



Cabinet Secretary & Treasurer Manual

2014-2015

English

Lions Clubs International Purposes

TO ORGANIZE, charter and supervise service clubs to be known as Lions clubs.

TO COORDINATE the activities and standardize the administration of Lions clubs.

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO TAKE an active interest in the civic, cultural, social and moral welfare of the community.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

Lions Clubs International Vision Statement

TO BE THE GLOBAL LEADER in communities and humanitarian service.

Lions Clubs International Mission Statement

TO EMPOWER VOLUNTEERS to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs.

Lions Clubs International Code of Ethics

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on my part.

TO REMEMBER that in building up my business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise; to build up and not to destroy.



CABINET SECRETARY & TREASURER MANUAL

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Introduction

Congratulations on your appointment as cabinet secretary, treasurer, or secretary-treasurer!

The success of your district during the coming year will depend to a great extent on whether it has an effective secretary and treasurer. You can meet this challenge by being well-prepared. Discuss your duties and plans with your district governor, talk at length with the outgoing secretary and treasurer, and attend orientation and leadership development sessions whenever possible.

The cabinet secretary and treasurer are part of the district leadership team. As secretary and/or treasurer, you are a representative of the district governor. Responding properly and promptly to all correspondence is vital to the success of your district and district governor team.

Team spirit is also essential since you will be working closely with the district governor and other district officers.

This manual contains the fundamental policies and guidelines of the association as they apply to your office. It combines the duties of cabinet secretary and treasurer. If your cabinet has separated these two positions as the cabinet secretary and the cabinet treasurer, use those sections of the manual that apply to your office.

Duties of Cabinet Secretary & Treasurer

Please note that duties specific to the secretary are indicated with an (S) behind the text, and duties specific to the treasurer are indicated with a (T) after the text. If you are serving as both secretary and treasurer in one combined position, both apply to you. If no S or T appears, the information is pertinent and useful to both officers.

Official actions of the cabinet secretary and treasurer are under the supervision of the district governor. The specific duties are to:

- Keep an accurate and complete record of the proceedings of all meetings of the district governor's cabinet (S).
- Forward copies of minutes promptly after each meeting to all members of the cabinet and to Lions Clubs International (S).
- Collect the Monthly Membership Report from the clubs in the district each month and make copies for distribution to other district officers if requested by the governor (S).
- Collect the stipulated membership dues from the clubs in the district. (Note – the Cabinet Secretary-Treasurer may run an MMR report in MyLCI, which may be saved electronically and forwarded in the same manner.) (T).
- Deposit funds in such bank or banks as are designated by the cabinet (T).
- Disburse those funds only upon the authorization of the cabinet (T).
- Obtain bond for the faithful discharge of the duties in an amount set by the Cabinet (T).
- Submit a semi-annual financial report and such other special reports to the cabinet (T).
- Submit all the books and accounts for audit whenever required by the cabinet (T).
- Place in the hands of the successor all monies and records, financial and otherwise, that pertain to the office of cabinet secretary and treasurer, immediately following the end of the fiscal year (T).
- Perform such other duties as ordinarily pertain to the office of secretary and treasurer, and as are delegated from time to time by the district governor and the cabinet (S/T).

Cabinet Meetings

At least four annual meetings of the district governor's cabinet are held during the Lions year, the first of which is within 30 days after the International Convention. As soon as possible, the cabinet secretary and/or treasurer should ask the district governor for the dates of cabinet meetings.

For confirmation of attendance and accommodation requirements, notices should be sent to cabinet officers two to three weeks prior to the date of the next meeting. An agenda with the date, time and place of the meeting and request for any written report from cabinet officers should be included with this notice. The secretary and treasurer are expected to help the district governor in preparing and printing of these agendas and notices.

The Minutes (S)

During the cabinet meetings, the secretary will take minutes and distribute certain reports, as well as answer queries from cabinet members. The governor presides at the meetings.

The secretary should prepare the minutes as soon as possible following each meeting. The minutes should be sent promptly to all members of the cabinet and to Lions Clubs International, District & Club Administration Division. Some cabinets send courtesy copies to the multiple district council chairperson and secretary. A copy should also be filed for the district records.

Reports

When cabinet members are asked to provide a written report at the cabinet meetings, the cabinet secretary and treasurer may ask for sufficient copies for distribution to all members. Oral reports should be concise, factual and to the point.

The treasurer will prepare a district budget for presentation at the first cabinet meeting. A financial statement covering the period that just ended should be presented at each regular meeting so that the whole cabinet is aware of its financial state of affairs. This culminates in a year-end financial statement.

At each subsequent cabinet meeting, a report on the current expenses and income compared to the budget should be presented in addition to the usual financial report.

Cabinet members should be encouraged to ask questions about the details of the quarterly financial report. Explanation of the items is an important aspect of the presentation. Every cabinet officer should understand the district's finances. It is also an important aspect of leadership development within the district.

Suggested Agenda (S)

All general business items to be added to the agenda should be given to the secretary in writing prior to the start of the meeting or, in some cases, e-mailed prior to the preparation of the agenda. The district governor will give the final approval of the agenda. Agendas for cabinet meetings will vary. A suggested agenda is listed below:

- Attendance
- Approval of minutes
- District governor's remarks
- First and second vice district governors' reports
- Correspondence received
- Cabinet secretary-treasurer's report
- District chairpersons' reports
- Region chairpersons' reports (if applicable)
- Zone chairpersons' reports
- General business

Working with the District Governor

Constant communication with the governor is very important. Much follow-up action will be required of the cabinet secretary and treasurer after helping the district governor set up the official visitation schedule.

The district public relations chairperson can assist with publicizing visits. Club presidents usually appreciate being given a short biography of the district governor so that club members and the community can learn something about the district governor prior to the visit. Local newspapers may welcome an advance photograph of the district governor, which can be sent directly to the press by the cabinet secretary or arranged through the club president. Club presidents should be reminded that inviting a representative of the local news media to the governor's official visit could be an effective way to publicize the Lions club and its service to the community.

As part of the advance liaison by the cabinet secretary, the club president should be informed of the governor's special preferences. Remind the club president to meet the district governor upon arrival to inform him/her about the club and the details regarding arrangements the club has made for the official visit.

Travels of the District Governor

Sometimes a district governor will ask the cabinet secretary to make travel arrangements. If the cabinet secretary or treasurer actually accompanies the district governor on an official visit, it should be for a specific purpose.

Constitution and By-Laws

The cabinet secretary and treasurer will need to refer frequently to the following publications, which can be found on the association's website at www.lionsclubs.org:

- International Constitution and By-Laws (LA-1)
- Standard Form Lions Club Constitution and By-Laws (LA-2)
- Standard Form District Constitution and By-Laws (LA-4)
- Standard Form Multiple District Constitution and By-Laws (LA-5)

If the district has not adopted its own constitution and by-laws, the Standard Form District Constitution and By-Laws will prevail.

Secretaries and treasurers who become familiar with the above publications will gain a good working knowledge of how the association operates on all levels. A good cabinet secretary and treasurer should be able to answer any questions from club officers or members, or at least be able to tell them where they can find the answer. It is important that a Lion never be given a ruling or decision on any matter that cannot be substantiated by the various constitutions or manuals. When in doubt, refer the matter to the district governor.

Correspondence (S)

A major function of the cabinet secretary is to handle cabinet correspondence properly and promptly. It is essential that all correspondence, including e-mails and faxes, be opened and read as soon as possible. If any of the correspondence is intended for another cabinet member, it should be forwarded immediately.

It is best to accumulate all correspondence received into one file so that the district governor can examine it and advise on subsequent action. The district governor may personally respond to the correspondence, or ask the cabinet secretary-treasurer to respond on his or her behalf.

The following are some of the activities of an effective cabinet correspondent:

- Furnish a copy to your district governor, unless it is a routine matter.
- Use a business style format and tone in correspondence.
- Reply to all correspondence that seeks a response.
- Acknowledge receipt of reports or information via email.
- Give an exact quotation from an appropriate constitution and by-laws when writing about a legal or constitutional matter.

Forms and Filing

The district governor may wish to have a file on each club, with past Monthly Membership Reports, officers' reports and other data. The governor will probably continue to file current Monthly Membership Reports in those files. In addition, separate files will be needed for the governor's own correspondence and cabinet meeting documents. Certain forms or reports are handled by the district governor such as monthly travel and office expense claims for Lions Clubs International, reports on official visits, advisory meeting reports, etc. Lions Clubs International's monthly computerized list of the status of all club accounts within the district is sent to the district governor, and first and second vice district governors. The charter date of each club is on the LCI website.

It is helpful that the governor keeps the cabinet secretary and treasurer fully informed on all the matters of importance, and gives the cabinet secretary and treasurer a copy of the correspondence to and from the governor as necessary.

