

**TENNESSEE LIONS DISTRICT 12-O**

**CLUB SECRETARY & TREASURER**

**MANUAL**

**CONGRATULATIONS** on your election as club Secretary and or Treasurer!

During the next year you will be greatly challenged, for the continuing success of any Lions club depends on whether it has a good Secretary and Treasurer. Adequate preparation will help you to meet the challenge. Study this manual, attend the training session and talk at length with the outgoing Secretary and Treasurer for advice.

Although your President is expected to provide the club's leadership, you are the key to his or her success of the year. Whether he or she earns the Club President Excellence Award will depend on your ability and diligence in submitting all your required reports on time and in your responding effectively to correspondence. The club's team spirit will often depend on your efficiency in obtaining all the awards each member has earned.

Your roll in Lionism will often extend beyond the club into the District. Team spirit is strengthened by a club President, Secretary and Treasurer who work well together. You are a member of your District Governor's Advisory committee, and it is essential that you attend all of the Zone and District's meetings.

## **Contents**

Overview of Secretarial Duties	3		Overview of Treasurer's Duties	13
Preparation for Meetings	4		Club Funds	14
Attendance	5		Financial Records	14
Minutes	5		Budgets	14
Membership and Activities Reports	5		Paper Trail	14
Monthly Membership Report Paper Report (MMR)	6		Record Retention	15

Monthly Membership Report On-Line Report (WMMR)	6		Financial Reports	15
Club Officer Reporting Form	6		District and Intl. Projects	15
Annual Activities Report	7		Auditing the Books	16
Record Keeping – General Suggestions	7		Per-Capita Dues and Club Dues	16
Membership	8		Carrying Charge	16
Invitation-Application for Membership	8		Making Remittances	16
Transfer Membership Form	9		Income Tax	17
Types of Membership	9		TN State Requirements	17
Record of Club Service and Awards	10			
Member Ledger	10			
Awards	11			
Membership Awards	11			
District Awards	11			
Correspondence	11			

How to be a Good Correspondent	11			
Club Directory and Newsletter	12			
Keeping the Club Supplied	12			

# **Overview of Secretarial Duties:**

## **Each Meeting and Board Meeting**

1. Take attendance
2. Record Minutes

## **Monthly**

1. Submit the MMR (Monthly Membership Report)
2. Submit Activities Report
3. Submit District Governor's Club Contest Report

## **Quarterly**

1. Attend Zone Meeting with President
2. Issue quarterly dues statements to each member and other financial obligations owed to this club
3. Collect and turn the same over to the club treasurer and obtain a receipt
4. Report to the President and board any delinquent issue and actions taken to collect funds due

## **March/April**

1. Elect officers
2. Submit Officers Reporting Form (PU101)

## **End of Year**

1. Check records for 100% attendance awards
2. Check records for years of service awards
3. Make out new attendance record form for next year
4. Submit Annual activities report (A-1)
5. Apply to LCI and District for members awards

## **Twice a year**

1. Check members list with International's list on the back of the dues statement sent to the treasurer.

## **New Member**

1. Review completed membership application, file in club records, and begin new membership record card.

## **As Needed**

1. Conduct correspondence for the Club, such as invitations, thank-you notes, or other required correspondence.

### **Supplies**

1. Secretary orders all club supplies and awards either on-line, by phone, or mail order form.

### **Keep Good Records**

1. Have custody and keep and maintain general records of this club:
2. Records of minutes of club and board meetings and distribute minutes accordingly
3. Keep attendance of all meetings.
4. Report perfect attendance at year end.
5. Keep file of Club and District newsletters
6. Keep records of committee appointments
7. Keep records of elections and results
8. Keep records of awards made by club, district and LCI
9. Distribute Awards, such as Membership Keys.
10. Keep member information, addresses and telephone numbers of members; members club accounts;
11. Arrange to have records filed and archived for future reference

### **Protect Club's Assets**

Arrange for issuance of bond in cooperation with the club president and treasurer as determined by board of directors

### **District Responsibilities**

Part of the oath of office for the secretary is to attend Zone and District meetings. In addition, there are benefits to attending these meetings:

1. Can meet and share ideas with other secretaries
2. Can learn about possible programs, fundraisers, and service projects
3. Can find out what is happening in the Zone and District.
4. Can learn from Zone Chairpersons program
5. Can earn points for the District Governor's Club Contest and the 100% Secretary award.

