

# Investment Club Monthly Checklists for Members & Treasurers

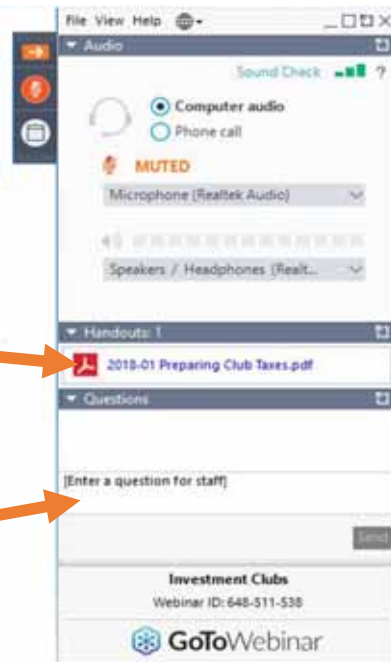
DOUG GERLACH • MYICLUB.COM • AUGUST 2024



## Handout & Questions

Handout in PDF format is available in Handouts tab.

Type questions in Questions box.



## Where's Doug?



- Aug 24, 2024 - North Carolina BetterInvesting Chapter, High Point & Online
- Sep 09, 2024 - New Jersey BetterInvesting Chapter, Online
- Sep 14, 2024 - Heartland BetterInvesting Chapter, Des Moines
- Sep 21, 2024 - Alaska BetterInvesting Chapter, Anchorage
- Oct 12, 2024 - Rocky Mountain BetterInvesting Chapter, Online
- Oct 26, 2024 - Puget Sound BetterInvesting, Online
- Nov 02, 2024 - LA/MS BetterInvesting Chapter, New Orleans
- Dec 07, 2024 - Philadelphia BetterInvesting Chapter, Philadelphia

See details at [www.smallcapinformer.com/Resources/Upcoming-Events](http://www.smallcapinformer.com/Resources/Upcoming-Events)



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## Duties of Investment Club Members



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## INVESTMENT CLUB MONTHLY CHECKLIST FOR MEMBERS

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### Pay Your “Dues”



- As stipulated in club’s operating documents, make minimum monthly member payment.
  - *Receiving new capital from partners regularly is key to long-term investing success.*
- Don’t make more work for treasurer:
  - Plan ahead & make arrangements if you expect to miss meeting.
  - Use automated monthly e-payments if possible.
- Consider increasing your monthly payment over time (as club rules allow).

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## Perform Officer Tasks



- If serving in club officer position, perform required duties each month as required.
  - President – set agenda.
  - Portfolio Manager – manage schedule of updates & new stock studies.
  - Secretary – distribute minutes.
  - Treasurer – complete Treasurer tasks.

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## Update SSGs & StockWatcher Reports



- For assigned stocks in **club portfolio** & on **watch list**:
  - Review recent news & quarterly reports.
  - Update price in each SSG.
  - Update quarter/fiscal year data & judgment in SSG after company reports.
- Be prepared to discuss negative events & impact on company & portfolio.
  - myICLUB StockWatcher Report can provide framework for review.
- Provide buy/replace/hold recommendation.

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## Conduct Research on New Ideas



- In conjunction with club officers or other members, prepare presentation on one or more SSGs of new company ideas.
- Ideally should be stocks that challenge current holdings or fill portfolio diversification gaps.
- Random stocks that simply “look good on SSG” may not serve portfolio goals.

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## Prepare Educational Presentation



- Many clubs allot time for education in each meeting, with members preparing presentations on various financial topics.
- Sector/industry overviews can be useful in providing basis for future club investments.
- Often said that best way to learn is to teach.

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## Retrieve Current Club Reports from myICLUB



- After Treasurer prepares valuation, every member has access & can get copies of key reports.
  - Treasurers use Email function on reports to notify members.
  - Members can view, print, or download/save PDF versions.
- Key reports:
  - Valuation Statement.
  - Member Status Report (confirm your payments are recorded correctly).
  - Portfolio Reports: Summary, Review, Diversification.

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## QUESTIONS?

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# Duties of the Investment Club Treasurer



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## INVESTMENT CLUB MONTHLY CHECKLIST FOR TREASURERS

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## Club Treasurer's Duties



- **Regular monthly duties** (Every month or every meeting).
  - Enter member deposit & cash/securities transactions.
  - Create valuation & other reports.
- **Occasional duties** (As needed between meetings).
  - Process member withdrawals & additions.
- **Year-end duties.**
  - Close club's books at year end.
  - Organize annual members' audit of books.
  - File tax returns with IRS & State.



