



A-16
Club Officers Training

Treasurer's Workshop

Presenters: Betty Mills

David Mills

Some Guidelines for GoToMeeting:

1. Please mute yourself when not speaking
2. Speak when the current speaker is finished or comes to a pause
3. Avoid two people speaking at the same time. The audio will be jammed and we will not hear any of you speaking.
4. You can “Raise Your Hand” physically for your turn on questions/comments





WELCOME MESSAGE

DG DEBBIE DAWSON
DGE GLENN CONDUIT



TREASURER

ROLES, RESPONSIBILITIES AND TASKS

LEARNING OUTCOMES

- Know the role and responsibilities of the treasurer as designated by Lions International Policy
- Be aware of required reports
- Recognize leadership expectations of the position of club treasurer
- Identify what resources are available to assist in the position of treasurer..





The **Club Treasurer** is responsible for financial matters pertaining to the club

- Maintains accurate club finance records and checking accounts
- Is a member of the board of directors of the club

WHO IS THE BOARD OF DIRECTORS?



The Board of Directors consists of:

- club president,
- vice president(s),
- treasurer,
- *tail twister*,
- branch coordinator
- immediate past president,
- secretary,
- *lion tamer*,
- membership director,
- and all other elected directors (GAT)

MEETINGS



The treasurer should be in attendance at club
board of directors meetings and club
meetings

TREASURER'S ROLE MEETINGS



- Board of Director Meetings:
 - Ensure all payments are approved by the board and recorded in the board meeting minutes
 - Report reconciled bank balances at meetings with brief income and expense statements

TREASURER'S ROLE

- Club Meetings:
 - Keep members informed
 - Be prepared to present financial information at club meetings
 - Oral reports should be concise, factual and to the point
 - Be prepared to collect money and issue receipts



KEEPING FUNDS IN ORDER



The treasurer of the club is charged with keeping the club's funds in order

- Receive all club-related monies (generally through the secretary)
- Work with the secretary to send out a club dues invoice approximately 10 days before the start of the dues-paying period
- Work with the club board of directors to determine organization of funds

TREASURER'S ROLE

KEEPING ADMINISTRATION FUNDS IN ORDER

Work with the club board of directors to:

- Prepare budgets
 - Administration budget
 - Determine periodical collection of dues (annual, semi-annual)
 - Determine amount – Club dues need to cover:
 - District, multiple-district and international dues
 - All other expected administrative expenses



DUES FOR 2020-2021



International

Billed \$21.50 (USD) per member

Semi-annually

July and January

Based on membership reported June 30 and December 31

Multiple District 'A'

Billed \$17.50 (Cdn) once based on membership reported June 30

Invoice received from Cabinet Treasurer

District A16

Billed \$15.00 (Cdn) once based on membership reported June 30

\$14.00 dues + \$1.00 reserve account

Invoice received from Cabinet Treasurer

THE COST OF SERVICE



District A-16, along with many other districts, collects both District and MD'A' Dues.

Therefore, you will invoice each member:

\$43.00 USD – Sent to LCI

\$17.50 Can – Sent to Cabinet Treasurer

\$15.00 Can – Sent to Cabinet Treasurer

Lions Exchange Rates for May 2020

<u>Country</u>	<u>Currency</u>	<u>Exchange Rate</u>
Algeria	Algerian Dinars (DZD)	128.450000
Australia	Australian Dollar (AUD)	1.531560
Austria	Euro (EUR)	0.920112
Bangladesh	Bangladesh Taka (BDT)	84.924300
Belgium	Euro (EUR)	0.920112
Brazil	Brazilian Reals (BRL)	5.472970
Canada	Canadian Dollar (CAD)	1.391260
Chile	Chilean Peso (CLP)	842.058667
Colombia	Colombian Peso (COP)	3,992.810000
Denmark	Euro (EUR)	0.920112
Ecuador	U.S. Dollar (USD)	1.000000
Fiji Islands	Fiji Dollar (FJD)	2.242683
Finland	Euro (EUR)	0.920112
France	Euro (EUR)	0.920112
Germany	Euro (EUR)	0.920112
Guatemala	Guatemala Quetzal (GTQ)	7.709993
Iceland	Iceland Krona (ISK)	146.686333

Head of Household

\$43.00 usd = \$59.77 cdn

60 + 17.50 + 15.00 = \$92.50cdn

Family Member

30 + 17.50 + 15.00 = \$62.50

Plus any club dues

SOME EXCEPTIONS



New Member

If a new member is inducted between
July 1 and June 30,
they only pay International Dues on a pro-rated basis
for that year.

