

TREASURER'S WORKSHOP

- Presenters: Betty Mills

- Tim Cheung



THE FOLLOWING
PRESENTATION IS
CREATED FOR
DISTRICT A16



- LET'S GET ACQUAINTED.



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 (e.g. meeting meals)

DUES FOR 2025-2026

International

Billed **\$25.00 (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 send on behalf of each member:

\$50.00 USD – Sent to LCI

\$17.50 Can – Sent to Cabinet Treasurer

\$15.00 Can – Sent to Cabinet Treasurer

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'



FAMILY MEMBER

$$34.50 + 17.50 + 15.00 = \underline{\$67.00 \text{ CDN}}$$



Head of Household



\$50.00 usd = \$69 cdn



69 + 17.50 + 15.00 = \$101.50cdn

New Membership Dues Billing and Fees --Effective July 1, 2025, \$50.00

Billing for a new member begins the first of the month in which the member enters a club at the average rate of \$4.17 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	\$ 25.00	\$ 35.00	\$ 60.00
August	August 1 st	20.84	35.00	55.84
September	September 1 st	16.68	35.00	51.68
October	October 1 st	12.50	35.00	47.50
November	November 1 st	8.34	35.00	43.34
December	December 1 st	4.17	35.00	39.17
January	January 1 st	25.00	35.00	60.00
February	February 1 st	20.84	35.00	55.84
March	March 1 st	16.68	35.00	51.68
April	April 1 st	12.50	35.00	47.50
May	May 1 st	8.34	35.00	43.34
June	June 1 st	4.17	35.00	39.17

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 \$2.09 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	\$ 12.50	\$ 35.00	\$ 47.50	\$ 12.50
August	August 1 st	10.42	35.00	45.42	10.42
September	September 1 st	8.34	35.00	43.34	8.34
October	October 1 st	6.25	35.00	41.25	6.25
November	November 1 st	4.17	35.00	39.17	4.17
December	December 1 st	2.09	35.00	37.09	2.09
January	January 1 st	12.50	35.00	47.50	12.50
February	February 1 st	10.42	35.00	45.42	10.42
March	March 1 st	8.34	35.00	43.34	8.34
April	April 1 st	6.25	35.00	41.25	6.25
May	May 1 st	4.17	35.00	39.17	4.17
June	June 1 st	2.09	35.00	37.09	2.09

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



YOU CAN SEARCH
LCI
EXCHANGE
RATES FOR ANY
MONTH

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
On the Lions Portal, you will be able to access
your current balance at any time.**



Service Metrics Improvement! A new, more efficient way to view your service activities all on one page. Go to Service to see it now.



Welcome J David Mills!

MY MEMBERSHIP



MY CLUB



MY DISTRICT/MD...



MY ASSOCIATION



Welcome to the Lion Portal

DONATE



Insights



Account

HALIBURTON & DISTRICT L C

+ Follow

35058Lions ClubActive31

Club Details

Data Export

Club Service Activities

Club Statements

New Club Applications

Account Name

HALIBURTON & DISTRICT L C

Type

Lions Club



Parent Account

District A 16



Active Member Count

31

Region or Zone

Zone: NORTH



Club Specialty



Lion ID

35058



Club Sub-Specialty



Charter Established Date

2/14/1978



Specialty Description



Member Acti...

Club Actions

Manage Club Officers

Manage Cub Club

Leader

View Club Officers

Club Members

Club Officers

Sponsors



[Home](#)[Membership](#) ▾[Service](#)[Learn](#)[Reports/Insights](#) ▾[Shop](#)[More](#) ▾

Account

HALIBURTON & DISTRICT L C

[+ Follow](#)

35058Lions ClubActive31

[Club Details](#)[Data Export](#)[Club Service Activities](#)[Club Statements](#)[New Club Applications](#)[Opt In/Out of Paper Statements](#)

Monthly Activity

	Description	Current Balance	View/Print ↓
1	Apr 2025 Statement Closing Balance	55.00	
2	Payments received May 01, 2025 through...	-56.94	
3	Charges incurred May 01, 2025 through ...	0.00	
4	Current Balance as of May 29, 2025	-1.94	



Statements and Invoices

2025

2024

2023

[Member Acti...](#)[Club Actions](#)[Manage Club Officers](#)[Manage Cub Club
Leader](#)[View Club Officers](#)[Club Members](#)[Club Officers](#)[Sponsored Cl...](#)

Active Members

Blight

Rosemar...

rosemary...





lci-learnonsite-app-prod.azurewebsites.net



Lions Clubs International

Support

Messages



Betty Mills



Learn

Home

International Institutes

Local Institutes and Trainings

Reports

Learn. Lead. Grow.