## MONTHLY CLUB TREASURER CHECKLIST



## myICLUB Wizards Can Help



- Wizards are step-by-step aids that ensure necessary tasks aren't missed.
- myICLUB features 5 wizards:
  - Pre-meeting.
  - Post-meeting.
  - Startup.
  - Reconcile accounts.
  - Member withdrawal.
- Access from left navigation panel in Accounting section.

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The screenshot shows the myICLUB website interface. At the top, there is a navigation bar with the myICLUB logo, a "Your Clubs:" dropdown menu set to "Checkedered Past", a "Stock quote:" input field, and a "GO" button. To the right, it says "Welcome, Doug" with links for "My Account" and "Logout". Below the navigation bar, there is a horizontal menu with items: "Club Home", "Accounting", "Reports", "Watch List", "Taxes", "People", "Voting", "Message Boards", "File Storage", "Calendar", and "Help". The "Accounting" menu item is highlighted. On the left side, there is a vertical navigation panel for "Checkedered Past" with a compass icon. The panel includes links for "Accounting", "Summary", "Wizards NEW!" (with a red dot), "Pre-meeting", "Post-meeting", "Securities", and "Members". A grey arrow points from the "Wizards NEW!" link to the "Wizards" section on the right. The "Wizards" section has a heading "Wizards" and a sub-heading "Use the myICLUB.com Wizards to prepare for and wrap up after each of your investment club's meetings." Below this is a table with two columns: "Wizard" and "Description".

Wizard	Description
<a href="#">Pre-Meeting Wizard</a>	Use this Wizard prior to each meeting to make sure all transactions are entered since your last meeting and prepare your monthly club valuation.
<a href="#">Post-Meeting Wizard</a>	Use this Wizard after each meeting to enter your member deposits, purchase or sell securities, and enter other transactions.
<a href="#">Startup Wizard</a>	Use this Wizard to get your accounting data online, regardless of whether you are importing from another program or starting from scratch.
<a href="#">Withdrawal Calculator</a>	Use this Wizard to understand the ramifications and potential best course of action when a member departs your club.



## PRE-MEETING TASKS

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## Pre-Meeting Wizard



- Helps perform common tasks prior to monthly meeting.
  - ❑ Add New Members.
  - ❑ Enter Member Deposits.
  - ❑ Enter Member Fees.
  - ❑ Enter New Cash/Security Transactions.
  - ❑ Prepare Security Valuations.
  - ❑ Print Reports.

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## Add New Members



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## Add New Members



- Once club has approved new member, add them to myICLUB.com as Member.
- Require name & email address (at minimum).
- Member receive "invitation" to join club's private website.
  - New member must click special link within specified period & create username/password.
- May also add contact info (address, phone) for new member.
- Will also require member's Social Security Number for tax filings, but don't have to store in myICLUB.com.

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## Add New Members

The screenshot shows the 'Monthly Pre-Meeting Wizard' at Step 3. The progress bar indicates the current step is 'Add New Members'. The interface includes a sidebar with navigation options like Accounting, Summary, Wizards, Securities, Members, Cash Accounts, and Utilities. The main content area contains instructions for adding members, a text box for a personalized email invitation, and a table for entering member information.

Name	Email Address (optional)
1. <input type="text"/>	<input type="text"/>

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## Enter Member Deposits

The screenshot shows the 'Monthly Pre-Meeting Wizard' at Step 4. The progress bar indicates the current step is 'Enter New Deposits'. The interface includes a sidebar with navigation options like Accounting, Summary, Wizards, Securities, Members, Cash Accounts, and Utilities. The main content area contains a question about recording payments and radio button options for 'Yes' and 'No'.

Do you have any new payments from members to record in your club books?

Yes  
 No

< Back Next > Cancel

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## Enter Member Deposits



- Member payments (“dues”) are typically entered right after meeting (don’t wait until just before next meeting).
- **TIP: Develop policy for recording late payments.** For instance, any member checks received after meeting (or after a grace period of a few days after meeting) will be recorded with next meeting’s checks.

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## Enter Member Deposits



Member Name	Amount	Remarks
Madeline Albright	\$ [0.00]	Amount of deposit for Madeline Albright. Remarks for Madeline Albright.
Jacque Chirac	\$ [0.00]	Amount of deposit for Jacque Chirac. Remarks for Jacque Chirac.
Guest Login Club	\$ [0.00]	Amount of deposit for Guest Login Club. Remarks for Guest Login Club.
David R. God	\$ [0.00]	Amount of deposit for David R. God. Remarks for David R. God.