Filing System

Establishing a well-organized filing system is one of the most important responsibilities of the cabinet secretary and treasurer. For example, folders should be maintained for each of the following records:

- General information
- General correspondence
- Club rosters
- Cabinet meetings (including minutes)
- Charter nights/official visits
- Monthly Membership Reports
- Club Activities Reports
- International/district dues
- District bulletins/newsletters
- Paid invoices
- Awards/pins
- Clubs with problems
- Governor's correspondence copies
- Conventions/conferences
- Region chairpersons' reports/letters (if applicable)
- Zone chairpersons' reports/letters
- Other cabinet members' reports/letters

My LCI and Reporting

Using MyLCI as a Cabinet Secretary-Treasurer

Once your position as the District Cabinet Secretary-Treasurer has been reported to LCI headquarters, you will receive an email message to welcome you to MyLCI. This generally occurs in the latter part of May. From the end of May to July 1, officers new to MyLCI will have access to the MyLCI training area. Beginning July 1, you will have full access to MyLCI. The features of MyLCI available to you will vary depending on the position you hold within the district.

Important Note: If you have previously been an officer and already have a MyLCI username and password, you may continue to use that established user name and password in your new role as Cabinet Secretary-Treasurer. However, you will only have the assigned MyLCI privileges of your current office, in this case Cabinet Secretary-Treasurer.

MyLCI Cabinet Secretary-Treasurer Privileges

As a Cabinet Secretary-Treasurer you can:

1. view data of all clubs in the district,
2. view and print various reports,
3. assign a Cabinet Treasurer if other than self,
4. assign one-year district chairpersons.

A Cabinet Secretary-Treasurer cannot:

1. assign three-year district chairpersons,
2. update club records,
3. submit club membership or service activity reports,
4. designate next year's officers.

For reference, a review of the club membership and officer reporting process is detailed below.

Club Membership Reporting

All Lions clubs are asked to report any membership changes on a monthly basis. Even when there are no changes in membership, clubs should report "No changes for the Month." Monthly reporting ensures accurate statement billing, magazine and miscellaneous mailings, award(s) criteria and other benefits. To access the MyLCI Website, follow this path below or click <http://mylci.lionsclubs.org/>

- Go to the LCI home page at www.lionsclubs.org or <http://www.lionsclubs.org/EN/index.php>
- Click the **MyLCI** link in the top, center of the page

Club presidents and secretaries can submit their monthly membership changes using the MyLCI website. Membership changes reported using MyLCI are recorded immediately and available to view by LCI headquarters, district and multiple district officers and chairpersons. The current reporting month is open for submission of reports throughout the entire month – from the first through the last current day of each month. When "No Changes for the Month" has been selected, subsequent reporting entries are permitted for that month. Related reports will be updated accordingly. The reporting month closes on the last calendar day of each month at 12:00am (midnight) Central Standard Time (CST).

If you are reporting your monthly membership online, the MyLCI site only accepts current calendar month's report. You may backdate transactions only up to two (2) months but, they will be displayed in the detail section of the current calendar month's report. For reports dating back further than two (2) months, you will be required to submit a paper MMR form (c23a) to the Club & Officer Records Administration Department at LCI Headquarters, 300 W. 22nd Street Oak Brook Illinois, 60523, USA / Fax 630-706-9295 / Email stats@lionsclubs.org

Membership reports cannot be submitted in advance of upcoming months.

Club presidents and secretaries can also submit their monthly membership changes using the paper MMR form (c23a). Membership reporting forms received by the 20th calendar day of the month (for example, July 20, August 20) will be entered in that same month. Club secretaries who report by paper form will receive a supply of blank MMR forms (c23A) by bulk mail. The paper MMR form is also available to download by searching MMR or c23a on the LCI association website at www.lionsclubs.org.

Paper MMR forms can be submitted by mail, fax or email to the Club & Officer Record Administration Department at LCI Headquarters, 300 W. 22nd Street Oak Brook Illinois, 60523 USA / Fax 630-706-9295 / Email stats@lionsclubs.org

Club Officer Reporting

Each year following the election of the new club officers, clubs are asked to report their new officers to International Headquarters. Once the new officers are reported, those officers will begin to receive correspondence and have appropriate access to MyLCI and other resources. For the same reason, we ask that you also report any officer changes that occur during the year. We ask that each club report its newly elected or re-elected officers to International Headquarters by May 15 each year.

Club presidents and secretaries can report their new officer information and changes using the MyLCI website. Officers reported using MyLCI will be immediately available to view at LCI Headquarters and by the multiple district and district officers and chairpersons.

Club presidents and secretaries can also report their new officer information and/or changes using the paper Club Officer Reporting form (PU101). Club secretaries, without access to the MyLCI website, will receive a paper Club Officer Reporting form by post mail. The paper PU101 form is also available to download by searching Club Officer Reporting form or PU101, on the LCI association website at www.lionsclubs.org.

Paper Club Officer Reporting forms can be submitted by mail, fax or email to the Club & Officer Record Administration Department at LCI Headquarters, 300 W. 22nd Street Oak Brook Illinois, 60523 USA / Fax 630-706-9295 / Email stats@lionsclubs.org.