They must pay the New Member Entrance Fee

Take Advantage of the Family Member Plan

Head pays full International Dues
Others pay ½ International Dues
Must reside in the same household
There is no Family Rate for District and MD'A'

Head of Household

\$43.00 usd = \$59.77 cdn

60 + 17.50 + 15.00 = \$92.50cdn

Family Member

30 + 17.50 + 15.00 = \$62.50

New Membership Dues Billing and Fees --Effective July 1, 2017

Billing for a new member begins the first of the month in which the member enters a club at the average rate of \$3.58 per month and billed through the end of that semi-annual period. Billing is issued semi-annually thereafter. Below is a schedule of the new member dues throughout the year:

Member accepted by club in the month of...	Billing date for new members	Semi-annual dues billed for each new member	New member entrance fee (not pro-rated)	Total dues & fees billed
July	July 1 st	\$ 21.50	\$ 35.00	\$ 56.50
August	August 1 st	17.92	35.00	52.92
September	September 1 st	14.33	35.00	49.33
October	October 1 st	10.75	35.00	45.75
November	November 1 st	7.17	35.00	42.17
December	December 1 st	3.58	35.00	38.58
January	January 1 st	21.50	35.00	56.50
February	February 1 st	17.92	35.00	52.92
March	March 1 st	14.33	35.00	49.33
April	April 1 st	10.75	35.00	45.75
May	May 1 st	7.17	35.00	42.17
June	June 1 st	3.58	35.00	38.58

Billing for a new Family or Student member begins the first of the month in which the member enters a club at the average rate of \$1.79 per month and billed through the end of that semi-annual period. Billing is issued semi-annually thereafter. Below is a schedule of the new member dues throughout the year:

Member accepted by club in the month of...	Billing date for new members	Semi-annual dues billed for qualifying family member	New member entrance fee (not pro-rated)	Total qualifying family member dues & fees billed	Student member pro-rated dues with entrance fee waived.
July	July 1 st	\$ 10.75	\$ 35.00	\$ 45.75	\$ 10.75
August	August 1 st	8.96	35.00	43.96	8.96
September	September 1 st	7.17	35.00	42.17	7.17
October	October 1 st	5.38	35.00	40.38	5.38
November	November 1 st	3.58	35.00	38.58	3.58
December	December 1 st	1.79	35.00	36.79	1.79
January	January 1 st	10.75	35.00	45.75	10.75
February	February 1 st	8.96	35.00	43.96	8.96
March	March 1 st	7.17	35.00	42.17	7.17
April	April 1 st	5.38	35.00	40.38	5.38
May	May 1 st	3.58	35.00	38.58	3.58
June	June 1 st	1.79	35.00	36.79	1.79

NOTE: INTERNATIONAL DUES DO NOT INCLUDE DISTRICT OR MULTIPLE DISTRICT DUES.



Ordering Supplies from LCI



- It is recommended that only the Club Secretary and the Club President order club supplies.
- Individual Lions can now order supplies and pay for them with their personal credit card.
- You must set up a procedure to make sure you are kept aware so that prompt payments can be made.

Clubs with overdue amounts owing
will not be allowed to vote
at Convention

**By registering your user name and password
with LCI, you will be able to access
your current balance at any time.**



Welcome to the Lions Clubs International digital ecosystem!

Here you'll find a variety of helpful, easy-to-use applications designed to simplify and improve your service.

MyLCI

Tools for Lion leaders.

- Manage your membership
- Create district & club profile
- Check club voter eligibility
- Document & plan conventions
- Check application status

GO

MyLion

Connect. Serve. Report.

- Report service
- Plan service projects
- Connect with other Lions
- Create personal profile

GO

Shop

Buy all things Lions.