## **Preparation for Meetings**

### **Board of Directors**

The secretary has three main duties in preparing for the board of directors meeting:

At the request of the president, coordinates topics to be covered.  
Notifies board members and individual committee chairmen (and others who are to make special reports) of the time and location of the meeting  
Records the minutes of the meeting in detail to provide the business history of the club.

The secretary's responsibilities will vary from club to club; therefore it is recommended that he or she establish ground rules with the president to avoid confusion at the board meeting.

## **Club Meetings**

Although the style of club meetings will vary widely, all should have a good program and plenty of good fellowship. A suggested list of events for a club meeting includes:

### **Prior to the meeting**

1. Prepare a check-off list of things to do...

Awards to be presented.

Place roll call blanks at each table place setting or prepare roster for checking roll (if used)

Assemble correspondence to give committee chairmen or members

Assemble and list information to be announced to members

List items of interest for the president

List items of interest for the bulletin editor (district newsletter, etc.)

2. Prepare New Member Kits. Purchase kits, if necessary from LCI Club Supplies Division.

### **During the meeting**

Check roll and make note of members and guests.

Record minutes of meeting

Collect dues and give members receipts for the same

Have new members fill in top portion of Record of Club Service Form

### **After the meeting**

Verify monies collected and record payment of dues

Record charge for guests on Member Ledger

Record attendance and make-up meeting on Member Attendance Form

Record awards presented on Record of Club Service and Awards Form

Deposit or turn over to treasurer all monies collected and obtain receipt

## **Recording the Minutes**

The minutes of board and club meetings must be recorded for future reference and club historical purposes. Here are several guidelines the secretary may want to follow:

Use his or her discretion as to what is important enough to be documented, particularly where discussion is involved.

Insure that the names of members making motions and seconds are recorded

Don't try to record every word that is spoken, only those pertinent to club or board business of those that will provide the business history of the club.

Club meeting items that should be documented in the minutes are:

members giving pledge, invocation, or songs etc.

number of guests and members present

attendance percentage

committee reports

matters of business needing approval of total membership

name and topic with comments about guest speaker or programs

presentation of awards to members

## **Attendance**

At the beginning of each meeting the secretary should take a Roll Call of all members. The roll may be taken either by calling out the list of member names or quietly recording in a log those members present. The secretary must keep an accurate log of attendance for the year.

Quorum is the minimum number of members required at a meeting for the transaction of business. Usually a quorum is the majority of members, unless the by-laws state otherwise. The secretary must announce whether or not a quorum exists.

Guest Register should be used for guest speakers, prospective members, non-Lion visitor and visiting Lions to personally record their names and positions.

When absent, members can fulfill their attendance requirements by making up the missed meeting 13 days prior or 13 days after the missed meeting by:

1. Attending another Lions club meeting.
2. Attending his/her home club board meeting.
3. Attending his/her home club standing committee meeting.
4. Attending a Lions zone, district, state, or international meeting.

The Board of Directors may grant credit for missing a meeting for illness, military service, jury duty, elected governmental position or other statutory requirements and occupational duties.

## **Minutes**

The minutes of a meeting is the record of proceedings. The essentials are as follows:

The kind of meeting: “regular, special, or board.”

2. Name of the assembly: “Lions Club of \_\_\_\_.”

Date and place of meeting

The names of the chair and secretary

Whether the minutes of the previous meeting were approved.

All motions (that were not withdrawn), their movers and whether the motions were sustained or lost.

All points of order and appeals, whether sustained or lost.

The time of the call to order and of adjournment.

The minutes should only record what the club does, and not what members say. Therefore: Debate is considered informal and not recorded.

Generally the name of the member making a motion is recorded, but not the seconder

When a vote is taken by ballot, the number on each side should be recorded (number for and number against).

When a roll call vote is taken, a list of names voting on each side should be recorded.

When recording and reporting the minutes proper terminology is important:

Motions that are successfully voted into policy are “carried, adopted, or sustained.” Avoid using “passed.”

Motions that are not carried are “lost or defeated.” Avoid using “failed.”

Reports that are endorsed by the club are “adopted or accepted.” Avoid using “received,” which simply means read to the assembly.

## **Membership and Activities Report**

All chartered clubs are required to submit regular monthly reports to International Headquarters. They are used for reporting membership changes and activities completed and changes in membership or activities to report. The membership and activities report is the most important document prepared by the secretary.

The club may be having an outstanding year, but unless this information is conveyed to the zone chairman, region chairman, district governor and Lions Club International through the M&A Report, the club might appear to be doing nothing. Thus it is essential that these reports be accurate, timely and fully cover all activities of the club.