A list of clubs that have not filed their Officer Reporting Form (PU101) is available to review from the MyLCI Logon page. A password is not required to view this information. To access this report navigate to the MyLCI Logon Page at <http://mylci.lionsclubs.org/>. From the Support Center panel on the right side of the page, select Membership Reports and click Missing Club Officers.

Valuable Online Reports

There are 4 valuable reports available online that do not require logon or registration. These reports are:

- Membership Register (Sorted by club name within the district name, this report lists the number of members added, dropped or transferred since the beginning of the fiscal year for each club in the district.)
- Missing Club Officer Report (Sorted by district name, this report lists clubs that have not reported their officers.)
- Summary of Membership Types and Gender by Club (Sorted by club name within the district name, this report lists the number of members by gender and the number of discounted memberships (Family Unit, Leo Lion, Student, Young Adult.)
- Cumulative Membership Report (Sorted by district name, this report lists the number of clubs in the district and the cumulative number of members added, dropped or transferred since the beginning of the fiscal year.)

To access these reports navigate to MyLCI Logon Page at <http://mylci.lionsclubs.org/>. From the Support Center panel on the right side of the page, select Membership Reports.

Support For MyLCI

For more information about MyLCI, or assistance with submitting paper forms for club-level reporting, contact the MyLCI Support Center at 630-468-6900 or by email at mylci@lionsclubs.org.

Club Rosters (S)

A roster of club presidents, secretaries and treasurers (a list of names and offices held) in a district may be prepared and given to the district governor, the cabinet secretary and treasurer and to each member of the district cabinet. Data for a roster is available on the MyLCI website data download feature or the hard copies of the Officer Reporting PU101 forms. If data has been entered in the MyLCI website, it can be conveniently downloaded for the purposes of creating a roster or contact information/ mailing lists.

Other Documents

Other documents may be initiated by the cabinet secretary and treasurer as deemed necessary. These documents might include:

- Calendar of events for governor's visits and appointments.
- Tracking form of Monthly Membership Reports and the monthly online activities report.
- An organization chart for the district cabinet.
- A list of cabinet members' visitations.
- A biography of the district governor, first vice district governor and second vice district governor.
- A complete roster of all members of the cabinet with spouses' names, addresses, phone numbers, fax numbers, and E-mail addresses
- A list of dates for all charter nights in the district.
- A list of notable club anniversaries for the year (examples: 25, 50, 75).

District Directory and Newsletter

District Directory

Many districts and multiple districts have their own directory, which can greatly facilitate efficient communication. A directory will include more information than a roster such as full addresses, phone numbers and emails. Data for a directory is available from an LCI website data download or the hard copies of the Lions Club's Officer Reporting PU101 forms. These more detailed directories can be distributed to the cabinet members and club officers. It is imperative that a directory has correctly spelled names and accurate addresses, telephone and fax numbers, and e-mail addresses. If data has been entered correctly in MyLCI, it can be conveniently downloaded for the purposes of a directory.

So that everyone can update the district directory during the year, the district governor should include any changes in contact information in the monthly bulletin, newsletter or send via email.

Here is a sample table of contents:

1. Alphabetical listing of clubs with region and zone
2. Name, address, home and business telephone, fax numbers and e-mail addresses of each cabinet member
3. Name, address, home and business telephone, fax numbers and e-mail addresses of committee chairpersons
4. A region listing that includes:
 - a. Name, address, telephone, fax numbers and e-mail addresses of region chairpersons, zone chairpersons, club presidents and club secretaries
 - b. Time, place and date of club meetings
5. Name, address, telephone and e-mail addresses of:
 - a. Lions Clubs International
 - b. Current and past international officers from the district
6. Name, address, telephone, fax numbers, e-mail address and year served of each past district governor of the district

Administrative Suggestions for Producing a Directory

The following points should be kept in mind before compiling a directory:

- Advise clubs well in advance that they are required to furnish details for the directory. Much of the club information can be obtained from the PU101 form.
- Clubs that do not receive a directory should be told in a district newsletter how one can be obtained.
- Clubs may be charged for a directory. The charges could be included in the statement of semi-annual dues to clubs.
- Include name of spouse or companion in the directory as advised.

District Newsletter

The district newsletter or bulletin is an excellent way to communicate with clubs in the district. It might be written and published by the district governor, the public relations chairperson or the cabinet secretary-treasurer.

