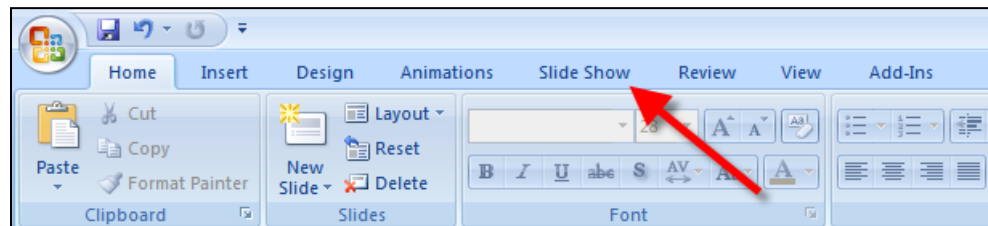


Before You Begin

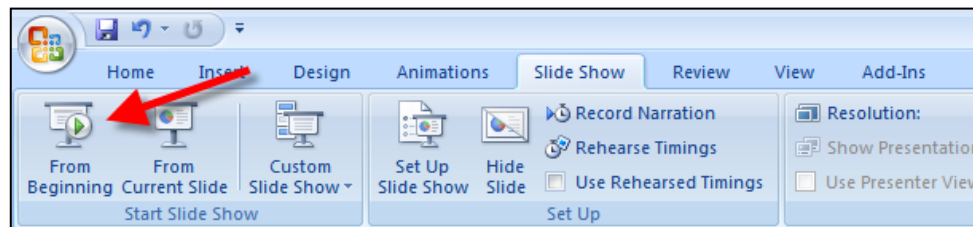
This presentation should be viewed as a
PowerPoint Slide Show

To view as a slide show:

1. Click on 'Slide Show' from the menu at the top of the screen.



2. Select 'From Beginning'



Before You Begin

Welcome to Club Officer Training

This online module is separated into 5 sections, which can be completed in one 30 – 45 minute session, or over a course of several sessions.



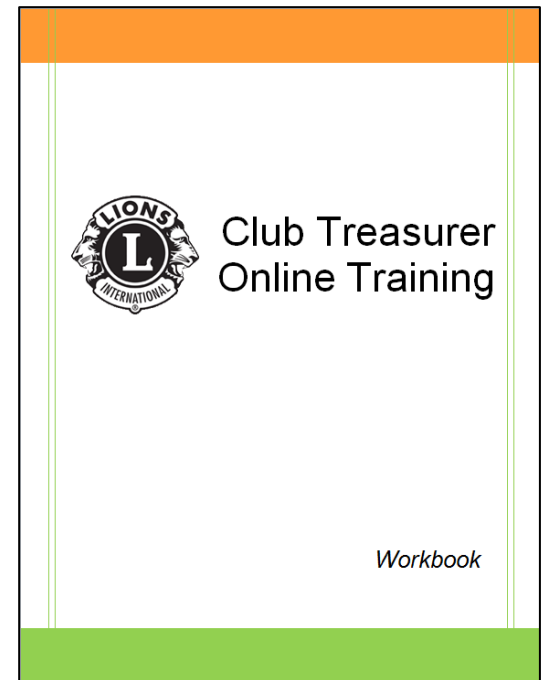
For additional assistance, contact your District 27-D1 Global Action Team:
GLT Lion Tony Sobczak tonysobczak@yahoo.com
GMT Lion Adam Crowson adam.crowson@gmail.com
GST Lion Bruce Voight bfvoight@gmail.com



Workbook

This online module includes a workbook to enhance your learning experience.

Organized into 5 corresponding sections, it provides opportunities to take notes and access additional information to supplement the concepts addressed in this online module.



Click [here](#) if you need to access and print your workbook before continuing.



Please note:


Club treasurers' responsibilities vary according to regional practices and established club procedures. If you have any questions, please do not hesitate to contact your GAT for assistance. We are here to assist you!





Navigation



You can navigate to various sections in the online module when certain icons appear.

Each slide runs through a timed program. Once that is complete, an arrow in the lower right-hand corner  will indicate that you can click to the next slide when you are ready.

 indicates a link to a resource on the LCI website or publication. When you click on this icon, you will be directed to that resource. Links will also be available in the Resource section of this online module.

Clicking  returns you to the Table of Contents slide if you want to review or jump to specific sections.





You have been elected to the position of
Club Treasurer!



Objectives

This course will provide you with the basic information and resources necessary to prepare you for your new position.

Upon completion of this course, you will be able to:

- Recognize the purpose of a Lions club and its placement within the structure of the Lions Clubs International
- Summarize the responsibilities of club treasurer
- Access additional resources as needed



Table of Contents

Click on the links below to navigate to a specific section or click the arrow to continue to Section 1.

Section 1: [Introduction](#)

Section 2: [Your Club Leadership Team](#)

Section 3: [Responsibilities of the Club Treasurer](#)

Section 4: [Planning Your Term](#)

Section 5: [Resources](#)





Welcome to Section 1: *Introduction*

Please turn to page 1 of your workbook.





