

# Ruritan



## Club Treasurer's Handbook

---

Ruritan Club

---

Club Treasurer

# CLUB TREASURER

## Duties and Responsibilities

1. Serving as a member of the board of directors and finance committee.
2. Serving as custodian of all funds, bonds, and other evidence of assets owned by the club.
3. Keeping detailed, accurate, and permanent records that can be easily understood by next year's club treasurer, audit committee, and others. It is the treasurer's responsibility to provide a historical record of your club's finances for his/her term of office.
4. Collecting all dues from members and depositing these dues, along with any other funds, in a bank selected and approved by the board of directors in the following manner:
  - a. Deposit all funds in the name of the club.
  - b. Keep an accurate record of each member's payment of dues.
  - c. Bill members quarterly who have not paid their dues in advance.
5. Paying financial obligations of the club promptly, by check, as properly authorized. This includes working in cooperation with the club secretary to ensure proper membership reporting and paying dues to Ruritan National in a timely manner.
6. Giving complete club financial reports when requested, showing receipts and disbursements since previous report, with a balance of funds on hand. (Give a copy of the report to the club secretary for the minutes.)
7. Reporting members behind in dues payments, with amounts, at each board of directors' meeting.
8. Submitting books for auditing at anytime as requested by board of directors.

**Internal Revenue Service Reporting Information:** This book contains the most up-to-date information about the IRS 990 report (see page 7) that was available at press time. All clubs will now need to file an **IRS 990 N** (electronic post card) if they don't file the **990** or **990 EZ**.

## Treasurer's Forms Available in Spreadsheet Format for Computer

Because so much of the club treasurer's job involves keeping records – automated Excel spreadsheets (with formulas and calculations imbedded) have been created that track dues paid as well as club income and expenses. Those automated spreadsheets render this “pencil and paper” ledger virtually obsolete.

However, club treasurers who prefer this book format will be sent a book at no cost to the club. Club treasurers are also invited to use the Member Management System (MMS) to check member rolls and determine dues payable.

The system allows club officers to update club and member data in real time in the actual member database. This is the very same database into which changes are entered when paper reports and forms are submitted. The only requirement to set up an individual member access, or a club or district officer access, is a current e-mail address in the system.

For more information, don't hesitate to contact Ruritan Member Service toll free at 877-787-8727 or e-mail [membership@ruritan.org](mailto:membership@ruritan.org).

## Important Note

The materials in this book replace any previous editions of the Club Treasurer's Handbook. Please destroy any unused existing copies, but preserve previous completed copies of this financial record. Changes from previous editions reflect new National Board action or new National Board policies. Current Club Bylaws and current National Bylaws are available at <http://ruritan.org> or in the back of the **Club and District Officers' Handbook**. Even if clubs do not formally adopt these new documents, they are the documents that will govern clubs until the National Board of Directors or delegate action at a National Convention changes them.

NOTE: Clubs who have arranged for special variances from these documents, with properly documented action of the National Board of Directors, may continue to abide by those variances, providing they do not conflict with current National policies.



# Ruritan

## Ruritan Club Treasurer's Record Book

for

---

### Ruritan Club

Club's IRS Employer Identification Number

---

**Ruritan National's Group Exemption Number (GEN): 1615**

**Date 990 Form Filed Last Year:** \_\_\_\_\_

Filed By (name): \_\_\_\_\_

(Address): \_\_\_\_\_

(Telephone): \_\_\_\_\_

**Date 990 Form Filed This Year:** \_\_\_\_\_

Filed By (name): \_\_\_\_\_

(Address): \_\_\_\_\_

(Telephone): \_\_\_\_\_

#### Ruritan Club Officers

**Name**

**Address**

**Phone**

**President** \_\_\_\_\_

**Vice President** \_\_\_\_\_

**Secretary** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Finance Chair** \_\_\_\_\_

#### Mission Statement

Ruritan is a national organization dedicated to improving communities and building a better America through fellowship, goodwill, and community service.

