



Club Treasurer E-Book

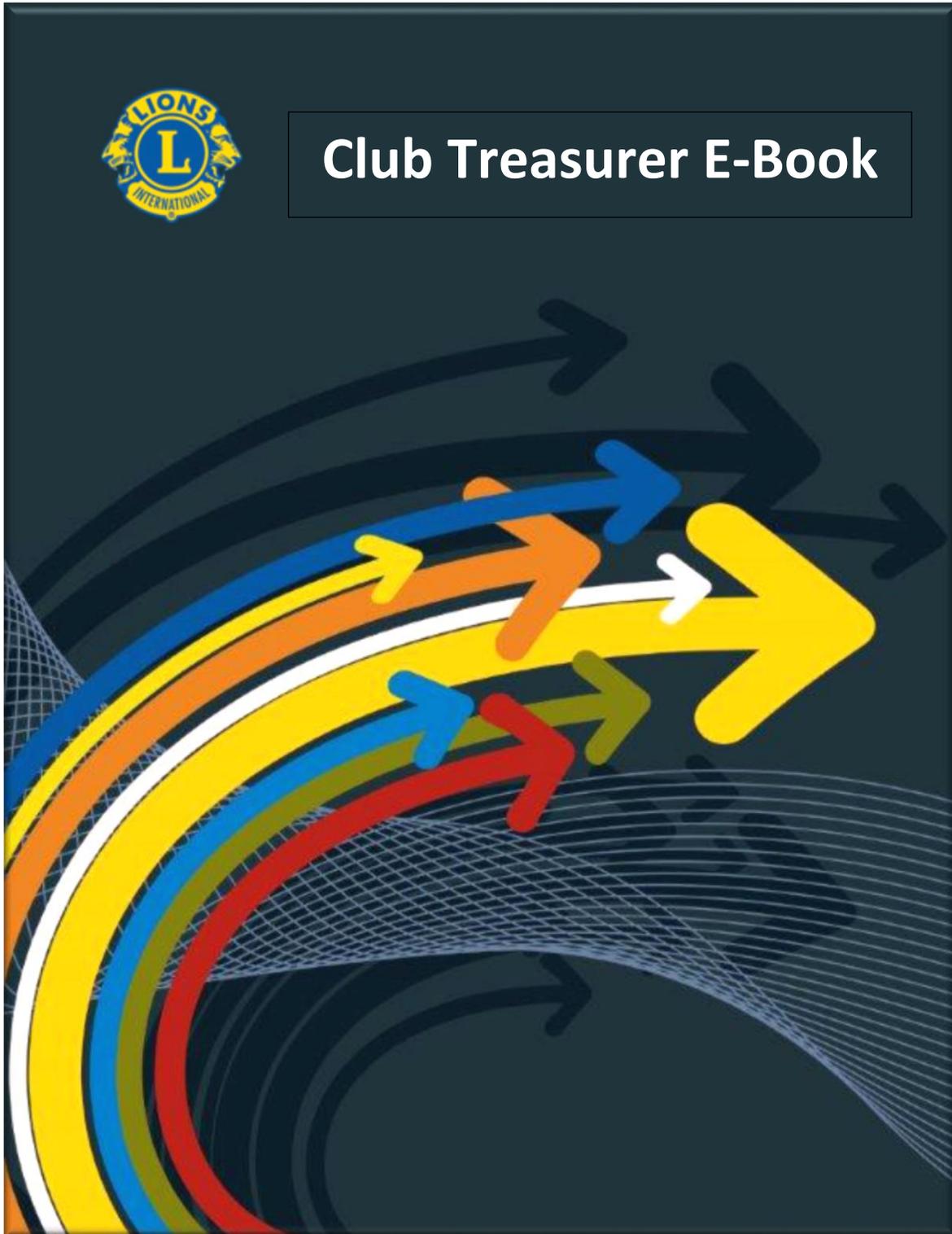


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Welcome to the Club Treasurer E-Book

This guide is designed to support you in your role as treasurer for your club. It contains tools and resources for you to be successful not only in your individual role, but as a cohesive team member with your fellow club members and officers.

It's easy to navigate the E-Book. Just click on the various sections contained in the Table of Contents pertinent to the tasks you perform to fulfill your role. From there, you will find useful information and hyperlinks that take you directly to tools, resources and documents that make your job easier.

Leading Your Club

If you spend some time studying, training and planning to fulfill the responsibilities of your position prior to the start of your term in office, you will better support the activities of your club. You and your fellow servant-leaders will more effectively work together to lead the club in realizing its vision and ensure it to be a success.

Prepare to Lead; Prepare to Succeed

Start with Self-study or Facilitated Training for the Club Treasurer Position

If you are new to the position of club treasurer, or just want to be sure that you have the most updated position description, tools and resources available, it is good to spend some time in the self-study module.