As treasurer, you are an integral part of the leadership team, working to support the club president as he or she leads your club in service activities that help support your local community and surrounding areas.

However, it's also important to remember that you are a part of something much bigger.

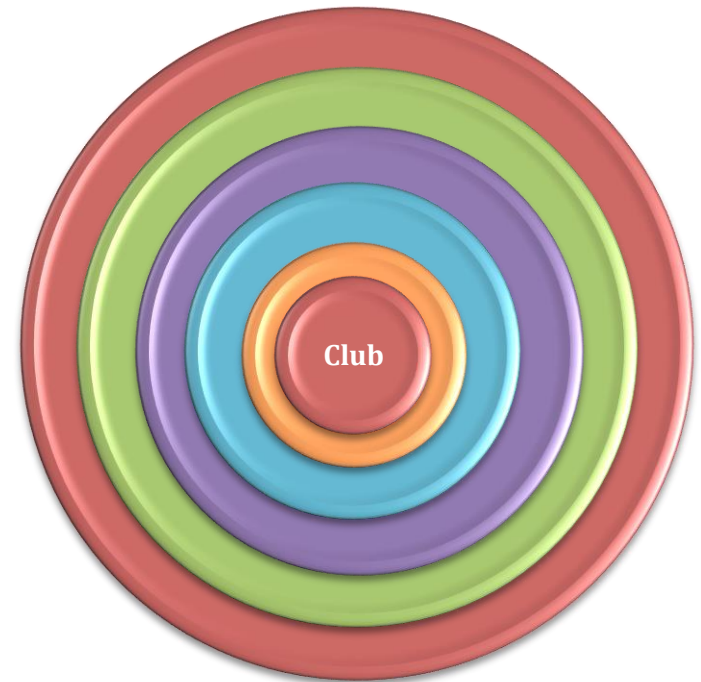


Structure of Lions Clubs International



Lions Clubs International is comprised of a large network of Lions, with clubs at the center.

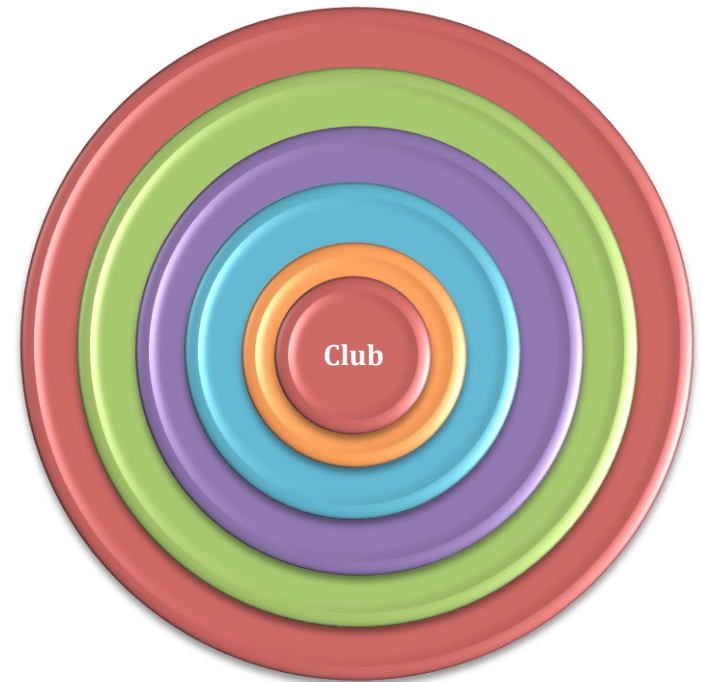
This structure facilitates communication and promotes service on a local, regional and global scale.