<b>Ruritan Membership</b>				
	<b>Active</b>		<b>Honorary</b>	<b>Associate</b>
	Regular Adult & Youth members in regular clubs (May include Ruritan Forever)	Leave of Absence and/or At Large Status (May include Ruritan Forever)	NOTE: These are members still on national roll.* (May include Ruritan Forever)	Adult and Youth Members in Ruritan Clubs. (May include Ruritan Forever)
<b>Dues</b>				
Pays National Dues? (NOTE: any may be Ruritan Forever participants with no annual national dues.)	Yes, quarterly.	Yes, quarterly	Yes, quarterly.	Yes. Note that clubs may collect annually but Ruritan National will bill the club quarterly.
Pays Club Dues?	Yes	No	No	No, but may be asked to pay for meal if attending.
Pays District Dues (in districts where there are dues.)?	Varies by district and may be paid by member or by club for member.	Varies by district and may be paid by member or by club for member.	Varies by district and may be paid by member or by club for member.	Varies by district and may be paid by member or by club for member.
<b>Attendance</b>				
Requirements:	Must attend at least 4 regular meetings per year.	Not required, but status should be reviewed annually.	No attendance requirements	No attendance requirements
Makeup meetings:	30 days before or after absence	NA	NA	NA
Types of makeup:	Attend any club, zone, district, board, or national Ruritan meeting or 4 hours approved community service.	NA	NA	NA
<b>Club Participation</b>				
Membership	Approved by club and board	Approved by club and board	Approved by club and board	Approved by club and board
Business membership	No	No	No	May be a business or an individual
Counts toward charter strength 16	All	All	All	25% of the 16 may be Associate (4 members)
Counts on roll of total club membership	All	All	All	All
Counted to determine # of delegates to conventions as provided in the bylaws	Yes	Yes	Yes	Yes
Office eligible	Yes	No	Yes	No
Voting	Yes	No	Yes	No
May serve as a convention delegate	Yes	No	Yes	No
Awards	All	No	No	Community Service Awards: if member's hours are counted, include them in member count as well.
* Clubs may still have "local" honorary members who do not pay dues, but they are not on the national roll and receive no benefits.				
Ruri-Teen Clubs pay a \$100 association fee.				

# Instructions For Using The Treasurer's Record Book

This book should be kept in the custody of the club treasurer who should be familiar with it and with the responsibilities listed in the club bylaws. See Membership Grid on facing page for details.

## THE TREASURER'S BOOK

This record book is designed to help the club treasurer keep accurate records which will be acceptable to the Internal Revenue Service auditors and also be helpful in preparing the 990 report form for the Internal Revenue Service. This book is divided into instructions; receipts and disbursements; membership dues; and monthly reports. It is the treasurer's responsibility to provide an accurate historical record of the club's finances for the term of office. **The instruction section of the book** gives information on who is to use the book, tax information, and information which will be helpful in filing the 990 report form with the Internal Revenue Service. **The cash journal section** of the book will be the record of the club's finances. Each time money is received or disbursed, a record will be kept on these pages with a balance shown. In this way, the treasurer will always have an up-to-date record of the club's financial condition. This page will be referred to in preparing monthly reports to the club. **The members dues section** will enable the treasurer to determine the members who have paid their dues and the members who are delinquent. New members' names should be added only after initiation fees and first dues have been paid.

## CASH JOURNAL PAGES

This section of the book, the club's record of its financial activity, consists of four parts: **(1) description, (2) receipts, (3) disbursements, and (4) balance.** Each time a check is written or money is received, an entry should be made on the next line available in the book for that month. For example, if line 4 is already filled out and a check is received, this information should be put on line 5. Line 6 would then contain the next activity whether it was a receipt or a disbursement.

The first section is the information section. **Column one will show the date.** Here write the month, for example, "Jan." for January and the day of the month. It will be unnecessary to repeat the month on each line. Simply put the day of the month in the right hand section of that column until the month changes. Treasurers may want to use one page per month.

**Column two will contain a description of the transaction.** This means the name of the person or company receiving the check or from whom payment was received and its purpose. For example, at a meeting when money collected from a horse show is received, an entry would be made with the date, "collected from horse show" description, and the total amount of receipts under the proper column. If a check were written to pay the supermarket for food, you would write "Joe's

market - hot dogs for booth." Abbreviations can be used but the description should be complete enough for easy identification.

**Column three will contain the check number involved in the transaction.** If a check was not used, the word "cash" will be written in this column.

## RECEIPTS

The receipts section of this page contains four columns. The first column will list dues paid to the club by members, the second column will list money received from fundraising projects, the third column will list receipts from renting club property to other groups, and column four will show any other receipts. The fourth column would include contributions made to the club or possibly sale of some club material or anything that does not fit the other two columns. The total of all four columns is the gross income.