Follow the online [Club Treasurer Module PowerPoint](#) and complete the [Club Treasurer Workbook](#) to gain an overview of your position.

- Duties and Responsibilities of the Club Treasurer
- Preparing budgets and setting annual dues
- Receiving monies and depositing into approved club bank account(s)
- Making payments on behalf of the club
- Maintaining separate Administrative and Activity Accounts
- Preparing Financial Reports for the club and required governmental entities
- Maintaining club financial records
- Filing taxes/complying with local tax laws (Generally Accepted Accounting Practices)
- Preparing final financial records and turning over accounts and funds to successor

Become Familiar with Your Club Constitution and By-Laws

Your club constitution and by-laws provides the basic structure and policies to guide your club's operations and to meet the obligations of a club chartered with the International Association of Lions Clubs. It also serves as your club's main reference document if there are questions about appropriate procedures to conduct club business.

[Standard Club Constitution and By-Laws](#) - This template document serves as the basis for a club to create its own governing document in accordance with the International Constitution and By-Laws. If your club does not have its own, use this standard document.

Familiarize Yourself with MyLCI

MyLCI is an online portal which connects you directly to the international association. It provides you the ability to more easily manage the club's financial transactions, including accessing monthly club statements, obtaining the club roster to complete club dues assessments and making payments to the association.

If you will be using MyLCI for the first time, once you have been reported as the incoming club treasurer, you may establish your user ID and password any time after April 1. You will initially have access to the [training area](#) until the beginning of your term in office on July 1, when you will gain full access to MyLCI.

Learn How to Access MyLCI

When you [Logon to MyLCI](#), you have access to essential information about your club, district and multiple district which can help to streamline your administrative tasks.

- [Registration and Logon](#) - This question and answer document is for both new and existing users.
- [Introduction, Basic Features](#) - This short video provides a brief overview of the features of MyLCI.

Create Your Account in MyLCI

- [Registration and Password Instructions](#) - These easy instructions will aid you to gain access to MyLCI.

MyLCI Technical Support and Troubleshooting - Email: MyLCI@lionsclubs.org or call: 630-468-6900.

Managing Your Club Finances

Your Club Account Statements with Lions Clubs International

Your club has an account with Lions Clubs International which contains transactions from dues and club supplies. There is a new statement generated each month for you to view and print to pay your bill.

- [Payment Instructions](#) - The club may pay its monthly statement by check, PayPal or credit/debit card.
- [Club Statements](#) - Find and print the monthly statement showing any outstanding balance due to LCI.
- [Opt Out of Paper Statements](#) - Every year, your club must indicate if it prefers to not receive a mailed paper statement of your account. Club statements are prepared and available on the third or fourth business day of each month reflecting any dues or club supplies store invoices.
- [Exchange Rates](#) - This chart provides the exchange rate in relation to the US Dollar on a monthly basis.

Custom Data Downloads for Dues Invoicing

- [Download Club Officer or Member Information](#) - Use this key feature of MyLCI to create mailing address, email address and phone lists for easier communication.

Understanding Membership Types and Categories for Each Member of Your Club

The rights and obligations of each of your club members and their subsequent membership dues owed are based upon a combination of Membership Type and Membership Category, which affect the international and club- level dues.

- [Membership Types and Categories](#) - This quick-reference guide explains the details of various membership programs available:
 - **Membership types** - The association provides both regular membership and special discounted membership programs for families, college students, former Leos and young adults. These types determine international fees and dues levels billed to each Lion.
 - **Membership categories** - There are several membership categories which provide various levels of involvement for regular club members to best fit their needs as volunteers. Local club dues may vary for these categories and those dues levels are provided for in the club's constitution and by-laws.
- [Membership Dues Billing and Fees](#) - This table provides the pro-rated international dues billed to your club for members who join during the fiscal year. It also provides the pro-rated dues amounts for membership types that receive a discounted-dues rate.
- [Credit on Dropped Members](#) - This document explains the rules pertaining to an international dues credit that may be provided if your club is billed for members no longer on the roster. Credits are issued if those members are dropped within thirty (30) days of the international dues billing.

Invoicing Dues to Each Club Member

With a small amount of preparation, it will be much easier to issue a dues invoice for each member of your club. You will need to gather information from several sources in order to complete the dues invoicing process. Some of the information you need to complete the task may be found in MyLCI, including the club statement and the current club roster.

- Work with your club secretary to complete a [data download](#) of your current club roster so that you have an accurate and complete list of all members.
- View and print your club statement from MyLCI, showing the international dues billing from the association.