Online Training

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

Lions Learning Center

GO

- ☐ ★★★★★☆
- ☐ ★★★★★☆
- ☐ ★★★★★☆
- ☐ ★★★★★☆

Favorites



☐ Yes ☐ No

Has discussion forum



☐ Yes ☐ No



Learning Path ★★★★★☆ (1242)

Club Secretary Learning Path [EN]



Learning Path ★★★★★☆ (839)

Club Treasurer Learning Path [EN]



Learning Path ★★★★★☆ (441)

Council Chairperson Learning Path [EN]

Council Chairperson Learning Path [EN]



Learning Path ★★★★★☆ (228)

Global Extension Team Coordinator Learning Path [EN]

This path will give Global Extension Team Coordinators the s...



Learning Path ★★★★★☆ (249)





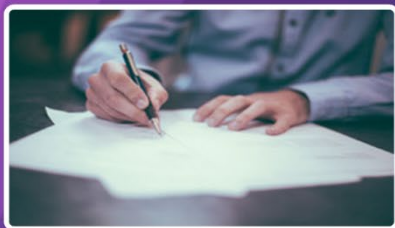
lionslearningcenter.litmos.com



Lions Clubs International Club Treasurer Learning Path [EN]



BM

[Home](#)[Content Library](#)[Achievements](#)[Content Library](#) / [Club Treasurer Learning Path \[EN\]](#)

Club Treasurer Learning Path [EN] ★★★★★ (839) ▼

[Start this learning path](#)

0%

[Courses](#)[Additional References](#)[Reviews](#)

▼ Club Officer Training [EN]

0%



Club Officer Training

0% My Score

▼ Club Treasurer Responsibilities [EN]

0%

LIONS PORTAL

- 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



Donations to District A-16 Projects

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

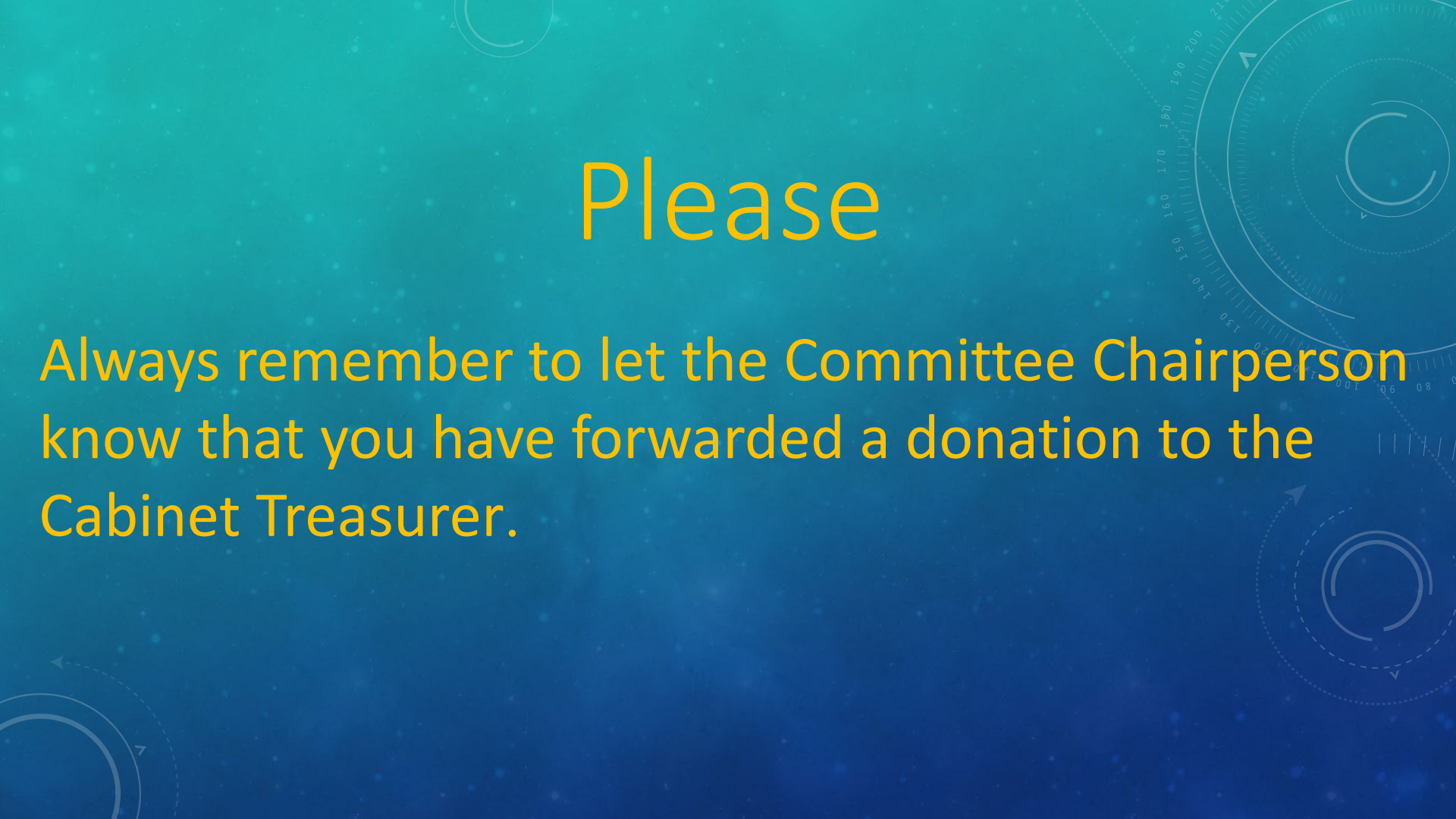
Send directly to the Cabinet Treasurer made payable to