## Monthly Membership Report (MMR)

Completing the MMR is a very important secretarial task. It serves to keep International and your district officers informed as to your club's membership status. Here are some tips on completing the **paper** MMR.

Please note the block in the upper left-hand corner. It says "Mail by the Last Day of Month." As of April 2008, LCI needs to receive these reports by the 20<sup>th</sup> day of the following month. For example if you are submitting the report for the month of May it must be received by June 20<sup>th</sup>. Many secretaries eliminate their club from the district governor's contest because they send the MMR late.

In the center box at the top "(D) Club Use..." tally any drops or transfers for the month. Make sure that the dropped member's name and member number is listed in the space at the bottom of the page.

In the box in the upper right hand corner "Club use..."

On the first line report the members from the last MMR report. (Make sure to check that this number does agree with last month's report.)

On line "A" indicate the number of new members. Make sure to list their name and pertinent information in the space provided in the middle of the report page.

Continue by completing the rest of the lines and make sure the line "Members at Close of Month" does represent the number of members at the close of the month.

4. In the boxes below the three membership tally boxes check the data for accuracy. Make changes there as necessary.

## Monthly Membership Report (WMMR)

The timeliness of completing the WMMR is just as important as it is for the paper report. **The WMMR is due by the end of the reporting month.** Meaning if you are reporting for the month of May it needs to be completed on line by May 31<sup>st</sup>.

Detailed instructions for completing the WMMR can be found at:

HYPERLINK "<http://www.lionsclubs.org/docs/quickreferenceguide.pdf>  
[www.lionsclubs.org/docs/quickreferenceguide.pdf](http://www.lionsclubs.org/docs/quickreferenceguide.pdf)

Regardless of which reporting method the secretary uses he/she should check with the treasurer when he receives the dues statement from International to make sure your

membership list agrees with theirs. Please remember to submit the report on time.

## **Club Officer Reporting Form (PU-101)**

The PU-101 lets International know important information about your club for the next Lions year. The information required is related to your meeting place and time of meetings. Also requested is information about your president, secretary, treasurer, and membership chairperson. Please make sure this information is accurate.

Although International requires this form to be filed by April 30<sup>th</sup> of each year, it serves the incoming district governor better if received by May 1 for use in the district directory. It is important that the district directory be distributed as close to July 1 as possible. Therefore, make sure your PU-101 is submitted (either by mail or on-line) on the date requested by your district governor.

## **Annual Activities Report (A-1)**

The secretary will receive the A-1 Report at the beginning of his/her year along with the other materials from International. However, the report is not due until the end of the Lions year. Therefore secretaries often forget it.

The secretary can complete the Annual Activities Report (A-1) on line by using all Monthly Activity Reports completed during the year for the district. The secretary can simply add up those numbers and transfer them to the form provided by International on line. The A-1 report is due at the end of the Lions year.

If the secretary is using the new WMMR reporting method he/she can report activities under **CLUB-REPORTS**. The report entry is called **MONTHLY/YEARLY ACTIVITIES REPORT**. Select the **PROCEED** button to start the process to enter and/or print the report. By entering your information monthly the system will generate your club's A-1 report at the end of the year. (August 16) There is no club activity information loaded on the system from prior years. Everything from the 2006-07 year on, however, will be maintained for future reference.

## **Record Keeping – General Suggestions**

Record-keeping responsibilities of the club secretary vary with each club and each president. To avoid confusion and misunderstanding, the secretary should establish ground rules with the president as soon as he or she takes office. A good secretary is prepared for

anything. Some items that will be useful are:

The Club Secretary Manual  
The Secretary's Record Book  
International Directory (if the club orders one).  
International Constitution and By-Laws  
District and Multiple District Constitution and By-Laws  
Club Constitution and By-Laws

The secretary will be expected to provide Lions with extra pins, application for Membership forms, and other forms and materials.

A club secretary should never supply a list of the club's members to anyone without board approval.

The Secretaries Record Book (S-18-S), designed to simplify the secretary's task of keeping accurate and efficient records, is available from International Headquarters at a nominal cost.

Three essential things the secretary should remember about forms and reports:

1. They must be accurate
2. A duplicate is kept for his or her own records.
3. They should be read carefully

A major part of the secretary's duties involves various kinds of paperwork. To help accomplish this, International Headquarters provides several forms at no cost to the club; other forms are available at a nominal cost.

The forms are designed to establish and maintain a detailed and uniform system for record-keeping. They can be easily made a part of the Secretary's Record Book and provide a continuity in the filing system and in the changeover in office from one secretary to another. Use of these forms also reduces problems in record-keeping created by the use of odds and ends of paper that many of us have a tendency to use when recording minutes, member's personal records, committee appointments and other club records.

