

Lions Clubs International District 105W

2011 Aide Memoir for Club Treasurers

1. Introduction.

Welcome Club Treasurers. Your first job is to work with the outgoing Club treasurer to maintain a smooth transition. You need to agree a changeover date for the outgoing treasurer to complete the year end accounts and notify the bank(s) to arrange a new signatory from an agreed date. *(See note below re: Club Accounts)*

You will need to ascertain how many accounts your club has and what they are for. Most clubs have two accounts, one for Administration and one for Welfare (Charities). Your club may also have a Charitable Trust which must be operated in terms of the Trust Deed. When changing Trustees, do not forget to notify such changes to the Charities Commission. This can be done online.

2. Club Accounts

The Standard Club Constitution (Article VI (i)) states:

“Each Club shall maintain at least two separate funds”

1. Administrative
2. For funds raised from the public (e.g. welfare/charity)

Do not confuse this with a registered Charitable Trust – *(See note below re: Charitable Trusts)*

A reminder that MD passed a resolution in 1997 regarding the sending of all Club Accounts (after independent examination/audit) to the District Treasurer within 6 months from the end of the financial year, which also includes Charitable Trust accounts.

3. Charitable Trusts

The Charitable Trust is the vehicle to be used for making charitable payments. It is the decision of the Club to vote for funds to be paid through the Charitable Trust and funds are then transferred to the Charitable Trust. The Trustees then meet to vote on the payments to be made according to the Club's wishes.

- Unless an activity is promoted and advertised as being “...Lions Club Charitable Trust” then all proceeds from the fundraising should be paid into the Club Activity/Welfare account.
- Regular meetings of the Trustees should be held when payments made from the Trust account should be minuted.
- You cannot use funds from the Trust account to ‘float’ subsequent fund raising activities.

4. Payments

The fundamental principle is that all donations are paid via the District Treasurer with the exception of

- **Melvyn Jones Fellowships**
- **Contributing Member donations for LCIF**
- **Payments to LCIF which are Undesignated.**

Your assistance in ensuring that cheques are made to the correct payee and forwarded to the correct officer would be much appreciated as it helps to minimise administration costs.

5. Monthly International Accounts from America

- Make the cheque payable to '**Lions clubs International**' and send, together with the top portion of the invoice you are paying, to the **District Treasurer**. The sterling equivalent of the US\$ payment, should be calculated using the exchange rate quoted on the latest invoice you receive even though you may be paying an amount carried forward from a previous invoice.
- Please note such payments cannot be paid via Internet Banking.
- Payments have to reach the District Treasurer by the 25th of the month to ensure that the correct US\$ amount is credited to your Club's International account. Payments received after the 25th could result in a different rate of exchange being used by International giving rise to a possible loss/gain which would be the responsibility of Club.
- Twice a year you will receive from International HQ, Oakbrook, the Semi-Annual Per Capita invoice (on yellow paper) covers the members dues for the next 6 months and as such monies are the only source of Administration income at International, prompt payment will be appreciated to ease cash flow at International.
- LCI will charge interest at the rate of 1% per month on all accounts overdue in excess of three months.

6. Multiple District and District Dues

- Each half-year, you will receive from the District Treasurer, a combined account in respect of Multi-District and District dues. Your cheque in settlement of this invoice to be made payable to '**Lions Clubs International 105W**' and forwarded to the **District Treasurer**. This combined invoice can be paid using Internet Banking, but see below. Please read carefully the instructions which will be given in these Invoices relating to Insurance; Youth Trusts and Family Membership.
- Please note you should not alter the amount due without first contacting the District Treasurer. The number of members per Club is taken as at 30th June and 31st December from the last 'M' Report submitted by your Club Secretary. If the number of members is incorrectly shown, it is an issue within your club to report correct membership numbers via the monthly club 'M' Report.
- **NOTE:** Payments requested in respect of the MD Youth Trust is mandatory whilst that for the District Youth Trust is voluntary – but District does need these funds to finance the youth activities undertaken by District.

7. Charitable Contributions and Donations

- These relate to LCIF Special Appeals, Named Disasters, Water Aid, Eye Camps, etc., etc. The District treasurer is the channel for all such donations and would prefer to receive one cheque to cover all donations made in any one month to such appeals, with a notation on the reverse of the cheque of what monies are to be paid to which Appeal. Please make cheques '**Lions Clubs International 105W**' to the **District Treasurer**.
- The use of Internet banking would seem appropriate in these cases always provided an email is forwarded to the District Treasurer detailing the amount of the transfer and which appeals you are answering.
- Please ignore requests from MD/District Officers for payments to be forwarded to them or any other destination. The District Treasurer will be responsible to ensure that funds received by him reach the correct destination and that the Club receives recognition for their donation.

