

A Probus club treasurer's year

The Probus treasurer's year month by month: the budget and subs, the AGM, capitation and annual returns to Probus South Pacific by 30 April, and the monthly routine.

The Probus year runs from 1 April to 31 March. Each club pays Probus South Pacific a capitation fee for its members by 30 April, through its annual returns. Everything below comes from the Probus Club Handbook 2026 to 27, with the page number, unless it is marked as our suggestion.

The year at a glance

When	What the treasurer does	Handbook
Each year	Prepare a budget for the year and recommend the club's annual subscription to the committee	p. 43
Before subs are due	Our suggestion: send the subs notice a month before they are due, with the club's BSB, account number and a reference for each member	
1 April	The Probus year begins	p. 10
At the AGM	Present the financial report	p. 43
At the AGM	Note the membership on the day: capitation is based on the club's membership at its AGM date	p. 10
After the AGM	Update the bank signatories. The AGM usually changes them	pp. 43, 51
By 30 April	Lodge the annual returns and pay the capitation fee, through the Capitation Form in the annual returns, which can be sent online through Online Update	pp. 10, 11, 43
Every month	Reconcile the bank accounts and report to the committee	p. 43
All year	Bank club money within two working days, as the insurance requires	p. 43
All year	Send member changes, such as new members and resignations, to Probus South Pacific through Online Update or by email	p. 11
Year end	Have the records ready in time for certification, review or audit	p. 43

Capitation, in plain words

- Capitation is paid by the club on behalf of its members, and covers membership, administration, insurance and support services (p. 10).
- It is paid for every class of member except non active members and carers (pp. 10, 35, 36).

- The Probus South Pacific board sets the amount each year. The handbook does not give a figure, so check this year's amount with Probus South Pacific.
- The club's member numbers confirm how many members the national insurance programs cover (p. 11). A wrong count matters.

The treasurer's standing jobs

- ☐ Keep clear and accurate financial records (p. 43).
- ☐ Make sure every payment is approved or ratified by the management committee (p. 43).
- ☐ Bank club money within two working days (p. 43).
- ☐ Reconcile the bank accounts every month (p. 43).
- ☐ Report at committee meetings, general meetings and the AGM (p. 43).
- ☐ Know the government concessions and tax requirements that apply to the club, and meet them (p. 43).

Our suggestions for the subs

- Keep one list of financial members, with the date each paid. On AGM day it gives you the capitation count.
- Ask members paying by bank transfer to use their surname as the reference, so each payment can be matched.
- Members who would rather pay by card can, but the club can no longer add a surcharge. See [card payments after the surcharge ban](#).
- Ready made emails for the subs notice and reminders: [renewal emails for Australian clubs](#).

Your club's constitution and the handbook decide. This checklist was written from the 2026 to 27 handbook, read on 28 Oct 2026; check the current edition each year.

Sources

- Probus Club Handbook 2026 to 27, Probus South Pacific (copy hosted by a member club), read 28 Oct 2026: https://clubrunner.blob.core.windows.net/00000101591/en-us/files/homepage/probus-club-handbook-2026-2027/2026_27_Probus_Club_Handbook.pdf



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