## DISBURSEMENTS

There are seven columns in which to record expenditures. In the first column, record all checks written to Ruritan National for dues payments and all checks written to the district for dues payments. In the next column list the cost of meals and in the third column list any items which are sold as part of a fundraising project, such as the cost of fruit cakes, sold at the concession stand. In the fourth column list any expenses related to a fundraising project other than the actual cost of the material sold. If the fundraising project was a show, and the club paid for advertising or for rental of a building, the amount is shown here. In column six, show any donations that the club has made to people in the community or Ruritan National Foundation. In the last column, list the amount of any checks written for any purpose not shown in one of the other columns.

## BALANCE

The **balance section** will contain the balance after each transaction.

In starting a page, the first entry should be on line one as follows: Enter month and day under date, line one, which is marked "Balance Forward". Under the balance column put the amount shown on the last balance line of the previous day. Thereafter on the page, any amount received should be added to the balance and any amount disbursed should be subtracted from the balance and posted on the same line as the transaction. The balance at the close of the month and balance to date should be reported at each club meeting. This balance column will show all bank accounts, including savings and checking, and cash on hand.

## MEMBERS DUES RECORD

Each member of a Ruritan club is required to pay club dues quarterly, in advance, to the club treasurer. This money is usually collected at the club meeting on the first month of each quarter. (This is sometimes referred to as the JAJO months, meaning January, April, July, and October.) The amount of these dues is established by the club and includes the amount of the national dues and district dues, the cost of meals at the club meetings, and expenses for club administration. Exceptions are Honorary Members whose dues may be paid in part or all by the club; and Associate Members who pay their national dues once a year.

The listing of the club members in the treasurer's book should be in the same order as those in the secretary's roll. In this way, the club treasurer can check for delinquent members as the secretary calls roll.

The first column "Balance Forward" will show any money owed by the member from previous quarters.

When a member pays dues, the amount of those dues should be entered under the column for the appropriate month. For example, if the club dues were \$10 for a quarter and the member paid dues at the January club meeting, the treasurer would enter \$10 after the member's name under January and then put an "X" under February and March, indicating that member's dues were paid for that quarter. If the member should decide to pay the entire year's dues at the January meeting, the treasurer would put "x's" across the whole page, indicating that all quarters' dues were paid. If a member paid in the second month of the quarter, the treasurer would have a blank under January and then put the amount under February and put an "x" after March. In this way, the treasurer can, at a glance, find out who owes dues for this quarter and let the members know when they are delinquent. At the close of each month, the column for that month will be totaled and this amount put in the cash journal under receipts. The description entered there will be "dues for (month)" and the total amount listed under the dues column. It will not be necessary to list each individual member's dues payment on the CASH JOURNAL.

At the beginning of each quarter, the treasurer should write a check for the total amount of dues owed for that quarter to be returned with the membership Audit and Invoice statement from the National Office for that quarter.

## WHEN A MEMBER IS DROPPED

When a member is dropped from the club, a line should be drawn through the name and the date on which the member was dropped is recorded. A "D" should then be placed in all of the squares under each of the remaining months of the year so that the treasurer will know that the member does not owe dues for those months.

## WHEN A MEMBER JOINS THE CLUB

No member's name should be placed on the club roster until initiation fees of \$5 plus dues for the remaining months of that quarter have been paid. When the member has paid an initiation fee, plus pro-rated dues for the

quarter, the name should be placed on the roster with the date of entry into the club. The amount of dues paid (not including \$5 initiation fee) should be listed under the month in which the member joined the club and "x's" projected to the end of the quarter for which member has paid. The initiation fee should be listed on the cash journal with the name of the person joining the club being listed and under description the words "Initiation Fee" listed next to the name. The \$5 amount should be posted under "Dues and/or Initiation Fee" column.

The club will collect dues from the new member for the quarter he/she joins the club. For example, if the member joins the first month of the quarter, a full quarter's dues will be collected including national dues - for that quarter to be remitted to Ruritan National. From this point, only club dues should be collected and prorated accordingly. National dues will thus begin in the following quarter. If a member joins in the second month of the quarter, the club will collect two-thirds of one quarter's club dues. If a member joins in the third month of the quarter, one-third of club dues will be collected. In any scenario above, \$3 (the national portion of the initiation fee) must be paid to Ruritan National in the month the new member is reported.