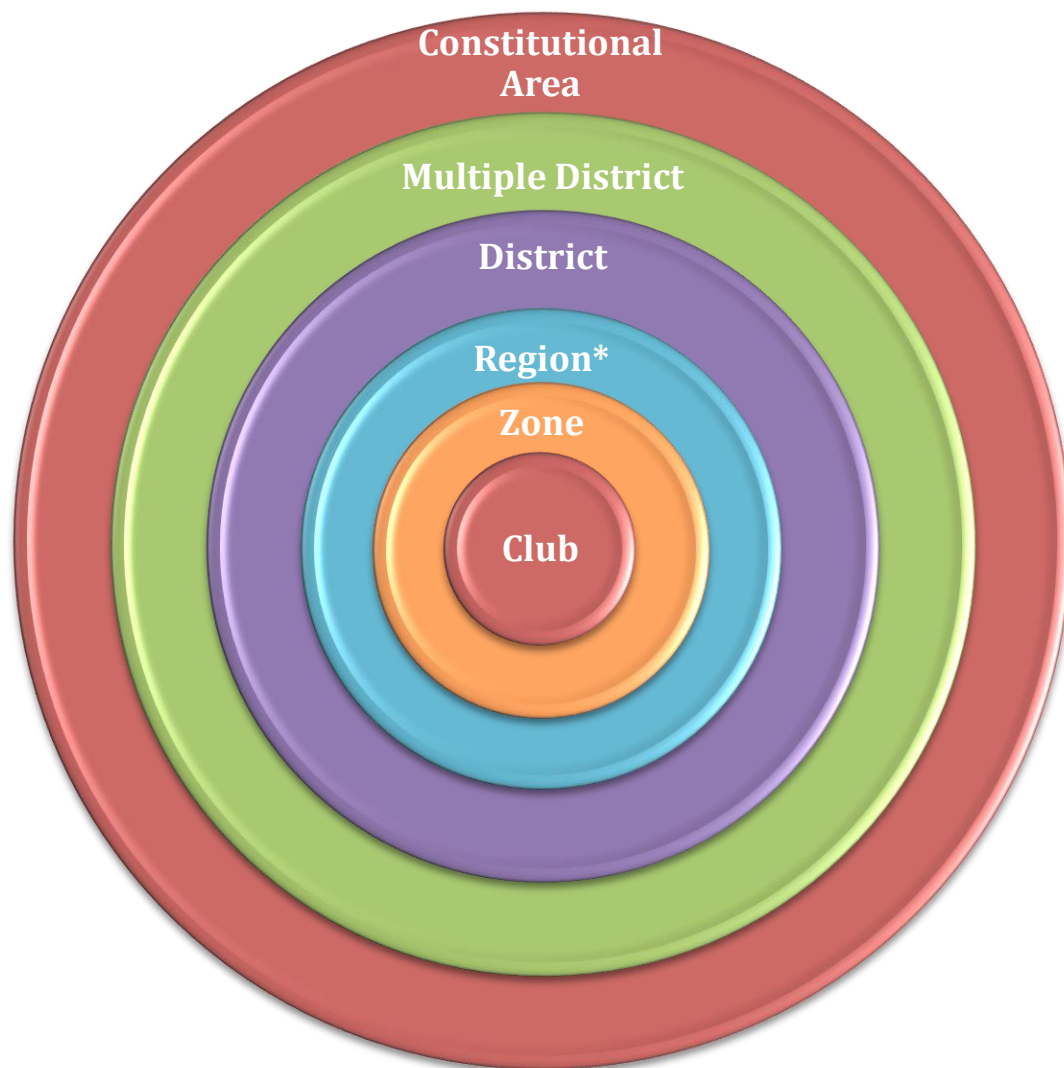


The next slide will help you complete page 1 in your workbook.

Please take a moment to complete this section.



