form 101 submitted, this includes memberships, product line, event insurance, and/or any donations. Make checks payable to FORR, Inc.**

Spreadsheets may be done by hand or computer generated. If your local, district, or special event will be doing a spreadsheet by hand the Central Committee Treasurer will email the spreadsheet. This spreadsheet may be copied then filled in by hand or downloaded and filled in via computer. They will need to purchase a 10-column ledger.

Following is an example of column headings:

For INCOME

Column 1: Date of Transaction  
Column 2: Description of transaction  
Column 3: Bank deposit made  
Column 4: check #  
Column 5: Dues received  
Column 6: Event Income received  
Column 7: Product line sales  
Column 8: Donations received  
Column 9: Other Income received  
Column 10: Total income received.

For EXPENSES

Column 1: Date of Transaction  
Column 2: Description of transaction  
Column 3: Checks written on account  
Column 4: Check #  
Column 5: Dues paid to general office  
Column 6: Event expenses paid  
Column 7: Product line expenses  
Column 8: Donation expenses paid  
Column 9: Other Expenses paid  
Column 10: Total expenses paid.

The following is required to be sent to the Central Committee Treasurer EVERY MONTH whether there is activity or not, stapled in the following order:

1. **Monthly Balance sheet** (from 1st day of month to last day of month, not the dates on the bank statement)
2. **Yearly Recap Balance Sheet** (with up to the current month information)
3. **Bank statements**
4. **Canceled checks** (copies on the bank statement are acceptable)
5. **Original Receipts** (for all activity on the account)
6. **Copy of checkbook register**

If there is a local, district, or special event fundraiser an itemized list including all income, expenses, profit and/or loss, plus donations, must be turned into the Central Committee Treasurer. The **originals** must be sent. The local, district, or special event must keep copies of everything sent in.

All checks written are required to have Two (2) Signatures per the bi-laws. You should have three (3) or more signers with the bank.

**Please submit all of the above, every month, to:**

Freedom of Road Riders, Inc.

Attn: Kat "Duchess" Karr

1073 Matthew Circle

Webb City, MO 64870-2468

By January 31st of the next year the local, district or special event fundraiser must submit a yearly recap from the previous year. The yearly recap form includes total income and expenses for each month in five categories and can may be obtained from the Central Committee Treasurer.

Membership dues from the Locals are to be sent to the Membership Secretary with the appropriate 101 and membership application information.

Revised December 2021

**LOCAL FINANCIAL STATEMENT**

**FREEDOM OF ROAD RIDERS**

**LOCAL MONTHLY BALANCE**

Local Number:   
Report for the Month and Year of:

State Treasurer only: Date rec'd \_\_\_\_\_

**INCOME**

**EXPENSES**

**INCOME from Ledger Sheet**

Dues Received this month: \$   
Event Income this month: \$   
Product Line Sales this month: \$   
Donations Received this month: \$   
Other Income this month: \$

**EXPENSES from Ledger Sheet**

Membership Dues Paid to General Office this month: \$   
Event Expenses this month: \$   
Product Line Expenses this month: \$   
Donations to the State this month: \$   
Yearly Obligation Paid to the State this month: \$   
Other Expenses this month: \$

	<b>Income Total</b>	<b>Expenses Total</b>
<b>Total Income and Expenses</b>	\$ <input type="text" value="-"/>	\$ <input type="text" value="-"/>
<b>Account Balance from Previous Month</b>	\$ <input type="text"/>	
<b>Profit or (Loss)</b>	\$ <input type="text" value="-"/>	
<b>Account Ending Balance This Month</b>	\$ <input type="text" value="-"/>	

Date Report was Completed by the Local Treasurer \_\_\_\_\_



LOCAL FINANCIAL STATEMENT  
YEARLY LOCAL FINANCIAL RECAP

Local Number: \_\_\_\_\_  
Year Reporting: \_\_\_\_\_

Income	January	February	March	April	May	June	July	August	September	October	November	December	Total
Dues Received													\$ -
Event Income													\$ -
Product Line Sales													\$ -
Donations Received													\$ -
Other Income													\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Expenses	January	February	March	April	May	June	July	August	September	October	November	December	Total
Dues Paid to State						\$ -							\$ -
Event Expenses													\$ -
Product Line													\$ -
Donations Paid													\$ -
Other Expenses													\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
profit or (loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Beginning Balance from Previous Year	\$ -
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Ending Balance for Current Year	\$ -
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monthly balance	January	February	March	April	May	June	July	August	September	October	November	December
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -