



Functions and Duties of the TREASURER

"The treasurer 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. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors; have custody and keep and maintain general records of club receipts and disbursements; prepare and submit monthly and semi annual financial reports to the international office of the association and 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." — Article VII; Section D (5), Standard Form Lions Club Constitution and By-Laws.

Duties

The treasurer is the financial officer of the club, and his or her official functions are under the supervision of the club president and board of directors. The treasurer is a member of the club's board of directors. Normally, he or she is also chairman of the Finance Committee. Specific duties are to:

- 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. All checks and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors.
- Have custody and keep and maintain general records of club receipts and disbursements.
- Prepare and submit monthly and semiannual financial reports to the international office of the association and the board of directors of this club.
- Give bond for the faithful discharge of his or her office in such sum and with such surety as determined by the board of directors.

Correspondence

Your president and club secretary will likely handle most of the club's correspondence, but you should be prepared to respond to letters addressed to you on a variety of financial topics. Correspondence must be answered properly and promptly to ensure that your club maintains good public relations with the community and a smooth working relationship with Lions Clubs International and your district governor and his or her cabinet. Generally speaking, correspondence resulting from action of your own board should be acted upon within three days after the board has met. Notes and letters intended for fellow club members should be conveyed to them as soon as possible.

Whenever possible type your correspondence; hand written letters should be neat and legible.

Financial Report

Most of your time at a board meeting will be taken up with presenting and explaining the financial statement you prepare for the directors and other club officers. You should also present it quarterly to the club. A financial statement should be sent to Lions Clubs International at the end of each semiannual period. Use the statement form you prefer.

You will save yourself a lot of questioning from the board if you take pains to make sure the financial statement is as clear and accurate as possible. Although you are not responsible for the financial decisions and policy regarding spending or receiving of money, you are responsible for making accurate and timely transcriptions of financial data for everyone to understand.

It will help to make photocopies of the financial statement to give to each director and voting member attending the meeting. When you are called to give your report, review each item for the board; anticipate their questions, and remember: All receipts and disbursements must be entered on the financial statement.

The club treasurer pays out all the monies but only on board authority. He or she also signs all checks and vouchers (which are countersigned by one other officer determined by the board). Cash receipts have to be kept up to date at all times.

Although club financial reports have many different forms, all should follow these principles:

1. It should make clear sense and be easily read by each board member; assume that every member is studying a financial statement for the first time in his or her life.
2. It should itemize income and expenditures for the period since the last financial report.
3. It should clearly show what the net monetary assets of the club were at the beginning and end of the financial period. There will often be a one- to two-week lag between the end of the last financial period and the board meeting you are attending.
4. Some club treasurers might want to indicate on the financial statement a running total of the amount of money which the club has actually spent on community projects since the beginning of the year, then show what this total was a year ago. This can help measure a club's performance from year to year.

The Bank

Sometimes board discussion becomes heated in deciding if the same bank should be retained or another used as a depository for the club's funds. Although sensible politics might decide this issue, the treasurer should feel free to suggest a bank since he or she will be responsible for banking transactions. All monies from whatever source must be deposited, as received, in a bank. Payments, or disbursements, for any purpose should not be made from cash or checks received by the club, but by check drawn on one of the club's bank accounts. All payments, including petty cash advances, should have a set limit and have been authorized by the board. Each petty cash advance should be authorized by the Finance Committee and the board of directors. Any Lion receiving a cash advance should record it; he or she should also present proper expense receipts for any reimbursement he requests. Payments to the districts and Lions Clubs International should be made immediately after you have received these monies from your members and then submitted at the next board meeting for confirmation. Keep records according to the fund category; enter dates and amounts.

Generally speaking, a continuously large bank balance does not necessarily signify a successful Lions club.

The Budget

Preparation of the club budget is one of your major responsibilities; you share it with the Finance Committee and often with the club president. A wisely constructed budget will make all the difference whether the club will be solvent at the end of its fiscal year. By carefully anticipating revenue and income and by carefully prioritizing spending needs of the club for the next six or twelve months, you as treasurer can do much to assure that your club remains financially sound and healthy. Each club should have two budgets: an administrative budget and an activities budget.

It is important to keep in mind that a budget does not give "authority" to spend money; it is simply a guide to spending. Nevertheless, once the directors approve the budget, every effort should be made to adhere to it.

Also remember that a budget:

- Keeps the membership well-informed of the club's financial condition (which they have a right to know).
- Provides the necessary discipline for keeping funds under proper category.
- Helps to establish proof that your club is a charitable organization.

Preparation of a budget is where your advice will be truly appreciated by the entire board.

Caution!

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. Clubs must establish two sets of books: one for its administrative fund (dues, tail twister fines, door prizes, income, etc.); the other for its activities fund (monies from projects and community activities).

Club and International Dues and Fees

The treasurer, with advice of the Finance Committee and approval of the board of directors, should set annual members' dues at an amount which is necessary to maintain the financial health of the club.

If the amount of dues is insufficient to enable the club to operate efficiently, the Finance Committee should recommend to the board of directors that dues be increased. The committee should stipulate the amount necessary to overcome the deficiency.

Club dues should be collected in advance, semiannually or quarterly. Invoices for dues should be sent to the members by the secretary or treasurer approximately ten days before the start of the dues-paying period.

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

The statement is not to be returned to Lions Clubs International, but the upper portion should be sent along with the check. 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.

Treasurer's Supplies

A special treasurer's record book containing a supply of treasurer record sheets (Form M-33T) is sold by the international office at small cost. This form is available in English, French and Spanish only. These sheets are spaced for recording cash receipts turned over to the treasurer by the secretary and also for recording disbursements. Treasurer's receipts (S-35) and vouchers (M-33M) are also available from headquarters in English only. The receipts are issued by the treasurer for monies received and vouchers are retained by the treasurer as evidence of monies paid.

Carrying Charge

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