Ben Strandskov

2016-2019 District Treasurer

Hello newly elected District Treasurer,

First, let me congratulate you on your election and for your interest in advancing the District to its next level as well as advancing your own leadership skills. This transition packet is not going to be a normal one since the information you will need is in the Google Drive Folder and would make this document unnecessarily long and redundant if I was to copy it all into here.

As the District Treasurer you have one of the most important jobs in the District; however your job will primarily be behind the scenes. The responsibilities of this position are as follows:

* To create and maintain the annual budget with approval of the District Board and the Kiwanis District Board.
* To track membership numbers of each club compared to their goal
* To track paid club dues through international’s reports
  + <http://www.kiwanis.org/kiwanisone/youth-students-special-programs/service-leadership-club-reports#.WM_w_FXyvRY>
* To implement and facilitate all fundraisers that the District has approved
* To maintain the district’s long term records
* To distribute reimbursements up to the approved amount on the budget
* To work with the District Administrator, Lori Stillwell, on all monetary related business
* A detailed list can be found at: <http://circlek.org/Resources/Leadership/Officers.aspx>

You have taken it upon yourself to continue the work that the previous Treasurers and I have shared in. That being said I know you will have many questions that I will not be able to answer here, so feel free to contact me (see below for info) with any questions. Another great resource at your disposal is the District Administrator, Lori, she has been a phenomenal help for me when I was just getting into the position.

Now, I would like to divide the rest of this packet up into three parts: explaining what I have done this year, explaining the resources in the Treasurer Folder, and tell you my suggestions for where you should go from here.

**What have I done as Treasurer?**

This past year has seen a lot of change in the district, the primary source being from this position. When I was getting ready to put together the 2016-2017 Budget I was asked to reformat the whole thing due to the previous format being too confusing for people who were not Treasurers. You will find that the new format is much easier to read and work with. I would suggest using this budget as a basis for building the next one. However, in my brief retirement in the summer of 2018, the District was pushed into using QuickBooks for all budgeting and reporting on finances. The budget’s format was kept substantially the same though is now housed in a different platform.

The next challenge I was given was to reinvent the way the District did its banking to make it easier on the Treasurer and Administrator to accelerate the process of reconciling the budget and the process of depositing funds. The old system was under the Kiwanis District’s bank account as a sub-account. This meant that to deposit money, the Treasurer would first have to get the money to the Administrator (sometimes mailing cash), who would double check the count before giving it to the Kiwanis District Executive who would then deposit the money on the next Friday when he went to do the Kiwanis side of all of it. As you can probably see this meant the funds could take upwards of two to three weeks before reaching the bank account and it runs the risk of the money being lost along the way. To combat this Lori and I requested the District Board to grant us the ability to open a new bank account, independent of the Kiwanis one. This did take time as I had to submit paperwork to the IRS for the proper Identification materials, and Lori had to file paperwork with the State of Michigan to get us registered.

Changing bank accounts also allowed us to begin using online banking and at distance check depositing that has greatly increased our ability to reconcile the budget whereas before it could take a month for a bank statement to find its way into my hands.

The final challenge, and unfortunately one I was not able to complete, was the creation of the District Business Plan that would give us the groundwork needed for us to ask for corporate sponsorships and large donations. I was working on this project with Quinten Hosbein, from Lake Michigan Community College and Kristy Godley from Northwood University. Quinten has been the one pushing for this as he believes he can get us sponsorships from big businesses located near him and Kristy has been working with me to create a combined recorded of club membership numbers, outreach figures, and such needed for the completion of this project. Together the three of us have been working as what I have been referring to as the District Financial Committee. This endeavor is was a far stretch for a Collegiate Organization though the benefits to the District were going to be worth it. I leave the decision up to you to continue this work or to work on project you deem more pressing for the District to handle.

There are a few suggestions I have that I believe would do the District a great deal of good this coming year. First would be the continued endeavor on the Office of DT to sit in and review the budgets of Fall Rally and DCON as to ensure that the respective planning committees are being realistic with their aspirations and are being fiscally responsible and not wasting the Members money. The second is a more wholesome approach to training and support the DT gives to Club Treasurers, Fundraising Chairs, and their Presidents on matters of Finances, Fundraising, and Fiscal Integrity. The Third is a better system for online payments. Our District used to have Venmo that worked wonders for getting District Events organized and registrants paid. We have unfortunately lost that platform due to Venmo removing its business and organization profiles from their platform. We switched to Google Pay but that system seems to need a lot of attention and isn’t as user-friendly. And finally, I have suggested several times that we should leverage the “slush money” or buffer money we have obtained through surpluses in the annual budget by means of a long-term rainy day fund, savings account, or investment system. My suggestion has always been to invest this money in a stable Stock or Bond and use the money extra money received through dividends or payouts respectfully to help fund District Initiatives like the Governor’s Project, Scholarships, or Service Project Grants. If this is something you would be interested in trying to start, I would be willing to work with you to set that up and pick out what we should try out. The biggest obstacle to starting this has been Lori opposing this due to it being a big step for our District to take especially with my final DT term coming to a close only a few months away and I may not be around afterwards to finish setting it up if it wasn’t completed before DCON.

**Explaining the Folder:**

The District Treasurer’s Folder encompasses everything that the Treasurer needs, DO NOT LOSE IT! And make sure I have given you access to it before you take over as Treasurer. There is a lot in the folder that may no longer be needed by the District or by the Treasurer. I realize that my background in Finances will be different than that of yours so I have left all of the resources I sought out when I had questions about something. The most important file in that folder is the Resource Doc which holds all of the current passwords, security question answers, and account numbers. DO NOT LOSE THIS or SHARE IT. This document should be shared with the Administrator, Assistant Administrator, and the Governor. You may also let the Secretary in on it but I never had. This document should be updated regularly and immediately should a password change due to the changing of hands and turnover of people that this position experiences.

I wish you the best of luck on your new role and you shall see me again during the District Treasurer Training that is being championed by the International Vice-President this year. I have been a key developer of the training material for the DT sections in my role as the International Finance Chair.

If you have any questions you can contact me by phone at (989) 400-3550, or by email at [stran1b@cmich.edu](mailto:stran1b@cmich.edu).