- The total amount of dues assessed to each member of the club is a combination of International, multiple district, district and club-level dues owed for each individual member.
 - Use the dues billing provided by the international association on June 30 and December 31 each fiscal year.
 - Contact your multiple district and district treasurers if you are not aware of the dues amounts being assessed by your multiple district and district respectively. Most multiple districts and districts bill a flat fee per member.
 - Finally, add the appropriate club-level dues applicable to each of your members as determined by their Membership Category.

Keeping Your Club in Good Standing

Your club has an obligation to pay its dues at all levels; international, district and club to remain in Good Standing. The Board Policy Manual defines Good Standing as a club:

- a. Which is not in “status quo or financial suspension”;
 - b. Which operates in accordance with the provisions of the International Constitution and By-Laws and International Board Policy;
 - c. Which has:
 - (1) District (Single, Sub-and Multiple) dues and fees paid in full; and
 - (2) No unpaid balance of International dues and fees greater than U.S.\$10; and
 - (3) No unpaid Lions Club International account balance greater than U.S. \$50, outstanding ninety (90) days or more.
- [Financial Suspension Policy](#) - This policy explains consequences of not paying international dues in a timely manner. If a club is placed in Financial Suspension, it may be cancelled if the outstanding dues are not paid before the 28th of month following the month the club is placed in suspension.
 - [Reactivating Your Club from Cancellation due to Financial Suspension](#) - Use this form to request that your club may be reactivated following cancellation due to Financial Suspension.

Purchase Club Items Online at the LCI Shop

The Club Supplies Store is an easy way to order the most commonly used supplies and Lions Clubs International branded merchandise.

Here are some quick links to the most frequently requested items:

- [Club Meeting Supplies](#) - This section of the club supplies online catalog contains gavels, gongs, meeting forms, and member name badges.
- [New Member Kits](#) - The items contained in the New Member Kit welcome a Lion into the organization and recognizes the new member's sponsor as well.
- [Lions Apparel](#) - This area contains club vests, shirts, caps and other popular clothing items; many that may be customized with your club's information.
- [Peace Poster Kit](#) - Please note that these kits are available for purchase only from January 15 through October 1 each year.
- [Awards and Medals](#) - Browse this department for various medals and certificates.
- [Plaques, Awards and Recognition](#) - This section contains a wide variety of products to help you recognize outstanding Lions Clubs.
- If you have further questions regarding club supplies, please email clubsupplies@lionsclubs.org.

The First 30 Days in Your Position

The beginning of the fiscal year is a crucial time for a treasurer to complete several financial management tasks. This includes working with the club secretary to obtain an accurate roster of the club to issue annual dues to the club members. You should also set up a system to organize and maintain both the administrative and activity accounts; revenue and expense receipts, statements from financial institutions and monthly financial reports.

Attend Club Officer Training Offered by Your District

The training offered through your district is designed to assist your entire team of club leaders to be more effective as a leadership team and provides an opportunity for each officer to learn the basic skills of the most common tasks.

Prepare Your Officers for Access to your Local Financial Institution

Obtain new signature authorizations as required by the club's financial institution to provide rights to disburse funds on behalf of the club for the newly elected club officers.

Make sure the club is stocked with paper receipts, checks, deposit slips and any other supplies necessary to carry out the financial transactions of the club.

Check the Outstanding Club Account Balance in MyLCI

- [Login to MyLCI](#)
- On the Home page, My Tasks, check the "View Statements" to check for your club's account balance in July, which should contain the first statement of international dues owed by the club. You may want to indicate in MyLCI that you want to "opt out" of receiving paper statements and always use MyLCI for your statement tracking.

Prepare Dues Invoicing

The international, district and multiple district dues invoices your club will receive are all based on the club roster as of June 30 and December 31. The international association will issue credits for invoiced dues only on members dropped by July 31 and January 31. District and multiple districts rarely issue credits for dues invoiced, so it is important for the club secretary to keep the membership roster accurate. To ensure that your club is not held accountable for dues owed by members that are no longer in your club, work with your club secretary to review your membership roster immediately in July.

To create an accurate club roster that includes each member's membership type and category, start by completing a Data Download of the club roster in MyLCI under My Lions Clubs, Reports.

- [Data Download](#) - This feature in MyLCI allows the club secretary to download the club roster, which may then be used to incorporate it into the computation for dues owed by each club member.
- Create invoices for each club member using your club's chosen financial tracking system.