## **Membership**

Any person of legal majority or older of good moral character and reputation in your community is eligible for membership in your club, providing that the individual has been properly screened. Lions club membership is by invitation only. Nominations are made on forms provided by Lions Clubs International.

Any member dropped from membership may be reinstated within 6 months by a majority vote of the board of directors. Where more than 6 months have elapsed, the member must return to the club as a new member.

## **Invitation-Application for Membership**

New members are essential to the success and growth of the club and organization. A supply of Invitation-Application for Membership forms should always be available.

Membership in a Lions Club shall be acquired by invitation only. Nominations shall be made on Invitation-Application for Membership forms provided by the international office, which shall be signed by a member in good standing who shall act as sponsor, and be submitted to the membership chairman or the club secretary, who, after investigation, shall submit the same to the board of directors. If approved by a majority of said board, the prospect may then be invited to become a member of the club. A properly completed Invitation-Application to Membership Form, entrance fee and dues must be in the hands of the secretary before the person may be inducted. The member must be reported to the association before being officially recognized as a Lion.

A new member Kit should be presented to the new member at the time of the induction ceremony. If possible, the spouse should be present.

The information on the Invitation-Application for Membership Form should be used in filling out the top portion of the Record of Club Service and Awards Form (M-33 SA) on the new member. The Invitation-Application for Membership should then be retained in the club files.

A supply of these forms is available from the Clubs Supplies Division or can be downloaded on-line.

## **The Transfer Member**

The club may grant membership on a transfer basis to a Lion, who has terminated or is terminating his or her membership in another Lions club, provided that:

A completed Transfer Member Form is received by the secretary of this club within six months following the date of termination of membership in the former club or if the form is

not available, the member's current membership card.

Such termination was in good standing

Such Transfer member Form or membership card is approved by the board of directors.

If more than six months have elapsed, the former Lion must come into the club as a new member.

To transfer a member into a club after acceptance, just list him or her on the next Membership and Activities Report as a transfer member and show former club name. No other forms need be sent to the international office.

If a member moves from the club area, in good standing, fill out the three part Transfer Member Form (ME-20). Show the member as a drop on your Membership and Activities Report (C-23-A).

Note on the report that the member dropped in good standing and moved from the area. Add the new address if known. Should the club wish information about a prospective member who desires to transfer into the club, request form Me-20 from the president of the previous club.

## **Transfer Member Form**

If a member moves from a club area, the club secretary should automatically fill out the official three part Transfer Member Form (ME-20). The completed transfer form should be distributed as follows: The club secretary will

Forward the original and yellow copy to Lions Clubs International for processing

Retain the pink copy for the club files.

## **Types of Membership**

**Active:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions club in the community. All active members shall pay such dues as the local club may charge, which dues shall include district and international dues.

**Member-at-Large:** A member of this club, who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the board of directors of this

club desires to confer this status.

This status shall be reviewed each six months by the board of directors of this club. A Member-at-Large shall not be eligible to hold office or to vote in district or international meetings or conventions, but shall pay such dues as the local club may charge, which dues shall include district and international dues.

**Honorary:** An individual, not a member of the conferring Lions club, having performed outstanding service for the community or this Lions club, upon whom this club desires to confer special distinction. This club shall pay entrance fees and international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership.

**Privileged:** A member of this club who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish his/her active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues. He/she shall have the right to vote and be entitled to all other privileges of membership except the right to hold club, district or international office.

**Associate Member:** A member who holds his/her primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an Associate Member on its Membership and Activities Report.

An Associate Member may be eligible to vote on club matters, at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper.

**Affiliate Member:** A quality individual of the community who currently is not able to fully participate as an Active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's board of directors.

An Affiliate Member may be eligible to vote on club matters at meetings where he/she is present in person, but may not represent the club as a delegate at district (single, sub, transitional, provision-al, and/or multiple) or international conventions.

He/she shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge.

**Life Member:** Any member of a club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, his/her community, or this Association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this club upon:

1. Recommendation of the club to the association
2. Payment to the association of \$300.00 by his or her club in lieu of all future dues to the association
3. Approval by the International Board of Directors. Nothing herein shall prevent the local club from charging a Life Member such dues as it shall deem proper.

A Life Member shall have all privileges of active membership so long as all obligations are fulfilled. All International Presidents, upon retiring from office, shall automatically become life members of their respective Lions clubs, without cost to such clubs.

