

LIONS CLUBS INTERNATIONAL DISTRICT 2-S2



We Serve

CLUB TREASURERS TRAINING

2009 - 2010

QUICK REFERENCE

District Governor	Charles B. "Chuck" Martin 9018 Bonnyview Drive Houston, TX 77095-3741 H: 281-550-2798 W: 832-615-2118 C: 281-685-6322 cmartin@sbcglobal.net
First Vice District Governor	Glen Starr 2126 N. Loop 336W, Suite 130 Conroe, TX 77304 H: 936-441-3692 W: 936-756-9870 C: 281-7799-49959 F: 936-756-1256 glenstarr@consolidated.net
Second Vice District Governor	Richard "Rick" Reynolds 12146 Kimberly Trace Conroe, TX 77304-2418 H: 936-494-3813 C: 281-686-0/75 Ricke2424@yahoo.com
Cabinet Secretary	Betty L. Ezell 7627 Allegro Drive Houston, TX 77040-2566 H: 713-849-0490 bez1texasn@sbcglobal.net
Cabinet Treasurer	Paul Eads 6210 Wynwood Lane Houston, TX 77008-3242 H: 713-861-8733 Lion.Paul.Eads@comcast.net

Web Sites:

- International www.lionsclubs.org
- District 2-S2 www.lions2s2.org
- MD-2 Texas Lions www.texaslions.org

Club Treasurer

- You are the Financial Officer of the Club.
- You are a member of the Club's Board of Directors.
- Normally, you are Chairperson of the Finance/Budget Committee.
- Your activities are under the Supervision the Club President and the Board of Directors.

Specific Duties

1. Receive all monies and deposit the same in a bank or banks approved by the Board of Directors
2. Pay out monies in payment of club obligations only on authority given by the Club.
3. Have custody and keep and maintain records of club receipts and expenditures.
4. Prepare and submit monthly financial reports to the Club.

Money Management

Money management is the most controversial of Lions Clubs problems.

System must be simple.

Must keep Administrative and Activity/Charity funds separate.

- Funds raised from members may be used to pay any obligation of the Club.
- Funds raised from the public can only be used for Charitable Activities.

Separation of the Funds is best accomplished by having at least two bank accounts:

- Administration/Operations Account
- Charity/Activity Account

All checks shall be signed by the Treasurer and countersigned by one other officer, determined by the Club. It is recommended that at least 3 Officers/Directors be on the approved list of signers. No two signers should live in the same household or be related.

Checks written to reimburse a member for expenditures, shall not be signed by the member being reimbursed. The Treasurer should sign all checks except those made out to him/her.

Basis of a Good Set of Records

Always give a receipt for all monies received.

Make ledger entries from your receipt book. Record receipt number by entry.

Record expenditures in ledger as checks are written.

Use the spreadsheet method to distribute fund receipts and expenditures; to administrative and Activity/Charity accounts.

Have back up documentation for each check written. (Invoices, receipts or authorization letter)

Stay current with ledger entries.

Reconcile Bank Statement as soon as they are received.

Suggestions

Do not carry pre-signed checks.

Use a "For Deposit Only" stamp that includes bank account number.

Endorse all checks immediately upon receipt.

Make Deposit in a timely method.

Keep a supply of Texas Certificate of Exemption on hand.

Keep information about Lions Club Dues handy and review as needed.

Lions Clubs Dues

The first financial obligation of a Lions Club is payment of Dues.

Your club will receive an invoice from the District and an invoice from International every six months.

The club treasurer will receive both invoices

The District dues are currently \$22.25/member every six months.

The International dues are \$19.50/member every six months.

Family Unit Dues Structure – Affects International Dues ONLY

- Head of Household - \$19.50
- Other Family Unit members - \$9.75

Dues every six months will be \$41.75 per member. This does not include dues for the club's administrative obligations.

It is important that you collect club member dues in a timely manner.

International dues and most of the District Dues must be paid with money received from member's dues.

Invoice your members promptly!

International Invoice

The Semi-annual per capita invoice received by the treasurer contains the club roster. A copy of this invoice and roster should be given to the secretary in case of discrepancies.

The monthly invoice from International should be verified by the secretary. Only the Secretary and President may charge items to the club's account with Lions Club s International.

Personal items ordered by a member, through the secretary, should not be billed to the member until the invoice is received from International. Be sure the member is billed the cost of the item, including shipping and handling.

Per capita dues are based on the May and November MMR. Credit for members dropped in June and December will be given on the July and January invoice.

Each monthly invoice from International has a number in the lower left corner. This is the number of member's International shows for your club and also shows the number being reported on the MMR. If they are different, the secretary needs to know so that the discrepancies may be resolved.

CLUB SUSPENSION PROCEDURE

Please be aware that the new club suspension procedures will take effect in July 2007.

A club which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club whichever is less, outstanding past 150 days will be automatically be suspended including the charter, rights, privileges and obligations of the Lions Club for a period not to exceed 90 days.

Any club that has been approved for a payment plan by the Finance Division will not be suspended, so long as it continues to fulfill its obligation per the approved payment plan.

In the event the club does not regain its good standing status within the 90-day suspension period its charter will be automatically cancelled.

LIONS CLUBS DUES

Membership dues support the Local Club, District, State and Lions International Administrative Operations.

Clubs are billed twice each year by both Lions International and the District. Dues statements are sent to the Club Treasurer.

International dues payments should be sent to Lions Clubs International in Oak Brook, Illinois. Payable upon receipt.

State, District and TLC dues should be sent to the Cabinet Treasurer before SEPTEMBER 10, and MARCH 10.

