

LIONS CLUB TREASURER ROLES AND RESPONSIBILITIES 2012-2013

- Receive all monies from the club secretary and deposit same in a bank approved by the board of directors
- Maintain two separate bank accounts:
 1. **administrative account** for dues, fines, club games/contests—this is money collected from Lion members
 2. **project ,activity or charity account** for money raised from the public through fundraisers, projects and donations
- Pay all club obligations/bills, as authorized by the board of directors, in a timely manner. Clubs with bills remaining unpaid after 120 days will be removed from active status. All checks and vouchers shall be signed by the treasurer and countersigned by one other club officer as determined by the board of directors. Clubs with unpaid obligations are ineligible to vote at district and multiple district conventions.
- Have custody of and maintain general records of club receipts and disbursements—spread sheet or handwritten ledger are recommended
- Prepare and submit monthly and semi-annual financial reports to the club’s board of directors
- Give bond for the faithful discharge of his/her office in the sum and with surety as determined by the board of directors
- Prepare and present to individual Lion members statements of dues, meals, purchases, etc. to be collected in a timely manner
- Share dues amounts (International, State, District and Club) with members, especially increases, in a timely manner—Annual International and state dues can be found in the current MD9 Who’s Who.
- Request an annual independent review of the club’s books at the end of each Lion’s year (June 30). This review should be conducted by someone approved by the board of directors, preferably a past club officer or a qualified member of some other Lions club.
- **MUST file IRS form 990N annually** no later than November 15 in order to maintain the club’s monies nontaxable status. **This form must be filed on line.** Must have a club EIN (employer identification number) in order to file the 990N.
- Deliver, in a timely manner, at the end of his/her term, the financial accounts, funds and records of the club, EIN and password to his/her successor.

TO ACCESS ADDITIONAL INFORMATION ON THE CLUB TREASURER POSITION, FOLLOW THE DIRECTIONS GIVEN ON THE REVERSE SIDE OF THIS SHEET.

BIBLIOGRAPHY/RESOURCES

Go to www.lionsclubs.org

Click on **Member Center**

Click on **Managing a District**

Click on **District Pit Stop Checklist (July thru Sept)**

Under Operations Heading click on **Club Officer Orientation**

Under Club Officer Orientation click on **Club Treasurer MyLCI Training**

Under MyLCI Training you will find a Powerpoint presentation on the Club Treasurer, a Club Treasurer Workbook and 7 pages of Club Treasurer Frequently Asked Questions and Answers. All of these were produced in 2011-2012 and are the most current available.

Searching the LCI website under Webinars will lead to: **Club Treasurer Training, LCI Webinar, May 2012**

State Administrator PID Gary Fry at our Lions State Office in Ames is also an excellent resource/source of information. Reach him at lowalions@aol.com or at 515-232-2215.

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Approved by Council of Governors October 13, 2012