Structure of Lions Clubs International

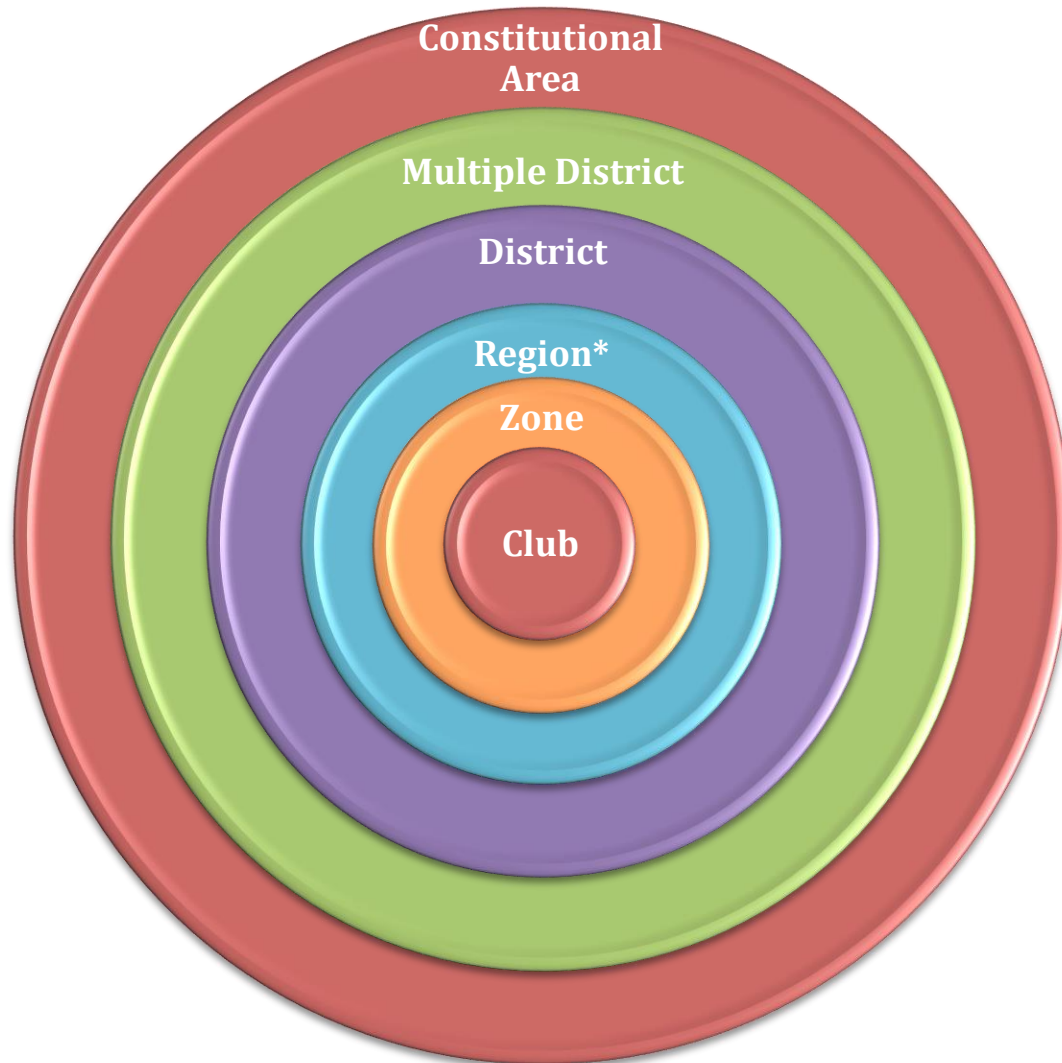


- A club consists of a minimum of 20 members
- A zone consists of 4 – 8 clubs
- A region consists of 10 – 16 clubs *
- A district is comprised of at least 35 clubs with 1250 active members
- Several districts in a given geographical area comprise a multiple district
- Each Lions club is located in one of the seven Constitutional Areas, which is represented by at least one international director

*optional



Structure of Lions Clubs International



Individual clubs and their **members** are at the heart of the Association.

Without their commitment to serving others locally, we could not maintain our legacy of global service.





As a club within the greater International Association of Lions Clubs, your mission is:

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



Purpose of Lions Clubs



In order for our mission to become a reality, our clubs need to serve many purposes.

Let's do a quick check of the Standard Club Constitution and By-Laws to see if you know all the purposes of a Lions club.



Purpose of Lions Clubs



You will see a series of statements.

Select “Yes” if the statement reflects one of the stated purposes of Lions clubs or select “No” if it is not a stated purpose of Lions clubs.



Purpose of Lions Clubs



Here is the first statement.

The purpose of Lions clubs is...

To unite the members in the bonds of friendship, good fellowship and mutual understanding.

Click on either YES or NO

YES

This is one of the stated purposes of Lions clubs



Purpose of Lions Clubs



Here is the next statement.

The purpose of Lions clubs is...

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

Click on either YES or NO

YES

This is one of the stated purposes of Lions clubs



Purpose of Lions Clubs



Are you ready for another one?

The purpose of Lions clubs is...

To take an active interest in the civic, cultural, social and moral welfare of the community.

Click on either YES or NO

YES

This is one of the stated purposes of Lions clubs



Purpose of Lions Clubs



Okay, those were a little easy.
Let's try one that is a bit more difficult.

Which of the following statements is NOT a stated purposes of Lions clubs?

Click on your answer.

To create and foster a spirit of understanding among the people of the world.

To promote political leaders who support the mission of Lions clubs.

To promote the principles of good government and good citizenship.

To provide a forum for the open discussion of all matters of public interest...

You can review all 6 statements of purpose in Article II of the Standard Club Constitution





How can you help promote the mission and purpose of
Lions clubs?

Write your answer on page 2 of your workbook.





Welcome to Section 2: Your Club Leadership Team

Please turn to page 3 of your workbook.





Each Lions club is comprised of a team of leaders that support the activities of the club.

