



Club Treasurer

“Show Me The Money!”

Lions Code of Ethics

Subtitled: Spirit Bear is watching!



Topics To Be Covered

- Know of the responsibilities of the position consistent with LCI policy
- Identify available resources to assist you in achieving excellence as a treasurer
- Develop awareness of leadership expectations in this position

Continued ►

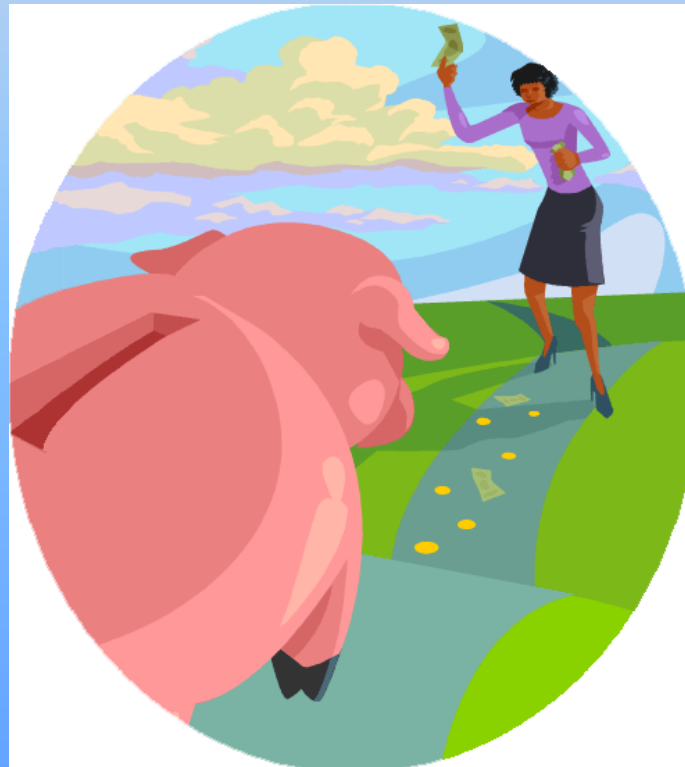
- Become informed of required reports
- Understand the differences in reporting duties between the U.S. and Canada
- Discuss the specific concerns for your club and challenges you may encounter
- The role of culture and money



Your present circumstances don't determine where you can go; they merely determine where you start.”

Dr. Nido Qubein

What is the Role of the Club Treasurer?





The Role of the Club Treasurer

- **Maintain** accurate records for the club's checking accounts
- To **attend** all club and board meetings
- **Report** reconciled account balances at all meetings with a brief update on income and expenses
- Reports should be **factual** and **concise**
- Be **prepared** to collect monies and issue receipts

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- **Discuss** upcoming financial obligations, such as items that are in the board approved budget
- **Communicate** with the board and with the club to prevent “surprises,” build awareness of financial transparency, and the need for financial consensus at the board level
- **Make sure** that all payments are approved by the board and recorded in the board minutes





Where's the Money?

How does the treasurer keep the funds in order?

Just starting out as a club treasurer?

- Work with the board to review banking institutions, select officers for signing and cosigning checks, update the signature card at the bank, set limits on petty cash that the club will handle, and establish a system for reimbursement.

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- Request and utilize checks whenever possible, as cash transactions can cause confusion and create the potential for unclear accounting
- How? Ledger book, computer spreadsheet, or accounting software
- Accuracy is based on the IMMEDIACY of recording all monies that are received and paid.



Activity #1

What are the precise policies in place
in your club?

What is working well and what areas
would you like to change?



Building Consensus

Areas of Communication and
Education for the Board of Directors
Club Members regarding LCI policy



Treasurer as Leader

- Required separation of administrative and activity funds.
- Why must we separate funds?
- Work with the board to determine the amount and how best to collect the dues from the club.

Continued ►

- Dues are intended to cover the administrative expenses of the club and the dues for International, Multiple District, and District.
- Club dues are set after the recommendation of the finance committee, approval of the board and of the club membership.

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- Communicate with club officers and the finance committee if expenses exceed budgeted items.
- Does your club organize around a Lionistic or calendar year?



Activity #2

Is your club aware that activity and administrative monies cannot be commingled?

Does the dues structure in your club allow for the administrative expenses for the year?

What Are the Dues?

Lions Clubs International:

\$30 New Charter Fee

\$25 New Member Entrance Fee (one time fee)

\$39 International Dues for an individual

\$19.50 International Dues for up to 4 additional family members living in the same home.

****Dues for Districts and Multiple Districts are set independently, so please check the websites, or with their treasurers.**



Keeping the Flow

Day to Day Tasks

- Receive all club related monies and issue a receipt, often working with/through the club secretary.
- All monies should be deposited within 48 hours of receipt.
- Record should be immediate to avoid the potential for errors.

Continued ►

- Develop and monitor the administrative and activity budgets of the club.
- Pay Lions club bills promptly, whether for purchases through LCI, or the dues for district, multiple district or International.



Continued ►

- Prepare and submit monthly and semi-annual financial statements.
- Copy of all reports are given to the club secretary to be included in the meeting minutes.
- **REMEMBER:** Clubs remain in good standing when all dues are paid, allowing delegates to represent the club at conventions.





Activity #3

Sample Statements



Details, Details!

- In the USA—clubs are required to file the IRS for 990EZ annually and are below \$25,000 in income.
- In Canada—clubs are required to file the Societies Act Return annually, with a financial statement of the club and a letter verifying that the financials have been audited or reviewed.



Passing the Torch

Or Not?



- Prepare term, prepare for transition at the end of the 1 year term, whether or not you are remaining as treasurer. All documentation is turned over to the incoming treasurer, discharging your duties according to the bond.

Continued ►

- End of term preparation should include completing all banking transactions (deposits and payments) before the end of your year. Prepare end of year statements promptly and turn over all materials to the incoming treasurer by mid-July.

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- To safeguard records and yourself, auditing is a sound accounting procedure that should occur the end of each fiscal year. Respected prior club officers could be appointed to complete the audit.

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- Make sure that your records are current and accessible. Computer passwords should be recorded and accessible by others in time of need.

“The use of money is all the advantage there is in having it.”

Benjamin Franklin

Resources



Resources

Some resources for the club secretary include:

- Lions club members
 - Past club treasurer or other club treasurers
 - Club officers



Resources

Publications to be familiar with:

- [International Constitution and By-Laws \(LA-1\)](#)
- [Standard Form Lions Club Constitution and By-Laws \(LA-2\)](#)
- [Club Officer Manual](#)



Final Thoughts...

- Treasurer as the “voice of reason,” keeping the financial discussions concrete and avoiding emotional decision making.
- Without funds, our projects, service and relevancy in our community dwindles.
- Our communities rely on the Lions to spend donations wisely.

All giving begins with solid accounting principles combined
with your gift of time.

Thank you for your service to Lions!