A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club.

To apply, a club secretary must submit a life membership application form (CLM), together with a check or copy of deposit slip in the amount of \$300.

Please allow at least 8 weeks for delivery of personalized life membership certificate and silver life membership card.

## **Record of Club Service and Awards**

Form (M-33-SA) is used to enter all pertinent information about the member from the day he or she enters the club until the day he or she leaves it. One side of the form records the member's history of club or district service, specifically the dates the member has served on committees and offices held. If a transfer member, his or her record from the previous club should also be recorded. The reverse side is for a complete record of awards, key awards and chevrons. There is also provision for listing members sponsored into Lionism by the member. It is important that this record be kept up to date.

## **Member Ledger**

Form (M-33-GBA) is an individual account form. It will help the club secretary keep an accurate record of each individual's membership dues. Member Ledgers should be maintained in alphabetical order adjacent to the Record of Club Service and Awards Record forms. Each individual member's account is debited for dues on the first day of the payment period. It is recommended that dues be collected in advance by all clubs in quarterly or semiannual payments. At least once a year, each ledger should be balanced and audited.

## **Awards**

The presenting of awards is how Lions Clubs International and the club recognize individual Lions for outstanding service. It is an excellent way to maintain morale and spirit within the club. The maintaining of accurate records insures that awards are presented in a timely manner. The presentation of all awards should be made at a regular club meeting or a special meeting, such as a family night and accomplished in an impressive manner. Clubs can purchase attendance awards from Lions Clubs International, Club Supplies Department.

## **Membership Awards**

**Chevrons** are issued in recognition of extended periods of membership in Lions Club International. The first chevron is earned starting in the 10<sup>th</sup> year of membership and in multiples of 5 year after that.

The secretary is responsible for maintaining the membership records and ordering the chevrons for eligible members through the LCI Supplies Division.

**Perfect Attendance** may be rewarded with pin tabs for every year and are available through LCI Supplies Division.

## **District Awards**

The secretary is responsible for informing the district governor who is eligible for any district awards and should submit the names to the governor upon his/her request.

## **Correspondence**

A major function of the secretary is that of properly handling club correspondence. He/she will receive correspondence from a number of Lions and non-Lion sources covering a vast range of subjects.

Much of this correspondence will involve the president, treasurer, and committee and project chairmen. It will be sent to the secretary for further distribution within your club. It is absolutely essential that all correspondence be opened and read immediately. If correspondence is intended for a specific member of your club and it seems important or involves a deadline, deliver it or notify that member immediately.

It is also essential that all reports are mailed, and bills paid and all correspondence answered properly and promptly to ensure that the club maintains good public relations within the community and a good working relationship with Lions Clubs International, the district governor and the cabinet. Correspondence generated as a result of action by the club's board of directors should be answered and mailed within three days after completion of the board action.

Whenever possible, correspondence should be typed rather than handwritten. Letters when handwritten should be neat and legible.

## **How to Be a Good Correspondent**

**Send copies:** When corresponding with Lions Clubs International on matters other than routine supply orders and award request, always send a copy of your correspondence to your district governor. Always use your full club number in addition to your club name when corresponding with the international office.

**Be professional:** Correspondence should always be to the point, diplomatic and neat.

**Reply:** Always reply to a request for contributions whether you are saying "yes" or "no." If negative, explain why the contribution was not made and express the regrets of the club.

**Quote the by-laws:** When informing a member of being dropped for nonpayment of dues, quote the section of the constitution and bylaws authorizing your action. Inform the member of total dues owed the club and of the fact that his or her future membership must be denied until full payment is made. Express the regrets of the club, offer assistance, and state the effective date of his or her being dropped. Provide the treasurer with a copy of such correspondence. Take the same action when dropping a member for nonattendance.

**Write applicants immediately:** Always write applicants for membership and invite them

to become members immediately after board approval. Provide each sponsor with a copy of your letter to the applicant.

**Accept a resignation with regrets:** Generally speaking when you notify a member that his or her resignation has been accepted, offer your club's regrets, express appreciation for his or her past service, give the effective date, and tell him or her the amount of dues owed. Provide your treasurer with a copy of this correspondence.

**Always write regarding membership status:** Always write a member when the board has acted on his or her request of a change in the membership status. If approved, notify him or her of the effective date, and explain the difference in dues, if any, inform him or her of special conditions attached to membership status, and send a copy of your letter to the treasurer.

## **Club Directory and Newsletter**

A **club directory** is indispensable to each member. Without a current annual directory of correctly spelled names and accurate address, communication between members during the week will be handicapped. Important information is not conveyed sometimes because a telephone book or personal address book is not readily available.