- Order club essentials
- Order awards, pins and more
- Get great Lions gifts

GO

Insights

Increased knowledge. Increased impact.

- Explore membership trends
- Explore club trends
- View service activity impact
- Track Foundation donations

GO

Lions Learning Center

Learn. Grow. Lead.

- Take free online courses
- Encourage your personal growth
- Access leadership tools and insights

GO



Welcome to your Lion Account

We have a new universal login system. Your Lion Account username and password allows you access to all Lions applications: MyLCI, MyLion, Shop and Insights. MyLCI users who do not have a MyLion username and password- register for your Lion Account today!

SIGN IN

SIGN IN

[Forgot your Lion Account Username?](#) or [Forgot your password?](#)

REGISTER

Don't have a Lion Account? Create an account today to access all our great tools and features!

REGISTER



Statements

(All amounts in USD)

Current Balance

Sept 2019 Statement Closing Balance	57.89	
Payments received Oct 01, 2019 through Oct 16, 2019	0.00	
Charges incurred Oct 01, 2019 through Oct 16, 2019	0.00	
Current Balance as of Oct 16, 2019	57.89	View/Print

Statements and Invoices

	July 2019 - June 2020		July 2018 - June 2019		July 2017 - June 2018	
	Opening Balance	Payments	Charges	Closing Balance		
Sept 2019 Statement	715.00	657.11 CR	0.00	57.89	View/Print	
Aug 2019 Statement	662.08	0.00	52.92	715.00	View/Print	
July 2019 Statement	662.08	0.00	0.00	662.08	View/Print	

IMPORTANT - When printing statements to make a payment, set Page Scaling to None to ensure your payment will be processed in a timely manner.

MYLCI

- Will provide access to the following
 - Current & previous LCI statements
 - Member list with details
 - Officers of your club and the District

TREASURER ROLE

KEEPING ACTIVITY FUNDS IN ORDER

- Work with the club board of directors to:
 - Prepare budgets
 - Anticipate income and expenses for each planned project
- * Complete budgets no later than May - prior to the beginning of your term





LIONS CLUB

ACTIVITY
REPORT

NAME OF ACTIVITY -

COMMITTEE CHAIR -

DATE OF ACTIVITY -

DATE OF REPORT -

Service Fundraiser/Fundraiser

Number of Lions =

Number of Hours =

Total Expenses Incurred (Provide Receipts) =

Total Revenues Generated (As per Deposits) =

Profit/Loss =

Please provide any pertinent details relating to this event.

Service Activity

Number of Lions =

Number of Hours =

Number of People Served =

Please provide any pertinent details relating to this event.



Donations to District A-16 Projects

(Example: Governor's Project, Lions Club Camp Kirk Foundation)

Sent directly to the Cabinet Treasurer – Lion Kelly Moore

PO Box 708
Minden ON K0M2K0

Please

Always remember to let the Committee
Chairperson

Know that you have forwarded a donation to
the Cabinet Treasurer.

Donating to Lions Clubs International
Foundation
Campaign 100



Send donations either by cheque or e-transfer to:

Lions of Canada Fund for LCIF

PDG Stan Durward

PO Box 38

Sunderland ON L0C 1H0

- Canadian Dollar accepted at par
- Club donations are tracked and recorded
- Individual Donations get an income tax receipt



TREASURER ROLE

KEEPING FUNDS IN ORDER

- Work with the club board of directors to:
 - Review current banking institution(s)
 - Funds for administration and activities must be kept separate through book-keeping or two accounts
 1. *Administration* – funds from dues, fines, and internal funds
 - Funds can be transferred from this account to the activities account
 2. *Activities* – funds raised from the public
 - The funds in the activities account cannot be used for administrative purposes.
 - All money from the public goes back to the public



TREASURER ROLE

KEEPING FUNDS IN ORDER

- Work with the club board of directors to:

Establish protocol for monitoring
Lottery Accounts and/or Foundations

Determine from what accounts donations can be made.
This is especially important for lottery earnings.
Make use of your local By-law officer



TREASURER ROLE

KEEPING FUNDS IN ORDER

- Work with the club board of directors to:
 - Review current banking institution(s)
 - Set limits regarding the amount of petty cash the club will handle
 - Establish a system for reimbursement.