At the end of each month, the total dues collected for that month will be added and this amount then put on the "Cash Journal" with the description "dues collected - (month/day)" and the amount entered under dues.

## Club Treasurer's Reports

Each month, the club treasurer should report on the club's finances during the club's business session. There is a sample report form in this handbook. This form can help the treasurer summarize monthly reports and track finances on a monthly basis. The treasurer may also want to make photocopies of completed reports for the club secretary (for inclusion in the monthly meeting minutes).

## NOTE:

It is extremely important that the club not allow its members to become delinquent in paying dues. The longer a person goes without paying dues, the more difficult it is to pay and the club might lose the member because he/she cannot afford so much at one time. The treasurer should notify the member during the second month of the quarter if he/she has not paid dues for that quarter. The member can then pay dues at the club meeting in the third month of the quarter. This way the club will never find itself obligated to pay more than one quarter's meals and dues should the member eventually drop out of the club.

# TAX INFORMATION

## **ALL CLUBS BELONGING TO RURITAN NATIONAL ARE EXEMPT FROM PAYING FEDERAL INCOME TAX.**

Because your club is affiliated with Ruritan National, it is exempt from paying federal income tax under Section 501 (c) (4) of the 1954 Internal Revenue Code. Ruritan National was notified of its exemption on January 22, 1964. The letter was signed by R.J. Staken, Acting Chief, Exempt Organization Branch of the U.S. Treasury Department. Exemption under this section not only relieves the club of responsibility for paying federal income tax on funds raised, but also from paying federal excise taxes on members' annual dues. Ruritan National's Group Exemption Number (GEN) is 1615.

## **THE CLUB IS REQUIRED, HOWEVER, TO DO FOUR THINGS:**

- (1) Keep accurate records of all its financial transactions. The format of this Treasurer's Handbook will help keep appropriate records for the club. Keep this handbook as a historical record of the club's finances during each treasurer's term of office.
- (2) Send the names and addresses of officers to the Ruritan National Office as soon as they are elected. Any changes in officers should be reported by the club secretary as soon as such changes occur. A form is provided in the Ruritan Secretary's Handbook for recording officer changes.
- (3) BE AWARE THAT EACH RURITAN CLUB IS REQUIRED TO FILE SOME FORM OF THE 990 "RETURN OF ORGANIZATIONS EXEMPT FROM TAX" BY MAY 15 EACH YEAR. See more at the bottom of this page.
- (4) PAY STATE SALES AND USE TAX, except clubs that are exempted from such taxes by the State Department of Taxation in the state in which the club resides. The federal income tax exemption does not exempt Ruritan clubs from paying state and local sales and use taxes. Each club should determine local requirements and conform with them. If there are questions about the club's state sales and use tax status, contact your State Department of Taxation.

Ruritan National must submit copies of the national, district, and club directory each year to the IRS as the official roster of clubs affiliated with Ruritan National. NOTE: All club records should be kept together along with Employer Identification Number, copies of the 990 forms which have been filed, as well as copies of all correspondence with the Internal Revenue Service. **\*\*\*These records are not personal property but belong to the club.\*\*\*** Retiring officers should see that their successors get these official records.

**EACH CLUB NEEDS AN EMPLOYER IDENTIFICATION NUMBER:** The employer identification number is like an individual's social security number and is used to identify the club with the Internal Revenue Service. A club should have only one such number.

If the employer identification number is not known, check with last year's officers. If a 990 form was filed last year, this number will appear on that form. Each club should file its number with the Ruritan National Office.

If the club does not seem to have an employer identification number, please check with the Ruritan National Office. If there is no employer identification number, fill out application form SS4 and apply for a number. This form is available at most banks.

**CONTRIBUTIONS TO RURITAN CLUBS ARE NOT TAX DEDUCTIBLE:** Individual contributions to Ruritan clubs are not tax deductible on the individual's income tax return. Tax exemption under 501 (c) (4) does not allow individuals to claim tax deductions on contributions to Ruritan clubs. However, contributions to the RURITAN NATIONAL FOUNDATION CAN BE DEDUCTED ON THE INDIVIDUAL'S INCOME TAX RETURN. For more information on the Ruritan National Foundation, write to: Ruritan National Foundation, P.O. Box 487, Dublin, VA 24084 or call 1-877-787-8727 #302.