A club directory should have the following contents:

Basic information about the club meeting place and time.

List of club officers and directors

Name of international president, address of International Headquarters, and name and address of district governor.

A schedule of club fees and dues

A brief history of the club

A list of past club presidents and secretaries, and years they served.

A list of committee chairmen

A list of all club members with their home and business telephone, fax number, address, and email address.

## **Club Newsletter**

Every club should publish its own newsletter. A newsletter is the fastest and surest way of making sure all members know what's going on in the club.

Because the secretary is often one of the most informed club members, he or she is sometimes given the added responsibility of being the newsletter (or bulletin) editor. Even if not, he or she should maintain close contact with the editor to ensure that all important

club news is published.

## **Keeping the Club Supplied**

It is the secretary's responsibility to order supplies for the club by mail or from the on-line **Lions Store**.

<http://www2.lionsclubs.org/LionsClubsSuppliesStore>

The web site has a catalog of forms, club supplies, awards, apparel, club gifts, personal accessories, trading pins, banners, and plaques.

Using your online password items can be billed directly to the club.

Also available on line at **the Club Resource Center** are a number of manuals, informational and educational publications and DVDs.

[http://www.lionsclubs.org/EN/content/resources\\_clubs.shtml](http://www.lionsclubs.org/EN/content/resources_clubs.shtml)

## **Overview of Treasurer's Duties**

He/she shall: Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the board of directors.

Pay out monies in payment of club obligations only on authority given by the board of directors.

Have custody and keep and maintain general records of club receipts and disbursements.

Prepare an annual budget for administrative and activities accounts in conjunction with the finance committee and approved by the board of directors.

Prepare and submit monthly and semi-annual financial reports to the board of directors of this club.

Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.

## **Manage Club Funds**

Administrative Account

Activities Account

### **Maintain Financial Records**

Policies approved by board of directors  
Budgets (Administrative & Activities)  
Paper Trail  
Record Retention

### **Prepare Financial Reports**

Monthly  
Quarterly Budget Update  
Year End  
Coordination of Financial Records

### **Pay International Dues, District Dues & District Projects; Where to send money**

**International Dues** – LCI Headquarters, Oak Brook, IL

**District Dues** – Jerry Don Moss, District 12-O Treasurer

**White Cane Donation** – John Eason, White Cane Chairperson

**Lion Quest** – PDG Barbara Heath, Lion Quest Chairperson

### **LCI Per-Capita Tax and District Dues**

1. All Members  
LCI - \$39/year/member  
    \$19.50 for a family member  
District - \$19.60/year/member
2. LCI New Member Entrance Fee - \$25 plus  
a prorated portion of dues.

### **Membership**

1. Twice a year check with secretary to confirm membership records

### **Audit Books**

1. Should be done annually

### **Protect the Club's Assets**

1. Arrange for an insurance bond as determined by the board of directors

### **Internal Revenue Reports**

**Beginning in 2008 all Clubs need to file an IRS return by November 15th.**

Clubs with gross receipts over \$25,000 file Form 990 or 990-EZ  
Clubs with gross receipts less than \$25,000 file Form 990-N on line.

Gross revenue is income from all sources during the year without subtracting any costs or expenses and includes administrative fund, activity fund and interest income.

### **Tennessee State Reports**

Clubs that solicit money from the general public in Tennessee are required to register with the Tennessee Department of Charitable Solicitation and Gaming.

File an annual report by December 31.

### **Club Funds**

According to LCI's application and agreement with the IRS for tax-exempt status, the following statement is the primary rule for all Lions Clubs financial policies: "Under no circumstances may the net income of club projects or activities raised from the public be used in any manner whatsoever for administrative expenditures."

In order to accomplish this policy each club must maintain two separate funds. They are:

The Administrative Fund that is used for the internal running of the club. The income of this fund will be from dues, tail-twisting, and other money raised directly from members. The expenses will be for dues, printing, postage, and other costs related to running the club.

The Activities Fund will be used to fulfill the exempt purposes and goals of the club. The income of this fund will be from public fundraising projects. The expenses will be the direct costs of the fundraisers, as well as donations and charitable activities of the club.

### **Financial Records**

Most Important Financial Policies are as follows:

The Board of Directors should formally approve the club bank accounts.

The treasurer and one other officer should sign all checks.

All financial records should be audited annually.

The treasurer pays out all monies only on the authority of the Board. There is no exception. However the Board may annually pre-authorize paying expenses for fixed billings such as LCI per capita dues and District dues.