TREASURER ROLE

KEEPING FUNDS IN ORDER

- Cash received should have a receipt
 - **Wherever possible, prepare receipts before meetings for quicker completion (eg Dues)**
- Request and use cheques whenever possible
 - **Cash exchanges can cause confusion and create potential for unclear accounting**



TREASURER ROLE

KEEPING FUNDS IN ORDER

- Deposit monies in appropriate accounts
 - Bank monies received on the next business day or within 48 hours of receipt
 - Immediacy in record-keeping and deposits minimizes the potential for errors



TREASURER ROLE

KEEPING FUNDS IN ORDER



- Develop and monitor the club's administrative and activities budgets

Develop – budgets with the Finance Committee and after approval from Club Board of Directors and club members, set the annual club dues.

Monitor - alert club officers if expenses exceed budgeted amount

PAYING OBLIGATIONS

The treasurer of the club ensures all obligations are paid and recorded.



TREASURER ROLE

PAYING OBLIGATIONS

- Pay Lions clubs bills promptly
 - Cheques and vouchers need to be signed by the treasurer and countersigned by the selected officer, with signature on file at the bank
 - Make payments for items purchased by the club, as well as dues for district, multiple district and international





LIONS CLUBS INTERNATIONAL PAYMENT INSTRUCTIONS FOR CANADA



I. Online Payment Options

In addition to paying by Credit Card, PayPal is now an option for Club Treasurers with a valid MyLCI User ID and password. Club Treasurers can visit MyLCI on the Lions Clubs International website. After logging onto MyLCI, choose **Club, Statement** and select **PayPal or Credit/Debit Card**

II. CHECK

The Association's account in Toronto is chartered to accept either US or Canadian dollar checks drawn on a Canadian Bank.

CLUB PAYMENTS and other LCI payments: Please clearly identify your payment (include the statement top, write the complete club name and club number on the front of the check, or send an invoice copy). Checks will be credited to the appropriate club account(s) as of the date they are received by the lockbox.

Please mail your Canadian bank drawn payments and donations to the following address:

THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS
P. O. BOX 2425, STATION "A"
TORONTO, ONTARIO
M5W 2K5

III. ACH Electronic Processing

Pay now through ACH! Simply fill out the Pre-Authorize Agreement form, found on the LCI website under Finance, Payment Instructions. Send back to the Accounts Receivable Dept. via secured line email or fax. Please be sure to clearly identify your club number and payment amount in your email or fax.

IV. Correspondence only should be sent to the address below:

Lions Clubs International
300 W. 22nd Street
Oak Brook, IL 60523

Contact your district governor or our office if you have any questions.

Accounts Receivable and Club Account Services

E-mail: accountsreceivable@lionsclubs.org

Phone: 1-630-203-3810

Fax: 1-630-571-1683

Web: www.lionsclubs.org

RECORD-KEEPING AND REPORTS

Organized and accurate record-keeping and submitting reports appropriately are priorities for the club treasurer.



TREASURER ROLE

RECORD-KEEPING

- Maintain general records of club receipts and disbursements
 - Reconcile bank statements
 - Record monthly income and expenses promptly
 - Review monthly itemized statement of credits and charges from international headquarters for accuracy





TREASURER ROLE

RECORD-KEEPING

- Use a ledger book , computer spreadsheet or accounting programme
- Record dues as paid
 - * The best way to ensure accuracy is to record monies received and paid ***immediately.***

ACCOUNTING PROGRAMS

- We have no recommendations for a program.
- We recommend some program as opposed to a ledger book or spread sheet.
- A program allows easier reporting with less chance of errors.

BANK CHARGES

- Attempt to not pay bank charges
- Some banks may have a policy to not charge.
- With the others you should be aggressive.
- With CIBC the decision falls to the individual manager.

BANKING

ON-LINE BANKING

Provides instant access to all accounts.

E-TRANSFERS

- Accept e-transfers only
- Double signature accounts will not allow sending money via e-transfer

BEWARE!