Monthly Tasks

Monthly Accounting and Book Keeping Tasks

Good accounting practice is the result of keeping all revenues and expenses properly processed and recorded. Financial transparency is the result of reporting the status of all club financial accounts to the board and the members on a monthly basis. These are some critical tasks to be completed each month:

- Promptly deposit all revenue monies into the appropriate administrative or activities account and obtain receipts, properly categorize per accounting best practices.
- Make payment on all outstanding bills of the club, keeping administrative and activity account monies separate.
- [Club Statement](#) - Check MyLCI each month to view your club statement from LCI. [Pay outstanding balance owed](#) to LCI.
- Balance all monthly statements from the club's financial institution(s) immediately upon receipt.
- For both the Administrative Account and the Activities Account(s):
 - Prepare printed month-end financial reports as soon as the previous month's transactions are recorded and finalized.
 - Prepare distribution of monthly reports for both the club and board meetings, including cash flow, profit and loss, balance sheet and budget comparison.
- Retain all monthly financial reports for permanent records.

Processing Newly Recruited Members

Your club membership chairperson will work closely with the club secretary when adding new members to your club. When a new member joins the club, the membership chairperson will assist the member in selecting the membership category that appropriately matches their chosen level of involvement with the club.

In addition, there are different membership types which offer a reduced level of international dues, including family membership, student membership and Leo to Lion membership. Use the [Membership Dues Billing and Fees](#) to calculate the total international dues owed for members who join during the fiscal year.

Quarterly Meetings

Zone Meetings

Zones consist of a group of 4 to 8 surrounding area clubs. The club officers from these clubs meet on a quarterly basis, usually during the first three quarters of the fiscal year, led by your zone chairperson. You can find all of your district officer's contact information on your club homepage of MyLCI. Also look there for your zone chairperson's name and contact information.

[The Model District Governor Advisory Committee Meeting](#) - This guide assists both the zone chairperson and club officers know what to expect at the quarterly zone meetings. Often times the zone chair asks a club to

report regarding membership, service or other events. Each meeting may have a specific focus and provides an opportunity for club officers to meet and learn from each other.

Semi-Annual Tasks - Focus on July and January

In both July and January, prepare and distribute the dues invoices to all club members.

- Collect dues payments from members, provide receipt of payment and deposit into Administrative account.
- [Pay international dues](#) to LCI.
- Pay district and multiple district dues upon receipt from the district cabinet treasurer and multiple district council treasurer.

Annual Tasks

- Prepare budget for upcoming fiscal year, and present it to the club for approval per the club constitution and by-laws.
- Prepare tax filings – Organize all financial records as required by local law to comply with tax laws.

Year-end Check List

Prepare Documents and Orient the Incoming Treasurer

A full set of all revenue and expense receipts, bank statements, tax filings, financial reports provided to the board of directors and general ledgers of all transactions should be prepared for file retention with the club secretary and a set available as a reference for the incoming club treasurer.

Bank signatories - It is important for the board of directors to approve a resolution authorizing new signatories for club accounts. This may be completed at a board meeting after the club completes its officer elections and prior to the new fiscal year. The resolution should contain the names of officers that are being added as signatories as well as those that are being removed at the end of the fiscal year. This resolution should be recorded in the club minutes and may be made available to the club's banking institution upon request.

- Club financial records must be audited annually and findings reported to the board of directors and all club members.
- Prepare and retain all financial records for permanent records. Turn over all accounting ledgers, check-books and banking institution statements containing current account balances to the incoming treasurer.

Legalities and Technicalities

[Use of Funds Guidelines](#) - This provides guidance on the appropriate use of public funds or administrative funds for clubs and districts.

[General Liability Insurance Program](#) - The International Association of Lions Clubs has a program of Commercial General Liability Insurance that covers Lions on a worldwide basis. All Clubs and Districts are automatically insured.

- [Certificates of Insurance](#) - In order to expedite the certificate issuance process, you now have the ability to create certificates of insurance on your own.
- [Supplemental Insurance](#) - In addition to the automatic coverage mentioned above, Lions Clubs International now offers Supplemental Insurance Coverage for Clubs and Districts in the United States including Directors & Officers Liability, Crime / Fidelity, Additional Liability Insurance and Accident Insurance.

[Lions Trademark Overview](#) - This guideline is to help you understand the appropriate use of the Lions emblem and trademarks, and when approval is required.

[Lions Clubs International Privacy Policy](#) - Lions Clubs International (LCI) recognizes the importance of protecting the private information of our members.

[Lions Clubs International Foundation Privacy Policy](#) - Lions Clubs International Foundation (LCIF) is committed to protecting the privacy of our website visitors, donors and Lions. Personal information is not sold, rented or shared with any individual or organization.

Amendments to Your Constitution and By-Laws

From time to time, your club may choose to make amendments to your club constitution and by-laws. Check your own constitution and by-laws for the provisions regarding amendments to ensure that the process is completed according to policy. Your club secretary will assist the club president in making necessary draft amendments, communicating with the club members regarding the proposed changes and implementing the required processes to complete the amendments.