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## Enter Member Fees



Monthly Pre-Meeting Wizard

Step: 6

Do you have any new fees from members to record in your club books?

Yes

No

Back Next Cancel

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## Enter Member Fees



- Typically, member fees entered same time as member payments.
- **TIP:** Member fees should **ONLY** be used for penalty situations (such as bounced checks) and **NOT** to cover club expenses (which should be entered as member payments).
- **TIP:** Make treasurer's job easier by not charging late fees or "annual club dues."
  - All monies from members ends up in same pot anyway!
  - If necessary, enter any fees not entered after last meeting.

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## Enter Member Fees



Member Name	Amount	Remarks
Macelaine Abright	\$ [0.00]	Amount of member fee for Macelaine Abright
Jacque Cheak	\$ [0.00]	Amount of member fee for Jacque Cheak
Guest Login Club	\$ [0.00]	Amount of member fee for Guest Login Club
David R Cod	\$ [0.00]	Amount of member fee for David R Cod
Sarah Finn	\$ [0.00]	Amount of member fee for Sarah Finn

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## Enter New Transactions



Do you have any cash or security transactions to record in your club books? These could be items such as interest, dividends, expenses, purchases or sales of stock.

Yes  
 No

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## Enter New Transactions



- If necessary, enter any new cash or security/bank or brokerage transactions, such as:
  - Interest, dividends, reinvested dividends.
  - Buys, sells.
  - Split, merger, spinoffs.
- **TIP:** To make treasurer's job easier, don't use dividend reinvestment.

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## Monthly Cash Transactions



- Enter interest received.
  - Can record money market dividends as interest (probably easier) OR as money market dividends.
- Enter expenses paid.
  - Categorize as Investment or Non-Investment.
    - **TIP:** Investment expenses are no longer deductible on tax returns for most, so keep expenses low!
  - Allocate by percentage ownership share or equally by member.
    - IRS regulations require allocation by % ownership unless your partnership agreement specifically specifies otherwise.
    - **TIP:** Never collect Member Fees to offset equally-allocated expense.



## Monthly Security Transactions



- Enter buys & sells of securities.
- Enter security distributions (dividends).
  - Do NOT enter Cash Dividend received from Security as Cash Transaction.
  - Enter as Securities Transaction – so can determine if dividend qualifies for lower tax treatment.
- Enter reinvested dividends.
  - **TIP:** To make treasurer's job easier, don't use dividend reinvestment – especially for REITs or other problematic securities.
- Enter foreign tax (withheld from dividends issued by foreign companies).

## TIP: Securities to Avoid in Clubs



- **DO NOT HOLD PROBLEM SECURITIES:**
  - Anything with "partners" or "partnership" in name:
    - Master Limited Partnership (MLP), General Partnership, or Limited Partnership (LP).
  - Royalty Trusts.
  - Real Estate Investment Trust (REITs).
  - Widely held fixed-income trusts (WHFITs)
  - Commodities (including precious metals) or in Exchange Traded Funds (ETF) that hold them.
  - Crypto-currency.
  - Pre-packaged "folios" or "baskets."

## Select Transaction Type



Monthly Pre-Meeting Wizard

Step 9: Enter New Transaction

Select Transaction Type:

- Transfer Cash
- Transfer Cash
- Interest
- Expense
- Money Market Dividend
- Buy Security
- Sell Security
- Dividend or Distribution
- Reinvested Dividend or Distribution
- Stock Split
- Merger
- Spull
- Charter Paid or Collected

Buttons: Back, Next, Cancel

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## Enter Transaction Details



Monthly Pre-Meeting Wizard

Step 10: Enter Transaction Details

A Cash Distribution occurs whenever a company returns a payment to shareholders. Dividends are the most common type of distributions, though there several others. For payments that include several types of distributions, use the "Add another distribution type" link to enter them all on one screen. Be sure to enter the net amount of the distribution that you received. Enter any foreign tax withholding in the Foreign Tax field. For dividends paid by ADR, any associated processing fee should be entered as a separate debit expense transaction.

NOTE: After you select the Symbol and enter the Payout Date, myICLUB.com will attempt to select the appropriate Ex-Dividend Date and automatically calculate the total Amount of the distribution. Confirm that these amounts and dates match those reported by your brokerage firm.