The following suggestions will be helpful in producing a district newsletter:

- Find a simple and inexpensive way to print the newsletter. There are many different ways to provide information to members, including e-mail.
- Make the newsletter easy to read.
- Give priority to news of future events and projects:
 1. Upcoming club and district projects.
 2. Upcoming seminars and conferences. Mention the International Convention and Lions Leadership Institutes months in advance.
 3. Calendar of district governor's official visits.
 4. Calendar of installation dates.
- Mention names wherever possible.
- Provide details of newly chartered clubs.
- Show membership statistics taken from Monthly Membership Reports.
- Report summaries of important cabinet decisions.
- Schedule the district bulletin mailing dates and ensure these deadlines are met. Many districts e-mail the monthly newsletter to clubs.
- Courtesy copies are usually mailed to the multiple district council chairperson and secretary, and to other district governors in the multiple district.

New Banking Arrangements (T)

If the outgoing cabinet treasurer still has outstanding invoices to pay, it would be wise to reserve a certain amount to pay the bills. The new cabinet treasurer should arrange for new authorized signatures at the current bank or make banking arrangements to deposit the transferred funds with a conveniently located bank. The arrangements to change banks must be approved by a formal motion at the first cabinet meeting.

Procedure (T)

The cabinet treasurer should obtain a new bankbook and bank deposit pad, along with new cash journal and club ledger forms. If the cabinet is to collect money from projects over a period of several months, it can increase its revenues by having two bank accounts: a savings and a checking account. Monies not required in the near future should then be deposited in the savings account.

Transfer of Funds (T)

Before the end of the fiscal year, the outgoing administration should reserve some of its funds for the incoming administration. This will help the newly appointed cabinet treasurer to meet initial expenses incurred in preparing the new cabinet roster, printing of stationery, etc.

Budgeting and Financial Duties (T)

District Budget (T)

Prior to taking office, the treasurer will most likely be asked to assist the district governor in preparing the district's budget for the upcoming year. The budget should reflect the usual income and expense items.

Self-supporting functions and activities should also be included in the budget. All district financial activities should be previewed. The treasurer may want a more detailed budgetary analysis of the district governor's administrative expenses such as postage, telephone, and miscellaneous items.

This budget, with cumulative income and expense reports, is to be presented at each cabinet meeting. Any adjustment to the budget requires cabinet approval.

The following is a sample budget:

Anticipated Income

1,250 members at \$6.00.....	\$7,500.00
100 midyear new members at \$3.00	300.00

TOTAL	\$7,800.00

Anticipated Expenses and Allocation of Funds

District Newsletter (\$2.00 per member)	\$2,500.00
Travel, meals, accommodations for council	1,400.00
Cabinet meeting lunches	600.00
Subsidy for district officers' travel (60¢ per member)	750.00
Badges, banners, awards, etc.	600.00
Printing and stationery	400.00
Funerals, memorials.....	200.00
District governor's administrative expenses.....	500.00
Cabinet secretary's administrative expenses	500.00
Miscellaneous in reserve.....	350.00

TOTAL	\$7,800.00

Cabinet Funding (T)

The cabinet's only source of revenue is the semi-annual membership dues in the district. This amount is normally established by a resolution voted upon at a district or multiple district convention.

Personal Expenses

The cabinet secretary and treasurer must be prepared personally to pay for some of his or her own expenses. Keep in mind, though, that the greatest reward at the end of the year will be the immense satisfaction of having done your best for the district and having given the governor the fullest support.

Some of the personal expenses that the secretary and treasurer will likely incur include:

- Long distance telephone calls (some may be reimbursable)
- Attendance at charter nights
- Accompanying the district governor on official club visitations

District Expenditures (T)

All bills should be accumulated in one file so the district governor can inspect, initial, date and mark them to be paid. If the district governor has delegated certain financial duties to the cabinet treasurer, the governor still retains the direct responsibility to the cabinet for district finances. This authority stems from the election of the governor at the local convention and from the governor's induction by the international president.

Keeping the Books (T)

The district governor should have access to an accurate and clear financial picture of the district at any time. This is why it is essential that the cabinet treasurer keep the books up-to-date each week.

Two actions that usually follow expenditures are:

1. The check number is put on each paid invoice for future identification.
2. The invoices are filed according to check number (this is suggested to assist the auditor at the close of the fiscal year).

Money Received (T)

The following is a suggested procedure for recording monies received:

1. As payments arrive from the clubs, post the entries in a ledger
2. Enter the totals on the cash journal sheet. For each day, show the breakdown of how the money received is credited. Use the balance of the cash journal sheet to keep current records of how the money is spent in each fund.
3. Be sure that all entries are made on a timely basis, or they will accumulate and become a tedious task.
4. Deposit checks on a timely basis in the district account.
5. Determine monthly balances in the account book; otherwise mistakes in posting will be too difficult to locate.
6. Insist that all chairpersons who are authorized to disburse funds report the expenses that they incurred. A bill or receipt should be obtained for all money spent so it can be properly reconciled with the secretary-treasurer's check stubs.