8. Melvin Jones Fellowships; Contributing Member donations and LCIF ‘Unspecified’ Donations.

- Cheques in respect of the three headings above are to be made payable to ‘**Lions Clubs International**’ and forwarded to:
Lion Viv. Morgan, 68, Downlands Road, Devizes. Wiltshire. SN10 5EF.
- In respect of new Melvin Jones Fellowship awards, it is advisable to contact Lion Viv. to ascertain the sterling cost which will be dependant on the rate of exchange currently pertaining – currently the cost of such an award is \$1,000.
- With regard to donations to LCIF which are ‘unspecified’ this fact must be made clear to Lion Viv. advising him also as to whether this ‘unspecified’ donation is to go toward a Melvin Jones award to be purchased at some stage in the future. These details to be written on the reverse of the cheque.
- Note: a) Cheques in respect of these payments must not be made payable to LCIF as there is no Bank account in this name within the UK.
b) Internet banking is not available for such payments.

9. Other Payments - such as those relating to Presentations; Applications for tickets, District Governors’ Appeals, etc.

- The requests for these payments will usually contain instructions as to whom to make the cheque payable and to whom it should be sent. If in doubt, the cheque should be made payable to ‘**Lions Clubs International 105W**’, notated on the reverse as to the purpose of the payment, forwarded to the **District Treasurer** who will allocate the payment as appropriate.

10. District Expenses

In the context of expenses, would all Treasurers remind Club Directors and members, of the District 105W constitution which includes the following in relation to District Officers expenses.

Specific expenses are NOT payable by District EVEN if they are incurred during the course of carrying out District Office duties. Examples of the sort of expenditure that is excluded are:

- a. Partner’s expenses.
- b. Overnight accommodation.
- c. Attendance at pre-Cabinet briefings, any District Forum, (*with exception of incoming officers seminar’s - different rules apply*) Convention or the Annual Thanksgiving Service.
- d. Handover of District Governor.
- e. In the event of an invitation of a District officer to attend any club business, social or charity functions, the club to reimburse expenses from their own club funds.

In the instance of an official invitation to the District Governor to attend a charter evening (except New Club Charters and Anniversaries in multiples of 25) the club should pay for the District Governor’s (and partner’s) Charter Anniversary meals; if DG is staying overnight and the club is not settling the hotel direct then a payment of £50 is to be paid. A reminder that it is accepted practice that clubs pay for the meal plus hotel plus mileage at 22p per mile.

11. Internet Banking

- Clubs that do have Internet banking facilities may pay to District those payments which would otherwise be paid by cheques payable to ‘**Lions Clubs International 105W**’ (see 6 and 7 above), using the Internet **BUT** an email must be sent to the District Treasurer giving full details of such payments – the detail to be the same as that you would have written on the reverse of the cheque. District Bank details are:

Sort Code 20-12-25

Account Name Lions club International 105W

Account Number 80586897

12. General

The first half yearly invoices are sent out to Clubs annually in July. Please keep them in your permanent records for easy reference, along with this Aide Memoir.

As Club Treasurers can be either new or continuing, it is respectfully suggested that these guidelines are read by Club Treasurers of either category.

In conclusion, have a good year and remember the District Treasurer is available at anytime to give advice and guidance on all matters pertaining to finance within LCI.

13. Summary

- Any number of different payments can be included in the same cheque ...**except payments of International Invoices for which a separate cheque must be used.**
- Please ensure that cheques issued in respect of payments relating to Lions’ matters, are made out to either:
- ‘**LIONS CLUBS INTERNATIONAL 105W**’
which cover Multiple District and District dues, Charitable Donations & other payments (except International Invoices) or
- ‘**LIONS CLUBS INTERNATIONAL**’

In respect of payments of International Invoices **and** payments in respect of Melvin Jones Fellowship Awards, LCIF Contributing Member or LCIF Unspecified Donations.

- Please remember that any alteration to a cheque requires the full signature of **BOTH** signatories to the cheque.

Lion Alan Denham

District Treasurer

July 2011

treasurer@lions105w.org.uk