Symbol: AAV1

Payout Date: 08/15/2019

Ex-Div Date: 07/20/19

Type: Dividend

Amount: \$ 23.30

Foreign tax: \$

The ticker symbol of the income-yielding security. An asterisk denotes an "inactive security" (zero shares held).

Date of distribution.

Ex-Dividend date of distribution: (Find it) (What's this?)

Type of distribution.

The total amount received in the distribution.

The amount of the foreign tax paid (if any). Leave blank if none.

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## Enter Any Additional Transactions



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## Prepare Security Valuations



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## Prepare Security Valuations



- Each month (or as defined in partnership agreement), club **must** value its portfolio by determining prices of every security held.
- myICLUB will automatically bring in prices as of selected date.
- **TIP:** Valuations should be prepared as close to meeting as possible.
- **TIP:** Review "Price Date" for each security to spot potential changed/erroneous/unavailable tickers.

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## Review Security Prices



Monthly Pre-Meeting Wizard

Step 11: Value securities for 10/25/2019

Symbol	Price	Shares owned on 10/25/2019	Default price date
AMPL	\$248.58	70,000,000 shares	10/25/2019
AL	\$44.60	200,000,000 shares	10/25/2019
CCO	\$11.37	180,000,000 shares	10/25/2019
CHD	\$74.89	50,000,000 shares	10/25/2019
DRE	\$34.36	400,000,000 shares	10/25/2019
DRI	\$112.37	20,000,000 shares	10/25/2019
EXR	\$112.21	75,000,000 shares	10/25/2019
FAST	\$37.18	20,000,000 shares	10/25/2019
FCPT	\$20.24	5,000,000 shares	10/25/2019
GE	\$0	180,000,000 shares	10/25/2019
GILD	\$93.37	10,000,000 shares	10/25/2019

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## Print/Share Reports



- Most common monthly reports are **Valuation Statement & Member Status Report**.
- Unified Monthly Report** also includes report of all cash & security transactions.
- TIP:** With myICLUB, treasurer doesn't need to print & copy reports for meeting – members log on & print own copies.

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## Print/Save Reports



Monthly Pre-Meeting Wizard

Step 12: Valuation Statement

Summary

Security	Date first purchased	Shares owned	Cost	Total Asset	Price/Share	Market Value	% of Total
Apple Computer (AAPL)	01/20/07	75.00	\$11,500.00	\$6,500.14	\$86.66	\$10,000.00	11.0%
Air Lease Corp (AL)	08/15/14	200.00	\$20,000.00	\$7,000.00	\$34.99	\$8,000.00	8.0%
Century Communities Inc	10/22/17	100.00	\$20,000.00	\$2,900.00	\$29.00	\$2,900.00	2.2%
Church and Dwight (CHD)	01/24/09	50.00	\$10,000.00	\$33.20	\$79.00	\$2,745.00	2.4%
State Realty Corp (SRC)	08/27/11	400.00	\$10,000.00	\$4,214.00	\$34.99	\$13,000.00	9.0%
Samuel Brakenburg (SMB)	07/15/14	20.00	\$80,000.00	\$1,181.00	\$112.07	\$2,241.40	1.9%
Extra Space Storage (ESS)	07/01/17	75.00	\$80,000.00	\$5,212.20	\$112.25	\$8,417.25	5.5%
Federal (FED)	06/13/08	20.00	\$40,000.00	\$971.80	\$27.18	\$1,458.00	0.9%
F2PT (F2PT)	11/09/16	0.00	\$20,000.00	\$123.71	\$28.24	\$188.44	0.7%
General Electric (GE)	04/20/06	100.00	\$24,000.00	\$3,880.40	\$38.80	\$1,480.00	0.9%
Wal-Mart Stores (WMT)	06/02/09	10.00	\$40,000.00	\$436.10	\$95.32	\$600.00	0.4%
Lambert Co Inc (LBT)	11/20/16	17.47	\$100,000.00	\$1,747.00	\$11.17	\$444.77	0.2%
Linnell Publishing (LNY)	08/02/17	100.00	\$87,000.00	\$8,700.00	\$88.00	\$8,800.00	1.9%
Univest Financial Co. (UNV)	07/01/11	80.00	\$16,000.00	\$7,271.50	\$114.64	\$13,088.00	3.0%

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## Print/Save Reports as PDF