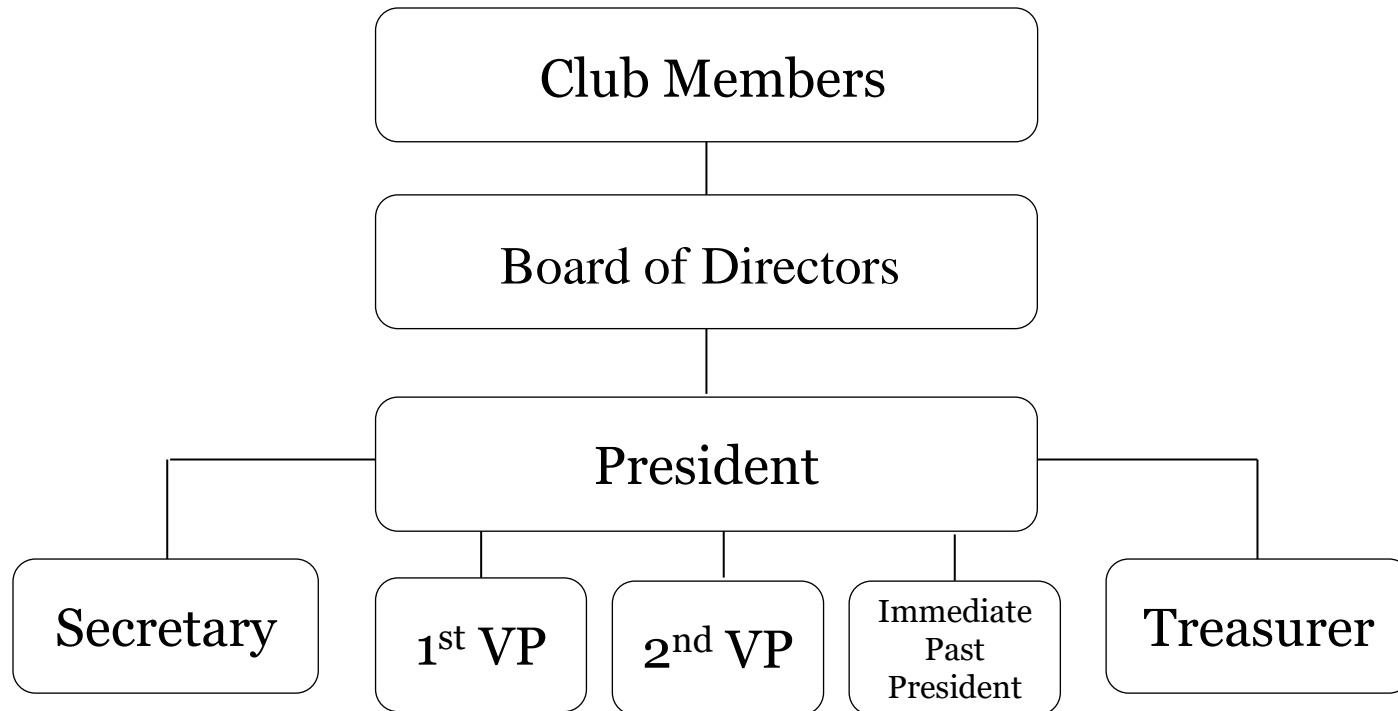
The next slide will help you complete the club organizational chart on page 3 of your workbook.