**NEW -- IRS 990 FILING:** Beginning in 2008, small tax-exempt organizations like Ruritan clubs, that previously were not required to file returns, are required to file an annual electronic notice, Form 990-N, Electronic Notice

(e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ. This filing requirement applies to tax periods beginning after December 31, 2006. Organizations that do not file the notice will lose their tax-exempt status. With the enactment of the Pension Protection Act of 2006 (PPA), these small tax-exempt organizations will now be required to file electronically Form **990-N**, also known as the e-Postcard, with the IRS annually. According to the IRS, the form should be filed by the fifteenth day of the fifth month after the close of your tax year (for most Ruritan clubs that will be May 15th). Visit <http://www.irs.gov/eo> for complete details and copies of the **990, 990 EZ** and **990 N**.

**ALL Ruritan Clubs are required to file SOME version of the Internal Revenue Service 990 form. Please visit <http://www.irs.gov/eo> to determine which form your club should file.**

















MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

### CASH JOURNAL

Date	Description of Transaction: Record Receipts and Disbursements in this section.	Ck # or CASH	Receipts							
			Dues and/or Initiation Fees		Fundraising Project Income		Rent		Other Receipts	
1	<b>BALANCE FORWARD</b>									
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
<b>Total This Month</b>										
<b>Total This Year To Date</b>										























# CASH JOURNAL

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

Date	Description	Receipts				
		Ck # or CASH	Dues and/or Initiation Fees	Fundraising Project Income	Rent	Other Receipts
1	<b>BALANCE FORWARD</b>					
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
<b>Total This Month</b>						
<b>Total This Year To Date</b>						



# CASH JOURNAL

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

Description		Receipts					
Date	Description of Transaction: Record Receipts and Disbursements in this section.	Ck # or CASH	Dues and/or Initiation Fees	Fundraising Project Income	Rent	Other Receipts	
1	<b>BALANCE FORWARD</b>						
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
<b>Total This Month</b>							
<b>Total This Year To Date</b>							



MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

### CASH JOURNAL

		Description	Receipts							
Date	Description of Transaction: Record Receipts and Disbursements in this section.	Ck # or CASH	Dues and/or Initiation Fees		Fundraising Project Income		Rent		Other Receipts	
1	<b>BALANCE FORWARD</b>									
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
		<b>Total This Month</b>								
		<b>Total This Year To Date</b>								











# Sample Treasurer's Monthly Report Instructions

This handbook contains a **sample** Treasurer's Report for the treasurer's use. This report form should be completed with information from bank statements, the cash journal pages and member dues pages in this handbook, or other records that the club uses to track its finances. This form is for the club's records and is designed to help the club treasurer prepare a report for the club's monthly meeting. ***Photocopy additional forms as needed.***

Each report form contains the following entries:

- 1. Beginning Balance** -- from bank statements, previous year's audit reports, etc.
- 2. Deposits** -- receipts from members' dues, fundraisers, payment of fines from members, interest or dividend income, or other income sources.
- 3. Disbursements** -- checks written from the club's account (including rent, utilities, fundraising supplies) , donations to the community or Ruritan National Foundation, meals costs, etc.
- 4. Cash/Investments** -- balance of the club's petty cash and income earned from savings or other investments.
- 5. Total Assets** -- Total Deposits plus Total Cash/Investments, minus the Disbursements for this period.
- 6. Delinquent Dues** -- record the names of members who owe dues payment, along with the amount owed.
- 7. Signature and Date** -- sign name and the date submitted to the club.
- 8. Notes Section** (reverse side) -- use this section to record explanations or transactions descriptions.

# Sample of Monthly Club Treasurer's Report

(copy as needed)

## Ruritan Club

**Balance at Beginning** \_\_\_\_\_, \_\_\_\_\_ \$ \_\_\_\_\_

**Deposits:**

Member Dues .....	\$ _____
Fundraising Income.....	\$ _____
Fines .....	\$ _____
Interest and Dividends.....	\$ _____
Other.....	\$ _____
.....	\$ _____
.....	\$ _____

**Total Deposits** .....\$ \_\_\_\_\_

**Disbursements for period:** \_\_\_\_\_ to \_\_\_\_\_

.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____

**Total Disbursements** .....\$ \_\_\_\_\_

**Cash/Investments**

Petty Cash (Balance at period ending _____, _____)	\$ _____
Savings and Investments	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____