Name	Paid to since 1/1/2018	Total paid in	Paid in plus earnings (Cash Basis)	Units since 1/1/2018	Total units	Market value	Percent ownership
Alford, Barbara	\$0.00	\$1,469.00	\$2,300.68	0.0000	80.1804	\$3,112.19	7.03%
Chen, Janet	\$0.00	\$2,498.00	\$2,842.88	0.0000	123.8673	\$4,891.95	5.13%
Chen, Janet Lynn	\$0.00	\$1,800.00	\$2,223.61	0.0000	75.8663	\$2,845.47	1.92%
Choi, David S	\$0.00	\$20,488.98	\$29,549.39	0.0000	979.9748	\$28,348.89	14.84%
Em, Sarah	\$0.00	\$5,034.24	\$4,483.21	0.0000	174.7273	\$8,734.99	4.43%
Gerlach, Doug	\$0.00	\$2,175.00	\$2,888.60	0.0000	108.4884	\$4,213.44	3.75%
Gowan, Richard	\$0.00	\$3,208.00	\$3,891.71	0.0000	193.3028	\$7,656.91	4.94%
Hoffed, James	\$0.00	\$2,875.00	\$2,919.88	0.0000	116.0480	\$4,928.13	2.94%
Yoon, Jane	\$0.00	\$2,829.00	\$2,888.08	0.0000	128.7672	\$4,898.34	5.06%
Stark, John	\$0.00	\$18,971.90	\$17,904.31	0.0000	227.4388	\$22,528.15	20.87%
Stinson, Larry	\$0.00	\$4,081.00	\$4,888.74	0.0000	218.2787	\$8,475.71	5.53%
Tracy, Paul	\$0.00	\$9,000.00	\$9,000.00	0.0000	287.0000	\$8,192.10	2.00%

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## End of Pre-Meeting Wizard



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## Share Reports



- Go to myICLUB.com > Accounting > Reports.
- TIP: Unified Monthly Report** allows most common reports to be printed/shared on one screen.

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## Unified Monthly Report



Report for dates from 2/1/2019 to 2/1/2019 (generated on 10/30/2019)

Choose from your club's official valuation dates: 3/1/2019

If include the compound annual return (CAR) in the valuation statement:

Start return calculations from: 12/31/1988

Security	Date first purchased	Shares owned	Cost share	Total cost	Price share	Market value	% of total	CAR since 12/31/88
Apple Computer (AAPL)	8/25/97	75.00	\$121.5000	\$9,112.50	\$179.97	\$13,247.95	8.2%	8.5%
Ad Lease Corp (AL)	9/15/14	200.00	\$38.0000	\$7,600.00	\$36.58	\$7,312.00	5.0%	-3.2%
Genentech Common (JNJ)	10/23/17	140.00	\$39.0000	\$5,460.00	\$27.74	\$3,874.00	2.7%	-31.8%
Church and Dwight (CHD)	8/15/82	50.00	\$19.4000	\$970.00	\$99.48	\$4,970.00	2.8%	16.7%
State Street Corp (STB)	10/27/11	400.00	\$19.2000	\$7,680.00	\$29.45	\$11,780.00	8.9%	35.1%
Bank of America (BAC)	2/1/12/14	25.00	\$38.0000	\$950.00	\$111.85	\$2,796.25	1.7%	33.3%
Bank of America (BAC)	2/1/12/17	75.00	\$38.0000	\$2,850.00	\$36.58	\$2,743.50	2.0%	-26.2%
Federal Reserve (FED)	9/1/12/15	20.00	\$49.5000	\$990.00	\$52.23	\$1,044.60	0.8%	2.3%
PG&E (PGE)	1/18/18	5.00	\$25.2000	\$126.00	\$27.52	\$137.60	0.1%	12.2%
General Electric (GE)	9/28/15	100.00	\$24.2000	\$2,420.00	\$110.27	\$1,102.70	0.8%	-5.4%
United Service (USG)	10/12/15	10.00	\$43.0000	\$430.00	\$66.01	\$660.10	0.5%	4.3%
Lincoln Co Inc (LCO)	1/20/15	37.47	\$100.0000	\$3,747.00	\$8.20	\$308.47	0.2%	-84.8%
United Holding (UHF)	10/12/17	100.00	\$87.0000	\$8,700.00	\$58.42	\$5,842.00	4.4%	-1.7%
Universal Display Co (UDY)	12/13/17	80.00	\$33.0000	\$2,640.00	\$152.38	\$12,190.40	9.2%	108.2%
United Therapeutics (UTR)	10/16/17	100.00	\$17.6100	\$1,761.00	\$117.00	\$11,700.00	8.8%	71.8%

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## Share Report



- Once Valuation has been generated, notify members by email using Email icon at top of any report page.