Billing of Clubs (T)

Billing of clubs is a major function of the cabinet treasurer. The procedure will vary from cabinet to cabinet. Here is a suggested procedure:

1. Make a master list of all clubs in the district.
2. Determine dues for each club. Prepare and mail invoices to each club secretary; be sure to include dues for multiple district fees if this applies.
3. Note, the dues billing is issued in June and December. It is recommended that district and multiple district dues are billed 30 days following the LCI dues billing to ensure all added and dropped members are identified.
4. In five months, before the second billing, prepare a list that shows current total payments by all clubs in case any previous charges remain unpaid.

Overdue Payments (T)

Clubs that are overdue in payment of semi-annual dues are often best approached by a personal phone call rather than by a letter. The zone chairperson should be asked for assistance in these matters.

Payment of Dues and Monthly Accounts (T)

The cabinet treasurer usually assists the district governor in monitoring payments of dues by clubs. Every club must collect in advance all their semi-annual dues (international, multiple district and district) within 90 days following billing. It is a constitutional requirement that payments must be issued for the semi-annual dues billing in a timely manner in order for a club to remain in good standing. Online payments via credit card or electronic check can be processed by the clubs treasurer via the MyLCI website at <https://mylci.lionsclubs.org>. Officers (club treasurers) must have registered and created a MyLCI user name and password to logon and process online club payments.

A club may automatically be “suspended” if its account with Lions Clubs International has a past due balance of over US\$1000 or US \$20 per member, whichever is less, over 120 days old. A suspended club must pay the outstanding balance in full, or commit to a payment plan, approved by the Finance Division, and make monthly payments to avoid automatic charter cancellation on the 29th of the month following the suspension. Working with the district governor and zone chairpersons closely and without delay could prevent unnecessary charter cancellations of the suspended clubs within the district.

District Governor Recap of Accounts (T)

The cabinet treasurer and the district governor ensure club accounts are kept up-to-date throughout the year with the help of the Recap of Accounts report which is emailed to each district governor monthly by International Headquarters. This month-end report includes the last submitted MMR and summarizes the balances that are due currently, as well as the aging accounts in the district.

Club Health Assessment

The Club Health Assessment is sent to the district team the second week of each month and includes information on membership, reporting, payments and donations in one comprehensive report. Problem areas appear in red. Areas where the clubs have demonstrated outstanding progress appear in green. The report is a critical tool for allowing the district team to better monitor club progress.

Audit of District Books (T)

Auditing of the cabinet treasurer’s records should be done as soon as possible at the closing of the fiscal year so that the incoming treasurer will be able to open the bank accounts and prepare the record without delay. Here is the recommended procedure of audit:

1. The incoming treasurer receives the audited books, records and funds from the outgoing cabinet treasurer. This should be done in a personal way at a mutually agreed-upon time and place so that the incoming treasurer can fully understand the situation.
2. The audited financial statement is presented at the first cabinet meeting, and copies are forwarded to clubs according to requirements of the multiple district constitution.

3. At the close of the year, determine whether there are outstanding expenses for which invoices have not been received so that the auditor may be properly instructed regarding the accounts that are either payable or receivable.
4. At the close of the fiscal year, immediately deliver to the auditor all of the books of account, checkbook, canceled checks, monthly bank statements, minutes for the year and a copy of the budget.

Ordering Supplies (T)

There will be a few instances when the cabinet treasurer will have to order supplies for the cabinet, either from International Headquarters or another Lions Clubs International supply office. All billings will be sent only to the cabinet treasurer. Shipments should also be sent to the cabinet treasurer so that their contents can be checked and follow up can occur for back orders.

The District Governor, Cabinet Secretary and/or Cabinet Treasurer can bill orders to the district account with using their MyLCI username and password.

Annual Conventions

The district and multiple district conventions are very important for the cabinet secretary and treasurer. The cabinet secretary and treasurer should encourage his/her successor to attend the multiple district convention prior to taking office to observe the registration and certification process of club delegates. These procedures are normally the cabinet secretary and treasurer's responsibility at the district convention.

Because conventions are the decision-making bodies within their respective areas, the secretary and treasurer should encourage all clubs to realize that these gatherings are not mere festivities.

At conventions, Lions can most effectively exert their wishes through the democratic process. Therefore, it is very important that conventions be planned so delegates and other Lions are fully involved in all events. Ample time should be provided for open discussions, and delegates should be encouraged to speak up during the business sessions.

Lions Clubs International Payment Instructions

After the club's board of directors has approved the monthly statement, the club treasurer is responsible for submitting the appropriate payment to the association's bank account. In all instances, please write the complete club name, club six-digit number, and the purpose of the payment on the front of the check or deposit slip.