* Texas Lions Camp dues may come from Activity Funds. Only TLC dues have this option. All others must come from Administration Funds.

SEMI-ANNUAL DUES - EVERY SIX MONTHS

<u>Local Club</u>	Determined by Local Club (May include meals and Local Club Administration)		
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<u>District</u>	Administration Fund	5.25	
	Convention Fund	1.50	
	State Conference Fund	0.25	
	Promote District 2-S2	1.00	8.00
	<u>TEXAS LIONS LEAGUE FOR CHILDREN, INC. *</u>		10.50
<u>MD-2 Lions - State</u>	Administration Fund	3.50	
	Promote Texas Fund	0.25	3.75
	Total billed by District		22.25
District, State and Camp Dues are the same for ALL Membership Classifications.			

<u>International Dues by Members Classification</u>		
Active		19.50
Members-at-Large		19.50
Privileged		19.50
Honorary		19.50
Head of Household		19.50
Family Unit Members - Except Head of Household		9.75
Campus Club		9.75
Life Members		0

Dues versus 100% Contributions

There seems to be some confusion as to the difference in Dues and the 100% Contributions.

DUES

The District Directory has a breakdown of the Dues that each member pays every six months.

Clubs are billed twice a year by two different entities.

- Lions Clubs International
- Lions District 2-S2

Dues are the obligation of each member and club to defray the cost of operations of Lions Clubs International, Club, District and State Administration and the Texas Lions Camp.

Dues are to be collected from each member. They are not paid from funds raised from the public. The dues to the Texas Lions Camp (TLC) may be paid from activity/charity funds. Only TLC dues have this option, all others must be paid by club members.

100% CONTRIBUTIONS

Each year the District Governor recommends a list of Charities as his/her 100% Contributions. Each Club is requested to raise funds for these charities.

100% Contributions are paid once a year, if the club has enough funds.

100% Contributions are paid from funds raised from the public.

TEXAS LIONS CAMP

The Texas Lions Camp is the only entity that members are asked to pay both DUES and 100% CONTRIBUTIONS.

As a member of a Lions Club in the State of Texas the club member is also a member of the Texas Lions Camp, Inc. in such by MD-2 Texas Lions, District 2-S2 and the Texas Lions Camp, Inc. Constitutions, members must pay dues of \$10.50 every six months.

100% Contributions are a voluntary payment of \$10 each year, to help the Texas Lions Camp raise funds to meet its budgetary obligations for the operation of the Camp. 100% Contributions may come from the individual club member or by raising funds from the public.

ADMINISTRATIVE FUNDS **VS.** **ACTIVITY/CHARITY FUNDS**

Administrative Funds are used to pay dues, operating expenses of the club.

Examples of Administrative funds income

- Dues
- Club 50/50 drawings
- Tailtwister fines
- Assessments to the club members

Examples of uses of Administrative funds

- Dues
- Office supplies for club operations
- Newsletters
- Postage
- Banking expenses
- Awards
- Meals
- Governor gifts
- Door prizes
- Convention Registration fee and expenses

Activity/Charity funds are funds raised from the public through fund raising efforts. These funds are used to pay for charitable activities

Examples of Activity Fund income

- Money raised/collected from the public
- Road blocks
- Raffles
- Auctions
- Contest

Examples of uses of Activity Fund

- 100% Contributions
- Contributions to Charities
- Purchase of awards that funds go to a charity
- Eye Glasses and exams for needy person
- Any request for assistance, as long as it does not benefit a Lions Club Member

DISHONESTY INSURANCE **COVERAGE**

A local source of insurance coverage for Lions Club members who handle club funds is listed below:

**Spring Insurance Agency
P. O. Box 789
Spring, TX 77383-0789
281-370-6064**

**This coverage can be purchased by a phone call. The cost is \$100.00 for coverage up to \$25,000.00
Coverage is for one year from date of insurance coverage. It is suggested that your club purchase the
\$25,000.00 minimum even though your annual funds are less.
Clubs involved with Bingo must be covered under another type of coverage separate than that
mentioned above.**

**YOUR LIONS CLUB
FINAICAL REPORT
AS OF ??????**

ITEM	BUDGET		CURRENT MONTH		YEAR TO DATE		BALANCE
	INCOME	EXPENSE	INCOME	EXPENSE	INCOME	EXPENSE	
Administrative Funds							
Prior Year's Balance					1,500.00		1,500.00
Dues	2,040.00	1,650.00					0.00
Tailtwister	100.00						0.00
Conventions		200.00					0.00
Newsletters		125.00					0.00
Postage		84.00					0.00
Office Supplies		25.00					0.00
Awards		50.00					0.00
Contingences Fund		6.00					0.00
Total - Administrating Fund	2,140.00	2,140.00	0.00	0.00	1,500.00	0.00	1,500.00

Activity/Charity Funds							
Prior Year's Balance					500.00		500.00
Bar-be-quest	500.00						0.00
Road Blocks	500.00						0.00
Bingo	4,000.00						0.00
Raffles	1,000.00						0.00
Sight Conservation		2,000.00					0.00
100% Contributions		500.00					0.00
Park Projects		250.00					0.00
Community Projects		1,500.00					0.00
Contingency Fund		1,750.00					0.00
otal - Activity/Charity funds	6,000.00	6,000.00	0.00	0.00	500.00	0.00	500.00

Total All Funds **2,000.00**

BANK ACCOUNTS

Checking 250.00
 Saving 1,750.00

TOTAL **2,000.00**

Respectfully submitted,

 Treasurer