**Total Cash/Investments** .....\$ \_\_\_\_\_

**Total Assets (Total Deposits + Total Cash Investments - Total Disbursements)** \$ \_\_\_\_\_

**Delinquent Dues**

_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

\_\_\_\_\_  
Club Treasurer

\_\_\_\_\_  
Date

## Statement of Club Assets

Date \_\_\_\_\_

Date \_\_\_\_\_

	Beginning of Year		Beginning of Year	
Balance in Bank				
Dues Receivable				
Bonds, Note, Etc.				
Inventory				
Special Funds				
Total Assets				

## Statement of Club Liabilities

	Beginning of Year		Beginning of Year	
Balance Due for Meals				
Balance Due Ruritan National				
Balance on Obligations				
Total Liabilities				
<b>Net Worth of the Club</b>				

We, the members of the Auditing Committee, certify that we have this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, audited the accounts of the \_\_\_\_\_ Ruritan Club and find them complete, well-kept, and accurate.

\_\_\_\_\_  
Auditing Committee Chair

\_\_\_\_\_  
Auditing Committee Member

\_\_\_\_\_  
Auditing Committee Member

# MMS Instructions for Club Treasurer

## Using the Member Management System (MMS)

As a club treasurer, you are certainly free to use the forms provided in this Club Treasurers' Handbook to do your job – especially keeping local records of dues paid and purchases and donations made. However, it is important that you know that you have an automated system at your disposal to support your work as club treasurer. The system allows you to update club and member data in real time in the actual Member Management System (MMS) database. This is the very same database into which your changes are entered if you send in paper reports and forms. See access information included in these pages. In 2019 we had **453** club treasurers (52%) who had set up access to the MMS and were using it to carry out their Ruritan duties.

## Getting on the MMS

All Ruritans are welcome to log on the Member Management System (MMS) and update their own personal data. If you haven't logged on before – call the national office and staff can help you get set up. Once you have your password set up – here are some tips about using the system.

When you first log on – this is the screen you will see. Your "Member ID" will always be your member number. The password is created by you and known only to you. If you need a temporary password to create your own secure password – give the staff a call.

The first screen you will see after logging in is a message screen. Periodically staff or Ruritan leaders will post a timely message there for users.

The next screen you see will depend upon what offices you have held in Ruritan. If you have been a national officer, you will land first on the national home page. If you have been a district officer, you will land on the district home page (see below). If you have been a club officer, you see the club home page. If you have never held an office in Ruritan you will see your own information page. No matter where you land, you can always get directly to your personal data by clicking on "my record" icon. As a user of the MMS and a member of Ruritan, you always can change your personal data: change your

phone number, address, email etc. Remember to always click "update" when you finish.

## More About the MMS

The MMS allows all Ruritans access to edit and update individual information and view summary data about Ruritan. The MMS was introduced to staff and national officers early in 2009 and after a beta testing period with a limited number of test clubs was introduced to district officers in late May 2009. Today, any Ruritan member who wants to be able to update his or her information may do so directly. All club officers who want to update club officer roles and add and drop members may make those changes themselves. National staff continues to process information for clubs and individuals who do not have computer access to the information or who prefer not to make those changes on-line.

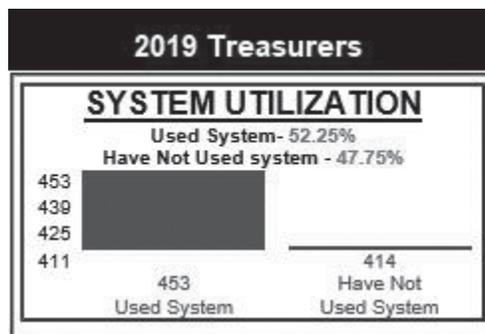
Ruritan Executive Director Michael Chrisley noted that the MMS has increased efficiency in several ways. *"First of all, individual members know their personal information – phone numbers, mailing addresses, and so on – better than anyone else. It only makes sense to have them responsible for making those corrections and updates. Second,*

*club officers are in the best position to make changes when members add, drop, or change status – so it makes sense for them to correct that information."* Chrisley added, *"Every time a member or an officer updates their club or individual information directly, it frees up our staff to focus on those members and clubs who do not choose to use the automated system."*

However, Chrisley noted, *"We are always willing to make the changes that clubs ask us to make. Our goal is to be as accurate as possible and keep our data as current as possible."*

The system also provides summary data to Ruritan leaders including membership growth trends. Again, anyone who would like access to the MMS is invited to contact their club or district officers who can update their e-mail information and then grant them access to the system. The web address for the system is <http://mms.ruritan.org>.