- **US DOLLAR PAYMENTS** - When making payment with a US dollar draft drawn on a United States bank or branch, the payment should be mailed to the association's lockbox (**Note:** Please do not write deposit information on the back of a check):

The International Association of Lions Clubs
35842 Eagle Way
Chicago, IL 60678-1358 USA

- **CREDIT CARD PAYMENTS** Club Treasurers who have established a valid MyLCI User ID and password can pay by credit card via the Lions Clubs International website. By visiting www.lionsclubs.org, club treasurers may pay with Visa, MasterCard, Discover and American Express credit and debit cards. Please note: The exchange rate will be determined by the credit card company.
- **US DOLLAR WIRE TRANSFERS** – When making payment with a US dollar wire transfer, the funds should be wired to the following association account:

JP Morgan Chase Bank, N. A.
131 South Dearborn Street – 6th Floor
Chicago, IL 60603 USA
Swift Number: CHASUS33
Routing ABA #: 0210 0002 1
Account Number: 00105732
Beneficiary Name: International Association of Lions Clubs

- **NON-US DOLLAR PAYMENTS** – When making a payment with a non-US currency draft or wire transfer, the funds should be deposited in a local country association bank account. The local country association bank account location and account number can be obtained from your district governor, Accounts Receivable and Club Account Services Department or the International Association's website. If there is no local association bank account, contact the Accounts Receivable and Club Account Services Department at accountsreceivable@lionsclubs.org.

Clubs submitting US dollar wire transfers or non-US currency drafts or wire transfers should fax deposit information to the Accounts Receivable and Club Account Services Department to ensure accurate and timely crediting of payments. Include a copy of the wire or deposit slip along with the club name, club six-digit number, amount to be credited to the club account and purpose of payment.

Direct any inquiries concerning the club's account to the Accounts Receivable and Club Account Services Department. The fax number is 630-571-1683. The e-mail address is accountsreceivable@lionsclubs.org.

Lions Clubs International Foundation (LCIF) Payment Instructions

In order to ensure that your donation reaches LCIF, it is crucial to indicate that the donation is intended for LCIF.

US dollar checks drawn on US financial institutions as payments to LCIF should be mailed to:

Lions Clubs International
Department 4547
Carol Stream, Illinois 60122-4547
USA

US dollar wire transfers intended for LCIF should be sent to:

Lions Clubs International Foundation
JP Morgan Chase Bank, N.A.
10 South Dearborn Street – 6th Floor
Chicago, IL 60603 USA
Account Number: 754487312
Routing ABA #: 0210 0002 1
Swift Code: CHASUS33

Please specify on the wire instructions that the donation or payment is intended for LCIF. Please include complete payment or donor information. Notify LCIF via e-mail, lcif@lionsclubs.org or fax 630-571-5735 of an incoming wire transfer.

The following options are available for non-US dollar donations or payments:

- US dollar wire transfers
- US dollar deposits made to an LCI US dollar bank account
- Non-US currency deposits made to a local LCI bank account
- Credit card payments charged in US dollars only

Other Financial Information

The association's Web site contains valuable information about:

- Exchange rates
- Payment instructions
- Unapplied deposits

To access any of these pages, log on to www.lionsclubs.org and click on the preferred language, Member Center, Resources, Finance. Then select the page needed.

Exchange rates are updated on the 1st of every month and the unapplied deposits are updated regularly.

Statements sent to club treasurers contain the monthly Lions' rates of exchange. Remember, if a payment is made in subsequent months, the association's Web site posts the current month's rate of exchange.

Unique payment instructions, by location, are sent with the monthly statements of accounts. Payment instructions are also available on the association's Web site.

Sometimes a payment cannot be identified. The payment information is given to the district governor. Unapplied payments are also posted on the association's Web site. Contact the Accounts Receivable and Club Account Services Department accountsreceivable@lionsclubs.org with proof of payment for payments that are not credited to the club's account.

A Lions club, which has an unpaid balance in excess of US\$20 per member or US\$1,000 per club, whichever is less, outstanding past 120 days will be suspended, including the suspension of the club's charter, and all the rights, privileges, and obligations of the Lions club. Suspended clubs can hold meetings to discuss the future of the club and to identify actions to take to regain an active status. Any club that has been approved for a payment plan by the Finance Division will not be suspended, so long as it continues to fulfill its obligation per the approved payment plan.

In the event the club does not acquire active status as defined by board policy, on or before the 28th day of the month following suspension, the club's charter will be automatically cancelled. The cancellation of a club for financial suspension may be rescinded within 12 months from the date of the cancellation, in the event the club has paid its account balance in full and a completed reactivation report is filled out by the district governor and forwarded to the Accounts Receivable and Account Services Department.