### Monthly Report



Report for dates from 2/1/2019 to 3/1/2019 (generated on 10/30/2019).

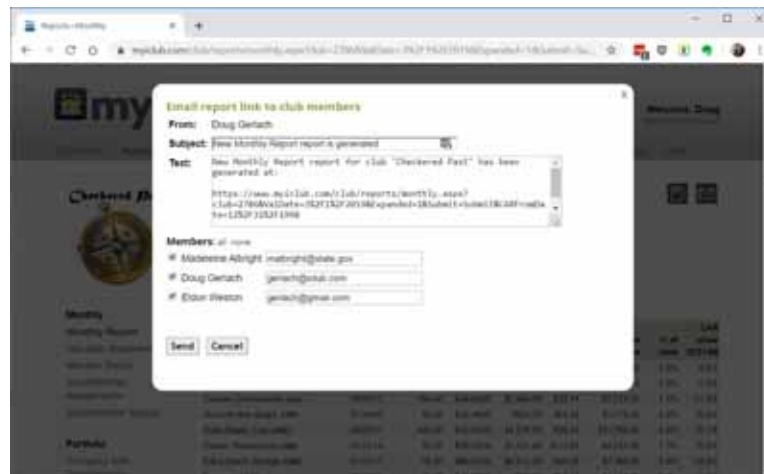
Choose from your club's official valuation dates  [create a new valuation](#)

Include the compound annual return (CAR) in the valuation statement. [\(What's this?\)](#)

Start return calculations from

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## Email Report Link to Members



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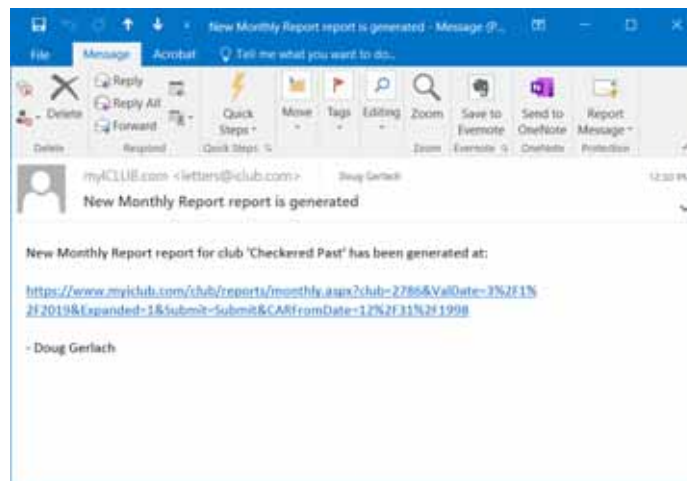
## Emailed Report



- Once email has been sent, members click link in email message to go to myICLUB website.
- Members log in with own username/password.
- Can then view/download/print that report or any other.

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## Member Clicks Link in Email



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## Additional Monthly Task: Reconcile Accounts



- After entering all transactions, reconcile bank & brokerage accounts with club books **each month**.
- **Cash balance & number of shares** should match.
- **Portfolio value may not match** even if same dates are used due to normal variances in security prices.
- *Monthly reconciliation prevents small errors from stacking up & becoming increasingly difficult to track down later.*



## POST-MEETING TASKS

## Post-Meeting Wizard



- Helps perform common tasks after monthly meeting.
  - ❑ Add New Members.
  - ❑ Enter Member Deposits.
  - ❑ Enter Member Fees.
  - ❑ Enter New Cash/Security Transactions.

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## Post-Meeting Wizard



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## Post-Meeting Wizard



- Follows same path & same tasks as **Pre-Meeting Wizards** for most common tasks carried out after each club meeting.

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## Post-Meeting Wizard



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## Get Help When You Need It!



Check all of our Help & Support resources at:

[www.myICLUB.com/support](http://www.myICLUB.com/support)



Click the Help links on pages for control-sensitive help.



Visit our Investment Club Forum (registered myICLUB users only).



Download the myICLUB User and Quick Start Guides and other resources.



Watch our informative videos and webinar recordings.



Check our answers to Frequently-Asked Questions.



Submit a support request online.



Contact us by telephone.

## More Questions?



CONTACT ME AT  
[GERLACH@ICLUB.COM](mailto:GERLACH@ICLUB.COM)