Anyone who need assistance are invited to call Ruritan toll free at 877-787-8727 or email [membership@ruritan.org](mailto:membership@ruritan.org).



# MMS Instructions for Treasurer Continued

## Club Invoices

The Ruritan MMS (Member Management System) now has an option for club officers to see what they owe in national dues and other fees to Ruritan National. According to Ruritan bylaws, club treasurers should pay quarterly dues (in advance) after their last meetings in January, April, July, and October before the 10th of the next months, in other words: February, May, August and November. Therefore, on the 10th of February, May, August, and November the national staff can pull billing totals by club to show what is owed (what has not yet been paid.) In the MMS, anyone who is a club level officer or higher can access the option on a club home page "view invoices."

Once that option is chosen, a list of invoice dates will show up (again the 10th of February, May, August, and November). Clicking on the date brings up the invoice which shows balances carried forward, payments, and other adjustments. Dues payments are being regularly applied to these balances so the invoices will change and can be checked for updates. The invoice will also note (bottom right corner) which members participate in the Ruritan Forever program and therefore are not being charged for national dues.

MEMBER CHARGES				
Involvement Level	Member Type	Count	Rate	Sub-Total
Full	Adult	21	\$11.00	\$231.00
At Large	Adult	3	\$11.00	\$33.00
Associate	Bus/Org	2	\$11.00	\$22.00
Associate	Adult	11	\$11.00	\$121.00
TOTAL MEMBER CHARGES:				\$407.00

ADJUSTMENTS	
Date	Amount
05-10-2019	\$3.00
TOTAL ADJUSTMENTS: \$3.00	

TOTALS	
CURRENT CHARGES:	\$410.00
PREVIOUS BALANCE:	\$0.00
PAYMENTS - THANK YOU:	-\$410.00
CURRENT DUE:	\$0.00

Please remit payment to: Ruritan National, Inc.  
PO Box 487  
Dublin, VA 24084

\* All information displayed is valid as of 05-10-2019

# The Value of Ruritan Membership

*Benefits and values that individuals and clubs receive for their Ruritan membership.*

## **Income Tax Exemption**

Each club affiliated with Ruritan National is automatically exempt from paying federal income tax on funds raised or donations received under a blanket exemption issued to Ruritan National.

This exemption saves Ruritan Clubs thousands of dollars each year. Each dollar saved in taxes can be used for community service. Many clubs also benefit by exemption from state sales taxes. Without the Ruritan National affiliation, community clubs may have difficulty obtaining tax-exempt status.

Ruritan National also provides instructions and guidance for clubs that file information returns with the Internal Revenue Service. Ruritan National maintains and handles all filings concerning the blanket tax-exemption.

Ruritan National can also help affiliated clubs that have problems related to the Internal Revenue Service.

## **Ruritan Liability Insurance & Protection**

All clubs in good standing with Ruritan National are covered by general comprehensive legal liability insurance. Such insurance is critical to any group that deals with the public.

For example, if a member of the public is injured at a Ruritan-sponsored event covered by this insurance, the club will be protected if a lawsuit arises from the incident.

This liability insurance covers lawsuits arising from covered Ruritan-sponsored activities, up to \$1 million per occurrence.

## **Ruritan Awards & Recognition Program**

Ruritan Clubs and members have the opportunity to earn recognition through national and district awards for outstanding community service. These awards frequently receive not only local but also regional and national publicity.

Because Ruritan has a systematic recognition program, individuals and clubs performing outstanding service do not go unnoticed. This recognition adds credibility and distinction to a club's community service efforts.

## **Ruritan Name and Reputation**

Well-known for community service, the Ruritan name is a valuable asset to clubs. Ruritan enjoys a fine reputation among service clubs, other civic organizations, government agencies, and communities in general.

Serving America's communities since 1928, the Ruritan name automatically lends credibility to all club activities.

Ruritan community service activities usually receive much more support and recognition than projects carried out by an ad hoc group of citizens or a local club that is not affiliated with Ruritan National.

## **Ruritan National Foundation**

The Foundation offers a program that increases a Ruritan club's financial assistance to a student of the *club's choice*. Using this plan, a club can turn a \$300 scholarship into much more using the Build Your Dollars program.