Your Club Leadership Team



Let's take a look at the Club Organizational Chart

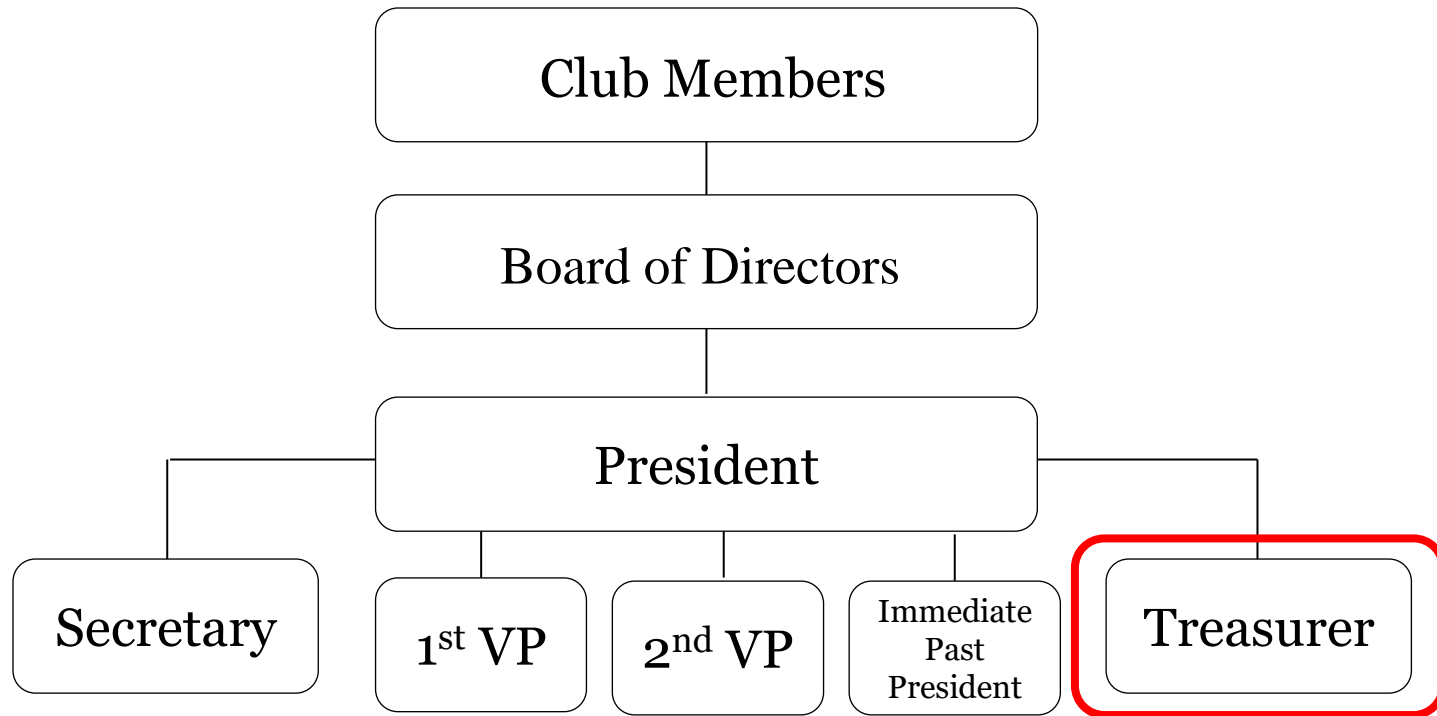


Your Club Leadership Team



As treasurer, you are the financial officer of the club.

- You are responsible for all financial matters pertaining to the club.
- You are under the supervision of the president and the board of directors.





The board of directors includes:

- the president
- the immediate past president
- vice presidents
- secretary
- treasurer
- Lion tamer (optional)
- tail twister (optional)
- membership chairperson
- club service chair
- any other elected directors

A description of each role can be found on page 7 of the Club Officer Team Manual



Your Club Leadership Team



Now let's take a quick look at your shared responsibilities.
Together the board of directors shall...

Consider and shape all new business and policy of the club prior to presentation to and approval by the club members.

Authorize all expenditures and shall not create any indebtedness of the club.

Have the power to modify, override or rescind the action of any officer of the club.

Appoint the surety for the bonding of any officer of the club.

Appoint, on recommendation of the finance committee, a bank or banks for the deposit of funds of the club.

Have the books, accounts and operations of the club audited annually.

Maintain at least two (2) separate funds governed by generally accepted accounting practices.

Not authorize the expenditure for administrative purposes, any net funds raised from the public.

Submit all matters of new business and policy to the respective standing or special club committee for study and recommendation.



Your Club Leadership Team



What are some things you can do as club treasurer to help the club leadership team work well together?

Record your answer on page 4 of your workbook.





The Lions Learning Center offers free online courses to assist members with leadership development.

Additional Resources

Consider taking the following online courses:

- ☐ Introduction to Lions Leadership
- ☐ Effective Listening
- ☐ Effective Teams

More information about the Lions Learning Center can be found here.  You will need to sign into MyLion.





Welcome to Section 3:

Responsibilities of the Club Treasurer

Please turn to page 5 of your workbook.



Responsibilities of the Club Treasurer



As the club financial officer and member of the board of directors, your primary responsibilities include...

- ❖ Attending all club and board meetings
- ❖ Preparing club budgets
- ❖ Setting annual members' dues
- ❖ Making payments on behalf of the club
- ❖ Maintaining club financial records
- ❖ Filing club taxes





How many meetings will you need to attend?

- ❖ Attending all club and board meetings
- ❖ Preparing club budgets
- ❖ Setting annual members' dues
- ❖ Making payments on behalf of the club
- ❖ Maintaining club financial records
- ❖ Filing club taxes



Responsibilities of the Club Treasurer



The following schedule is common:

Types of Meetings

Monthly

- Board of Directors regular meeting
- Club regular meeting

As Needed

- Board of Directors special meetings (when requested by 3 or more board members)
- Club special meetings (requested at least 10 days prior)

Annually

- Officer transition meeting
- Charter Anniversary



Responsibilities of the Club Treasurer



Now let's look at your responsibilities in regards to preparing budgets.

- ❖ Attending all club and board meetings
- ❖ Preparing club budgets
- ❖ Setting annual members' dues
- ❖ Making payments on behalf of the club
- ❖ Maintaining club financial records
- ❖ Filing club taxes



Responsibilities of the Club Treasurer



Preparation of the club's budgets is one of the treasurer's major responsibilities.

Done in conjunction with the Finance Committee and president, the budget should be presented for approval at the first board meeting.

Each club should have **two** budgets:

- Administrative and Activities



Responsibilities of the Club Treasurer



For a budget to balance, the total income would equal the expenses for each individual fund.

The two funds must balance independently of each other.

Refer to the following slides to answer the questions on pages 5 & 6 of your workbook.



Responsibilities of the Club Treasurer



Administrative Budget

- Used for the internal running of the club
- Income from dues, tail-twisting and money raised directly from members
- Expenses for international dues, printing, postage and other costs related to club operations

Activities Budget

- Used to fulfill the exempt purposes and goals of the club
- Income from public fundraising projects
- Expenses for the direct costs of the fundraising, as well as donations and charitable activities of the club

Under no circumstances may the net income from money raised through public club projects or activities be used in any manner whatsoever for administrative expenditures.



Responsibilities of the Club Treasurer



Next is setting annual members' dues.