The club may not create any indebtedness beyond the current income of the club. Clubs should not commit to donations beyond the current fiscal year.

Although there is no black and white answer, a substantial carryover threatens the club's exempt status.

## **Budgets**

A budget is an estimate of the total money allocated for a certain purpose. It includes both income and expenses. All Lions Clubs should have two budgets: one for the administrative fund and one for the activity fund.

Budgets should be prepared by the Treasurer and Finance Committee and presented to the Board for approval. By carefully anticipating revenue and prioritizing spending, the club can assure it remains financially sound.

For a budget to balance, the total income would equal the expenses for each individual fund. That means that the Administrative Fund and the Activities Fund budgets must balance independently of each other.

## **Paper Trail**

A paper trail is an important element of the Treasurer's responsibilities. All monies from whatever source must be deposited, as received, in the board-approved bank. Payment for any purpose should **not** be made from cash received by the club, but by check drawn on one of the club's bank accounts. This creates the proper paper trail of financial transactions.

One very important number to keep track of is the Gross Revenue. This is the total amount received of all sources during the year without subtracting any costs or expenses. This is quite different from the net income of a fund raising project. This includes administrative fund, activity fund and interest income. The gross revenue figure is the basis for many legal requirements and governmental filings such as:

Tax Non-Deductibility Disclosure requirements.

Internal Revenue Service returns, **beginning in 2008 all clubs will need to file a return.**  
Sales tax returns and club incorporation documents with the State of Tennessee.

## **Record Retention**

Record Retention is a critical responsibility of the treasurer. Receipts for all checks written should be maintained. These receipts should be retained in a file that is open to the Audit Committee and club members.

Budgets and financial reports should be retained in a permanent file for club history.

The club should retain all financial records of a period of 7 years for IRS audit purposes.

These records include:

Bank Statements and cancelled checks

Invoices and receipts  
Financial reports  
Tax returns and other governmental filings

## **Financial Reports**

A financial report is a summary of all financial activity for any given period. The treasurer should give at least financial summaries and account balances at each club board meeting. A formal written financial report should be presented to the club at least on a quarterly basis.

Although club financial reports may have different forms, all should follow these principals:

It should be easy and clear to read

It should itemize income and expenditures for the period indicated

It should clearly show the net monetary assets of the club at the beginning and end of the reporting period

A ledger is a written record of debits (checks written) and credits (deposits made). It is the transitional step from individual transactions. Ledgers can be created in many forms such as:

Columned graph paper

Accounting software

Checkbook register

Coordination of the Financial Records is an advantage when showing the Financial Report. Budgets are guidelines. By presenting the Budget with the Financial Report everyone can get a line item comparison of the two documents. Corrective financial steps can be taken if the club sees that the organization is running ahead or behind budget.

Remember that a budget is the projected or anticipated activity of each line item and a financial report would be the total of the actual amounts of each line item. By using the same line items a more coordinated report can be offered.

## **District and International Projects**

Donations for all District and International projects should be made payable to the indicated project. The checks should be sent to the District Chairperson for each project as they are listed in the District Directory. This allows the District Governor to monitor those contributions.

International Per Capita Dues should be sent to Lions Club International Headquarters in Oak Brook, IL.

District Dues should be sent to District Treasurer, Jerry Don Moss, South Pittsburg Club.

White Cane donations should be sent to John Eason, District White Cane Chairman, Bledsoe County Lions Club.

Lion Quest donations should be sent to PDG Barbara Heath, District Lion Quest Chairperson, Dayton Lions Club

Campaign Sight First II and Melvin Jones Fellow donations should be sent to LCIF at Lions Clubs International headquarters in Oak Brook, IL.

### **Auditing the Books**

All financial records should be audited at least once a year. Other members of the club who possess accounting skills can perform the audit. Besides the financial records being reconciled, the audit should include whether all proper policies and reporting (IRS and State reports) is being performed. A signed audit report should be given to the board of directors with the findings of the audit committee.

### **Per Capita Dues and Club Dues**

Each Lion Club is billed a per-capita tax for each member by LCI. This tax is billed semi-annually and is payable 10 days after invoice and is delinquent 60 days later. The International dues paying periods are: July 1 (based on June 30 membership) and January 1 (based on December 31 membership).

The LCI per-capita tax is \$39.00 per year (\$19.50 per half year). In the billing from LCI will be a list of members for that period. The treasurer should share that list with the secretary to make sure that the club is not paying for a member that is no longer on the roles.