Also, individuals or clubs can be honored in perpetuity by starting a "named fund" or "special permanent fund" through the Ruritan National Foundation. All donations to Ruritan National Foundation funds and Operation We Care are tax-deductible.

## **Educational Material to Help Serve Your Community**

Club officers and committee chairs receive free handbooks and other materials to help them perform more efficiently as community leaders. Community Service Guides developed by Ruritan National help local clubs provide services to their communities and also help clubs discover what community services are needed. Club Officers' Handbooks are designed to help officers serve the club and community in the best possible way. Each club receives a package in the fall with a wealth of information designed to help the club and its leaders serve their community.

## **Volunteer Leadership & Leadership Development**

With the exception of a small national staff, all Ruritan officials at the club, district, and national levels are volunteers elected by Ruritan members. An elected National Board of Directors, together with club delegates at annual national conventions, create the policies and programs of Ruritan National. The leadership of Ruritan is chosen by Ruritan Club delegates to serve the needs and interests of Ruritan members and their communities.

Ruritan National also provides educational material to help community leaders and conducts free seminars, workshops, conferences, and other training. Through Ruritan's volunteer program, trained leadership is available to assist clubs with any situation.

## **RURITAN magazine**

Ruritan magazine publishes the community service accomplishments of Ruritan Clubs and members.

All Ruritan members receive this quarterly magazine which features Ruritan Club news, Ruritan activities from across the nation, information about new Ruritan programs, and other items of interest to Ruritan members.

The magazine gives members community service ideas, proven fund-raising ideas from other clubs, and highlights the special projects of Ruritan Clubs. The magazine serves as a communications link that provides current information to all Ruritan members.

## **Networking and New Friends**

Ruritan membership provides social as well as service opportunities. Ruritan membership is a unique way to make business contacts and friends while serving the community. Many Ruritans are community leaders and business leaders who share concerns about the community's future. Sharing concerns with others makes the community a better place for everyone.

This scope of friendship broadens at district and national conventions, where Ruritan members meet other members with common values and concerns.

## **Affiliate Partnerships and Community Service Partners**

Ruritan National has a variety of ongoing Affiliate Partnerships that offer discounts and benefits to Ruritan members and clubs. For a current list of these Affiliate Partners, see the Ruritan National website at <http://ruritan.org>. Members who take advantage of even one of the programs can save the cost of their Ruritan National dues and much more.

In addition, Ruritan has many Community Service Partners who work with Ruritan clubs every day to extend the impact of a club's service program. For a current list of these Service Partners, see the Ruritan National website at <http://ruritan.org>.

# National Deadlines and Important Dates



Rudy Bears are available from  
Ruritan Supply. Show you care  
by giving a bear!

Ruritan Supply : 800-414-8946  
<http://www.shumskyideas.com/ruritan/>

<b>January</b>	Ruritan National Convention. Dues payable to Ruritan National.
<b>February</b>	Awards applications for Blue Ribbon, Outstanding Club President, and Outstanding Club Secretary applications postmarked (or submitted electronically) to Ruritan National Office by the 10th.
<b>March</b>	Club prepares information to file tax form 990, 990 EZ, or 990 N (electronic postcard) with IRS in May.
<b>April</b>	Dues payable to Ruritan National.
<b>May</b>	Club files tax form 990, 990 EZ, or 990 N (electronic postcard) with IRS by May 15. Ruritan Founders' Day held week of May 21st.
<b>June</b>	Build Your Dollar Claim Form postmarked to Ruritan National Office by June 30.
<b>July</b>	Dues payable to Ruritan National.
<b>August</b>	Club President appoints Nominating Committee .
<b>September</b>	Community Service Reports postmarked (or submitted electronically) to district governors by October 1. Build Your Dollar Deposit Form by October 1.
<b>October</b>	Officers elected by club. Clubs select delegates to district convention. Dues payable to Ruritan National.
<b>November</b>	Clubs select delegates to Ruritan National Convention. New club officers' training held. New officers' names added to the Member Management System ( <b>MMS</b> ) or sent to Ruritan National Office by November 10.
<b>December</b>	New club officers installed.

## Ruritan National

5451 Lyons Road, Dublin, VA 24084 (UPS)  
P.O. Box 487, Dublin, VA 24084

---

<http://ruritan.org>

Toll Free: (877) 787-8727

FAX: (540) 674-2304

E-Mail: [office@ruritan.org](mailto:office@ruritan.org)

National Foundation: (877) 787-8727 #302