- ❖ Attending all club and board meetings
- ❖ Preparing club budgets
- ❖ Setting annual members' dues
- ❖ Making payments on behalf of the club
- ❖ Maintaining club financial records
- ❖ Filing club taxes

Notes can be recorded on pages 6 of your workbook.



Responsibilities of the Club Treasurer



Next is setting annual member's dues.

With advice from the Finance Committee and approval of the board of directors:

- The treasurer sets annual club members' dues at an amount sufficient to effectively operate the club and maintain its financial health
- The treasurer or secretary sends out invoices for total member dues (LCI, State, District and club) to members approximately ten days before the start of the dues-paying period
- **Dues should be collected in advance: annually or semiannually**





The treasurer is also responsible for:

- ❖ Attending all club and board meetings
- ❖ Preparing club budgets
- ❖ Setting annual members' dues
- ❖ Making payments on behalf of the club
- ❖ Maintaining club financial records
- ❖ Filing club taxes



Responsibilities of the Club Treasurer



Each month in which transactions occurred or that the club maintains a balance, an itemized statement of charges and credits will be sent from International Headquarters.

These charges and credits may include:

- Semi-annual international member dues (July and January)
- Entrance fees
- Charter fees
- Prorated dues for new members
- Fees from reinstated members
- Dues for transfer and life members
- Club supplies



Responsibilities of the Club Treasurer



Furthermore, the treasure is responsible for:

- Reviewing the statement for accuracy and submitting the statement to the club's board of directors for approval
- Making arrangements for payment

More information about club financial guidelines can be found in the “Use Of Funds Guidelines” found here. 

Please read this carefully.



Responsibilities of the Club Treasurer



MyLCI is the reporting website used by many Lions Clubs around the world. It is accessed through the [MyLion](#) website and all required forms are submitted here.*

Welcome to your Lion Account

We have a new universal login system. Your Lion Account username and password allows you access to all Lions applications: MyLCI, MyLion, Shop and Insights. MyLCI users who do not have a MyLion username and password- register for your Lion Account today!

SIGN IN

Email or Mobile
Password

SIGN IN

REGISTER

Don't have a Lion Account? Create an account today to access all our great tools and features!

REGISTER

[Forgot your Lion Account Username?](#) or [Forgot your password?](#)

Welcome to the Lions Clubs International digital ecosystem!

Here you'll find a variety of helpful, easy-to-use applications designed to simplify and improve your service.

MyLCI
Tools for Lion leaders.

- Manage your membership
- Create district & club profile
- Check club voter eligibility
- Document & plan conventions
- Check application status

GO

MyLion
Connect. Serve. Report.

- Report service
- Plan service projects
- Connect with other Lions
- Create personal profile

GO

Shop
Buy all things Lions.

- Order club essentials
- Order awards, pins and more
- Get great Lions gifts

GO

Insights
Increased knowledge. Increased impact.

- Explore membership trends
- Explore club trends
- View service activity impact
- Track Foundation donations

GO

Learn
Learn. Grow. Lead.

- Take free online courses
- Encourage your personal growth
- Access leadership tools and insights

GO

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Do you have the mobile app? Download it here.


[GET IT ON Google Play](#) [Download on the App Store](#)

*If you need help creating a MyLion account please request help from your current treasurer or secretary. You can also contact your District 27-D1 Global Action Team Leaders.



Responsibilities of the Club Treasurer



**MyLCI**

Welcome Club Secretary William Anderson ▾ | [Print & Share](#) | [Logout](#)

Home | [My Leo Clubs ▾](#) | [My Lions Club ▾](#) | [My District ▾](#) | [My MultipleDistrict ▾](#)

Home > [Support Center ▾](#)

SUNSET COMMUNITY LIONS CLUB

My Tasks (click to complete)

1. Correct members with missing or invalid information. ▸
2. Enter 2012-2013 club officers (due May 15, 2012). ▸
3. Enter membership report for May 2012 (due May 31, 2012)
- OR -
record that there are no member changes for May 2012. ▸
4. Enter service activities for May 2012. ▸

My Club

SUNSET COMMUNITY LIONS CLUB
founded in 1945

Meeting
Every 1st and 3rd Tuesday at 12:15PM

Happy Joe's
9567 Main Street
Oak Brook, IL 12345-1234

club web site
www.e-clubhouse.org/sites/sunsetcommunity

[Edit](#)

My Info

2011-2012 Club Secretary
William Anderson

Member Mailing Address
1234 West Summerdale
Oak Brook, IL 12345-1234

Officer Mailing Address
P.O. Box 1234
Oak Brook, IL 12345-1234

Home 1-630-555-1234
Mobile 1-312-555-1234
Email test1234@testmail.com

[Edit](#)

My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		

Membership Summary

Charter	12
Active	24
Affiliate	1
Honorary	2
Total	39
Associate	3
Life Member	2

[More Membership](#)

My Service Activities

Recent Service Activity

Pancake Breakfast
Our club got together with the students of Sunset High School and made 4,000 pancakes.