Also each club is billed \$19.50 annually for each member for District dues. This dues is collected semi-annually at a rate of \$9.75 per member. The dues is delinquent 30 days after the billing date. District dues paying periods are July 1 (based on May 31 membership) and January 1 (based on November 30 membership). The District may also charge additional fees as set forward in their individual constitution and by-laws.

The Treasurer, with advice of the Finance Committee, and approval of the Board, should set the members annual dues at the amount, which is necessary to maintain the financial health of the club. Club dues should be sufficient to pay International and District per-capita dues plus the member's share of the club's administrative expenses.

New Members incur two charges. They are as follows:

An entrance fell of \$25  
Pro-rated dues until the next dues-paying period.

There are no dues required to the District until the next semi-annual billing period. Many clubs simply charge a new member the entrance fee plus the pro-rated amount of the club's annual dues until their next dues-billing period.

Transfer members and Reinstated members are subject to a \$19.50 fee from International within six months of separation. If later, the new member entrance fee (\$25) will apply.

### **Carrying Charge**

A 1% per month, carrying charge, not to exceed the maximum amount permitted by law, shall be levied on all club account balances sixty (60) days or more past due and on all other club account balances ninety (90) days or more past due.

### **Making Remittances to the International Office**

All charges and credits are accumulated during the month and included in an itemized statement sent monthly to the Lions club treasurer. It is his or her responsibility to check the entries shown on the statement and if everything is in proper order, submit statement to the club's board of directors for approval. Then it is to be turned over to the treasurer for payment.

The itemized portion of the statement is not to be returned to LCI, but the upper portion should be sent along with the check or deposit slip. This will simplify the crediting of the payment to the proper account and make it possible for the club to retain the statements month after month for reference and permanent records.

**All payments should be identified by club name and six digit club number.**

### **Income Tax**

Lions Clubs International, its districts and clubs are exempt from payment of Federal Income Tax under Section 501(c)(4) of the Internal Revenue Code. **However, the association, each district (single, sub- and multiple) and each club are required to file returns individually.**

Beginning in 2008, small tax-exempt organizations that previously were not required to file returns are required to submit an annual electronic notice, Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ.

This filing requirement applies to tax periods beginning after December 31, 2006. For most clubs that operate on a fiscal year from July 1 to June 30, the return is due by November 15<sup>th</sup>.

Organizations who fail to meet their annual filing requirement for three consecutive years are subject to losing their tax-exempt status.

Small tax-exempt organizations, whose gross receipts are normally \$25,000 should file form 990-N, also known as the e-Postcard. Clubs with gross receipts greater than \$25,000 are required to file Form 990, Return of Organization Exempt From Income Tax, or Form 990-EZ, Short Form Return of Organization Exempt from Income Tax.

Failure to file on time-without reasonable cause acceptable to the commissioner-subjects the club to a possible penalty.

## **Tennessee State Requirements**

The State of Tennessee Charitable Solicitations Act requires that charitable organizations who solicit contributions directly or indirectly from, or within, the State of Tennessee register with the Division of Charitable Solicitation and Gaming, unless exempt from the registration requirements. Clubs with gross receipts less than \$30,000 may be exempt from yearly reports, but are required to complete and file an “Exemption Request” form with the division.

Clubs that are required to register must complete and file an Application for Registration, a Summary of Financial Activities, a copy of the organization’s IRS Form 990 if one has been filed, and a \$50 filing fee.

Additionally, six months after the end of each fiscal year (by December 31 for Clubs operating on a fiscal year beginning July 1 thru June 30) a club is required to renew its registration by filing an Application to Renew Registration, a Summary of Financial activities, a copy of a completed IRS Form 990.

The fee for renewing the registration is based on the following scale of the clubs annual gross receipts:

\$0 - \$48,999 ----	\$100 fee
\$49,000-\$99,999 -----	\$150 fee
\$100,000 - \$249,999 ---	\$200 fee

Clubs need to file all the required information with the Secretary of State within six months of the close of your fiscal year. (December 31 if your fiscal year runs from July 1 thru June 30) Your registration expires on the last day of that 6th month.

If your application is late, your club will be charged a twenty-five dollar (\$25) late fee for each month, or portion of a month, until your complete application is filed. The late fee should accompany your application when you submit it to the division. In addition to the

late fee, your club is subject to the imposition of civil penalties.

More Information and Forms are available on line at:

HYPERLINK "<http://www.state.tn.us/sos/charity/chforms.htm>" <http://www.state.tn.us/sos/charity/chforms.htm>

PAGE

PAGE - 16 -