Scams

TREASURER ROLE REPORTS

- Prepare and submit financial statements as per your Board of Directors
- Reports should be brief, factual and informative
- Report includes a brief income and expenses statement - where money came from and where it went
- Present accounts as a written list with copy to secretary for meeting minutes.



PREPARING FOR END OF TERM OR ANNUAL REVIEW



- The elected treasurer's term is for one year.
- At the end of the year all information and documentation should be in order for the succeeding treasurer.

TREASURER ROLE

PREPARING FOR END OF TERM/ANNUAL REVIEW

- In preparing for the end of the term:
 - Complete all banking (deposits and payments) before the end of your year
 - *Give bond for the faithful discharge of your position*
 - Prepare year-end statements promptly and turn over as soon as bank statements are available.



TREASURER ROLE

PREPARING FOR END OF TERM/ANNUAL REVIEW

- **Audit Reports/Records**
 - For safeguarding records both administratively and publicly it is sound accounting procedure to audit or review the records at the end of each fiscal year
 - Respected prior club officers could be appointed to do the audit/review



AUDITING/ANNUAL REVIEW OF THE BOOKS



- For the protection of the treasurer it is essential that books are audited /reviewed when you take over and annually thereafter.
- The books are not your private domain and should be available to the executive at any time.

TREASURER ROLE

PREPARING FOR END OF TERM/ANNUAL REVIEW

- Transfer to new treasurer:
 - Bank deposit books, cheque books and reconciled year end balance of all accounts
 - Invoices/receipts
 - Motions directing payment
 - Member ledger sheets
 - Copy of income and expense statements



LEADERSHIP

Club members look at the treasurer as one of the leaders of the club.



TREASURER ROLE LEADERSHIP

- Use prior experience and available resources to capitalize on leadership potential.
 - The online Lions Learning Center [Leadership](#) course will help develop leadership skills.
 - Lead by example
 - Follow the [Lions Code of Ethics](#) (available online)





Discover
Our Story

Explore
Our Impact

Start
Your Service

Support
Your Foundation

Resources
For Members

Join

Donate

HOME / RESOURCE CENTER / LIONS LEARNING CENTER

Lions Learning Center

Welcome!

Here in the Lions Learning Center you can learn and practice key leadership skills for your role as a Lions leader and to be successful in all your projects.

If you are new to LLC, you will need to create an account. Please have your Lions Member ID number ready!

System check:

1. Pop-up blockers must be disabled to run LLC courses!
2. Adobe Flash player is needed to run LLC courses.
3. LLC courses cannot be accessed by iPad or iPhone at this time. Other tablets and smart phones with Flash player can be used

2019-2020 FVDGs/DGEs: Your online assignments can only be accessed through the Lion Account. [Click here](#) for Lion Account access instructions.

Login Now

- [Frequently Asked Questions](#)
- [How to Disable Pop-Up Blockers](#)

Questions? Please contact elarning@lionsclubs.org.



Home

Lions Learning Center Training

2019-2020 FVDGs/DGEs: Your online assignments can only be accessed through the Lion Account. [Click here](#) for Lion Account access instructions.

If you have questions or comments, please contact the Leadership Development Division at elarning@lionsclubs.org.

Assigned Activities

Type ↓	Activity	Status	Requested Complete Date
No items found.			

Current Activities

Type	Activity	Status	Requested Complete Date
	Effective Teams	In Progress	

RESOURCES



Some resources for the club treasurer 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 \(LA-2\)](#)
- **Treasurer E book**
- **Best Practices for Financial Transparency**



LEARNING OUTCOMES

- Know the role and responsibilities of the treasurer as designated by Lions International Policy
- Be aware of required reports
- Recognize leadership expectations of the position of club treasurer
- Identify what resources are available to assist in the position of treasurer..





QUESTIONS / COMMENTS

WHAT'S NEXT:

This webinar recording will be posted on the A-16 website shortly:

- Go to www.lionsa16family.org
- Click 'Menu' and then 'GLT'

We welcome your comments and feedback on this session, please email your feedback to Lion Tim at tcheung@lionsa16.com





THANK YOU !