

## **New Process for Monthly Membership Reporting by Clubs**

**Effective April 2008**

### **Overview & Frequently Asked Questions**

#### **Overview**

Beginning in April 2008, there will be a change in the submission dates for clubs to report their monthly membership reports (MMRs). These reporting changes will apply both to clubs that report their membership transactions online (through the online WMMR system) and for clubs that submit paper MMRs to international headquarters. As explained below, the overall goals are to (1) enable LCI to produce more timely cumulative monthly membership reports, and (2) provide more consistency and accuracy between the LCI cumulative monthly member report and Club Billing Statements and District Financial Recap reports.

#### **Frequently Asked Questions**

##### **Q: What exactly will be the changes to monthly membership reporting?**

Currently, membership reporting is released by LCI on a one-month lag. For example, the May Cumulative Membership and Club Summary Report is released on June 29<sup>th</sup> and utilizes transactions (adds or drops) that are created through on the 28<sup>th</sup> of June. As such, the “May” report has transactions that were created from May 28<sup>th</sup> through June 28<sup>th</sup> 4:00 PM (local time in Oak Brook).

Under the new membership reporting process, which will become effective in April 2008, reports will be released as of the most recent calendar month end. For example, the May report will have transactions that were created from May 1<sup>st</sup> – May 31<sup>st</sup>. The report will be generated 5 days after the last day of the month.

##### **Q: Why were the changes necessary?**

This will allow the association to report membership on a timely basis.

##### **Q: Will the due dates change for monthly membership reporting?**

Yes, for clubs that report online through the WMMR system, transactions must now be entered by the **last day of the current month**. And for clubs that file paper MMR reports, they must submit paper MMRs to LCI by the **20<sup>th</sup> of the current month**.

Transaction entered on the WMMR will be reported in the current month. For example, transactions entered on July 7<sup>th</sup> will be considered a “July” reporting.

Mailed reports, must be received by the 20th of the month, to be included in that month’s cumulative report. Reports, received after that date, will be recorded in the membership system with the current month; however will be included in the next month’s cumulative report.

The following are the dates to submit each months' report, effective beginning in April 2008:

<b><u>Month</u></b>	<b><u>MMR Reporting (mailed)</u></b>	<b><u>WMMR Reporting (online)</u></b>
July	July 1 - July 20	July 1 - July 31
August	August 1 - August 20	August 1 – August 31
September	September 1 - September 20	September 1 – September 30
October	October 1 - October 20	October 1 – October 31
November	November 1 - November 20	November 1 - November 30
December	December 1 - December 20	December 1 – December 31
January	January 1 - January 20	January 1 - January 31
February	February 1 - February 20	February 1 - February 28
March	March 1 - March 20	March 1 – March 31
April	April 1 - April 20	April 1 - April 30
May	May 1 - May 20	May 1 – May 31
June	June 1 - June 20	June 1 – June 30

**Q: Will this eliminate the LCI cumulative monthly membership reports being a month behind?** Yes, the reports will now contain current monthly data, rather than being a month behind.

**Q: Must club secretaries still report monthly?**

Yes, to help LCI more accurately reflect membership numbers, clubs will still need to report monthly. Previous month's reporting can no longer be submitted past the month's cutoff date.

**Q: Will the new reporting dates change the deadline for club charter applications?**

The only change for charter applications occurs in the month of June. In order to be chartered in the current fiscal year, completed club charter applications need to be received at LCI headquarters by **June 20<sup>th</sup>**. Applications can be received electronically or by fax if necessary.

**Q: When will the change in reporting be implemented?**

The new reporting will be effective for membership reporting for the month of April 2008.

**Q: How many clubs now report online through the WMMR system?**

More than 70% of clubs worldwide now report online via the WMMR system. If your club would like to report online and thus be eligible for the latest filing date each month, please contact the Information Technology division by email at: [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org) to receive a password and basic instructions.

Should you have any questions on the new process and reporting dates, please contact Troy Jewell at 630 571-5466 extension 312 or [troy.jewell@lionsclubs.org](mailto:troy.jewell@lionsclubs.org).