“Lions District A16”

Lion Tim Cheung

413-610 Bullock Drive

Markham ON L3R 0G1



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

Send donations either by cheque or e-transfer to:

Lions of Canada Fund for LCIF

Lion Peter Oswald

22 Dundana Ave.

Dundas ON L9H 4E6

- 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) and signing/co-signing authorities
 - 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

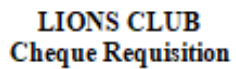


TREASURER ROLE

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.





Requestor: _____
Date of request: _____

Item	Amount
TOTAL	

Date of Cheque: _____
Cheque Number: _____ Account: _____

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
 - Ongoing payments are allowed with Directors' approval



**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 2K6

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

For LCIF Donations: <https://www.lcif.org/EN/support-our-work/club-district-donate.php>





Lions Clubs International
Canadian Pre-Authorized Debit Agreement Form

1. Club Information

LCI Club Account Number: _____

Club Name: _____

Street address: _____

City: _____

Province: _____

Postal Code: _____

Telephone number: _____

2. Bank Account Information

Bank Account number: _____

Branch Transit Number: _____

Financial Institution Number: _____

Checking Account ☐

Savings Account ☐

Business ☐

Personal ☐

Financial Institution Name: _____

Branch Address: _____

3. Pre-Authorized Debit Details

You, the Payor, authorize Lions Clubs International to debit the bank account identified above upon written notification from a club officer. Please note: The debit will be immediately processed upon receipt of written request.

****By signing this form, the payor agrees to waive the standard 10 day debit pre-notification.****

You, the Payor, may revoke your authorization at any time in writing, subject to written 30 day notice. To obtain a sample cancellation form, or for more information on your right to cancel a PAD agreement, contact your financial institution or visit www.cdnpay.ca.

Signature of Account Holder: _____

Signature of Joint Account Holder (if applicable) _____

Name: _____

Date: _____

Name: _____

Date: _____

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

Please send the completed signed form to:

AccountsReceivable@lionsclubs.org

or Fax: (630) 571-1683

****The Transit number is a 5 digit number and the Financial Institution number is the 3 digit number as shown below:**

⑈004⑈ ⑆12345⑆004⑆ 1234⑆1234567⑈

Cheque
number

* Transit
(Branch)
number

Financial
Institution
number

Designation
number

Account
number

DETAILS FOR ACH

YOU ONLY NEED TO SUBMIT THE FORM ONCE (UNLESS BANKING INFO CHANGES)
FILLABLE FORM IS ON A16 WEBSITE

PRE-AUTHORIZED DEBIT IS PROCESSED AT THE LCI OFFICE

MUST NOTIFY LCI **EACH TIME** YOU WANT THE DEBIT PROCESSED AT
["accountsreceivable@lionsclubs.org"](mailto:accountsreceivable@lionsclubs.org)

CLUB OFFICERS DETERMINE THE AMOUNT AND DATE TO BE PROCESSED. APPROVAL MUST BE
RECEIVED BY LCI IN WRITING

THE ELECTRONIC PAYMENT WILL BE ISSUED IN CANADIAN DOLLARS

THE EXCHANGE RATE WILL BE REFLECTED ON THE CLUB STATEMENT

THE ACCOUNTS RECEIVABLE DEPARTMENT MUST INITIATE THE REQUEST FOR PAYMENT

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.*

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 on the Lions Portal will help develop leadership skills.
 - Lead by example
 - Follow the [Lions Code of Ethics](#) (available online)

RESOURCES

Some resources for the club treasurer include:

- A16 Treasurer Tim Cheung
- 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 \(LA-2\)](#)
- 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*





*THANK
YOU !*