Organization of International Headquarters

International Headquarters is accessible to all clubs. The staff at headquarters is ready to assist Lions with their quest for information, supplies or answers to their questions. Clubs can visit the Lions Clubs International Web site, www.lionsclubs.org.

The Web site is an essential tool for club and district officers. There are hundreds of pages of information on the site, organized in an easy-to-follow format. New items are added monthly, and innovations are continually pursued.

The following description of each division within International Headquarters can also enable clubs and members to contact the correct division. The general phone number for International Headquarters is (630) 571- 5466.

Club Supplies and Distribution Division

E-Mail: clubsupplies@lionsclubs.org

Coordinates the inventory, marketing and distribution of club supplies worldwide. Manages worldwide licensing programs. Coordinates assistance to other departments that procure, inventory, promote, ship and bill Lions club materials throughout the world.

Convention Division

E-Mail: convention@lionsclubs.org

Develops, manages and coordinates all logistics and major activities relating to the international convention, DGE Seminar, and International Board of Directors meetings.

District and Club Administration Division

E-Mail: districtadministration@lionsclubs.org

Assists the administration of districts and clubs worldwide. Provides language services in the association's official languages. Issues District Governor Team and Club Excellence Awards and supports club development by providing clubs with the Guiding Lions program and Club Rebuilding Awards. The English Language department serves as an important resource for district governors.

Extension and Membership Division

E-Mail: extension@lionsclubs.org

Drives club and membership growth through the development, implementation and execution of strategies to promote new club formation, membership growth and retention initiatives.

Finance Division

E-Mail: finance@lionsclubs.org

Manages the association's resources, i.e., people and money. Directs the implementation of the association's financial policy, including banking, transfer of funds, general accounting functions, cost accounting and investments.

Information Technology Division

E-Mail: it@lionsclubs.org

Plans, organizes and controls the overall activities of technical services throughout the entire organization. This includes technical infrastructure, database applications, process improvement, membership data administration, business intelligence and reports generation for membership, service activity, donations and financials. The division handles all membership reports and is responsible for maintaining all club and officer records.

Leadership Division

E-Mail: leadership@lionsclubs.org

Designs, develops, implements and evaluates leadership development programs, seminars, and conferences at the international, multiple district, district and club levels. Provides online learning opportunities ([Leadership Resource Center: http://www.lionsclubs.org/EN/member-center/leadership-development/index.php](http://www.lionsclubs.org/EN/member-center/leadership-development/index.php)) and curriculum tools and resources for local use. Supports and collaborates with the Global Leadership Team (GLT) to identify and satisfy Lions' training and development needs around the world.

Legal Division

E-Mail: legal@lionsclubs.org

Maintains the association's worldwide trademark registrations, global insurance program and risk management and litigation. In addition, the Legal Division provides guidance and advice to Lions on the association's constitution and by-laws and board policy, including district elections, international director endorsement inquiries, dispute resolutions and constitutional complaints.

Lions Clubs International Foundation

Web site: www.lcif.org

E-Mail: lcif@lionsclubs.org

Administers the Foundation, including promotion, fundraising, investment management, execution of grants and liaising with trustees and board of directors. The Foundation also manages emergency grants, the SightFirst program, the Lions Quest program and other humanitarian grant programs, in addition to processing donations and providing recognition.

Public Relations and Communications Division

E-Mail: pr@lionsclubs.org

Coordinates and integrates communication programs encompassing public relations, internal and external communications, social media, e-Districthouse and e-Clubhouse, and *LION* Magazine. Provides editorial support and services for all association information bulletins, guides, program manuals and audiovisual materials.

Responsible for overall production and manufacturing phases of English and Spanish editions of *LION* Magazine and all published literature emanating from the association.

Service Activities Division

E-Mail: programs@lionsclubs.org

Develops resources and helps Lions implement service activities and projects in the following key areas: Community Services, Disaster Preparedness and Relief, Environmental Services, Health and Wellness (includes Sight, Hearing and Diabetes), International Relations, Lions Opportunities for Youth (includes Leo clubs), and Lions Services for Children. Provides tools for Lion participation in the Global Service Action Campaigns, the Reading Action Program, Medical and Humanitarian Aid Missions and special service initiatives. Uses data received through the online Lions Service Activity Report to assess the impact of Lions' work and monitor global service trends to further enhance LCI programs and resources. The division's Government and Partnership Relations Department manages and supports LCI's relations with U.S. and international governmental and non-governmental entities/agencies in an effort to establish and strengthen alliances and increase visibility among key policy makers and governmental agencies worldwide.



We Serve

The International Association of Lions Clubs

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