2011-2012 Service Activity Summary

Total service activities	21
Number of Lion Hours	1325
Funds Raised (USD)	5000
Funds Donated (USD)	3750

[More Service Activities](#)

My Officers

Region 1 Chairperson
Theresa D'Souza ▾

Zone 1 Chairperson
Robert Oglevy ▾

Club President
Debbie Johnson ▾

Club Treasurer
Ron O'Connor ▾

[More Officers](#)



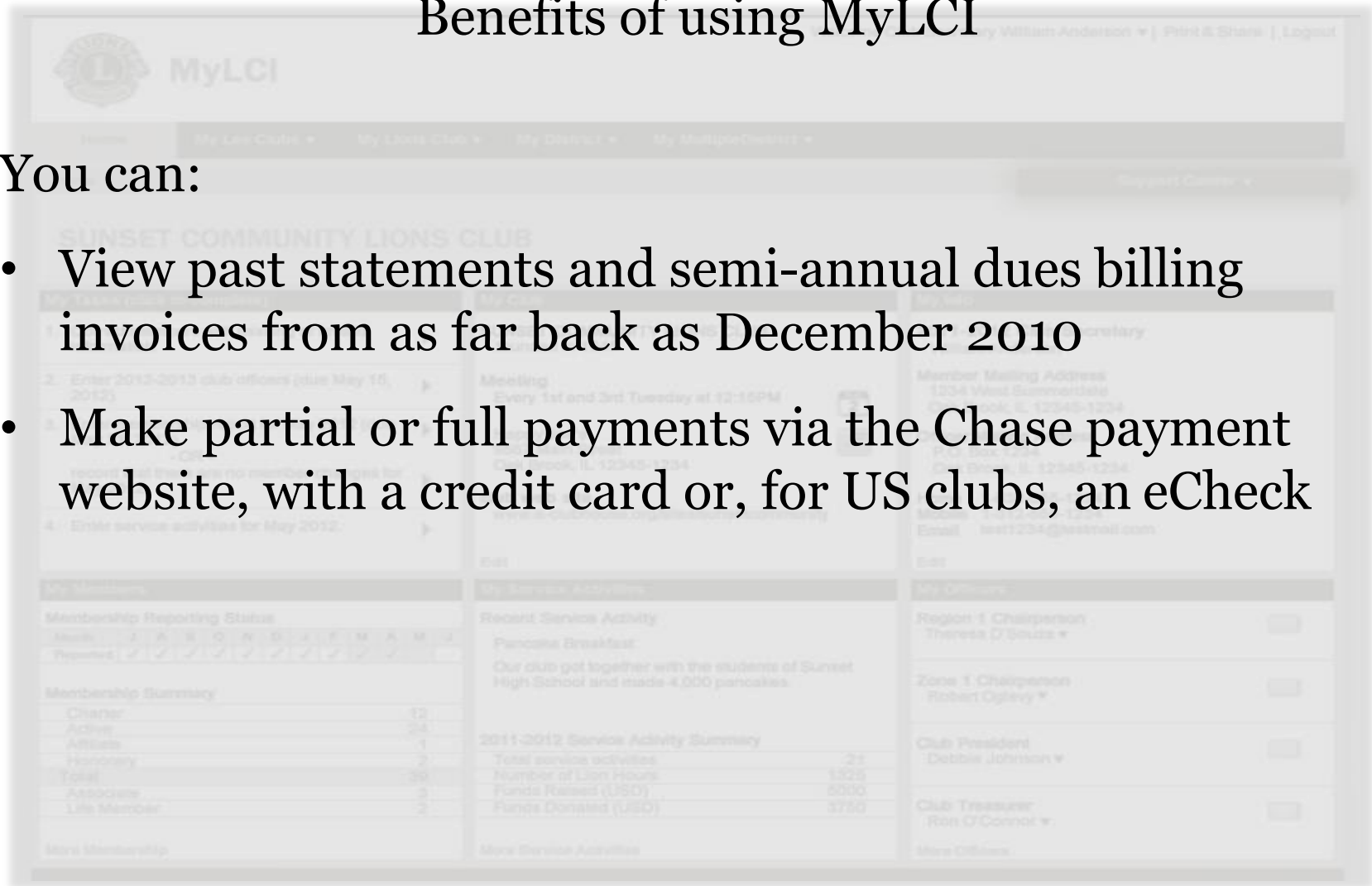
Responsibilities of the Club Treasurer



Benefits of using MyLCI

You can:

- View past statements and semi-annual dues billing invoices from as far back as December 2010
- Make partial or full payments via the Chase payment website, with a credit card or, for US clubs, an eCheck



Responsibilities of the Club Treasurer



Once new club officers are reported to LCI headquarters, an email will be sent, providing information on how to access the system and select your password.

You will find links to MyLCI video tutorials and frequently asked questions and in the Resource section of this training module.

More information on submitting reports can also be found in the Club Officer Team Manual. 

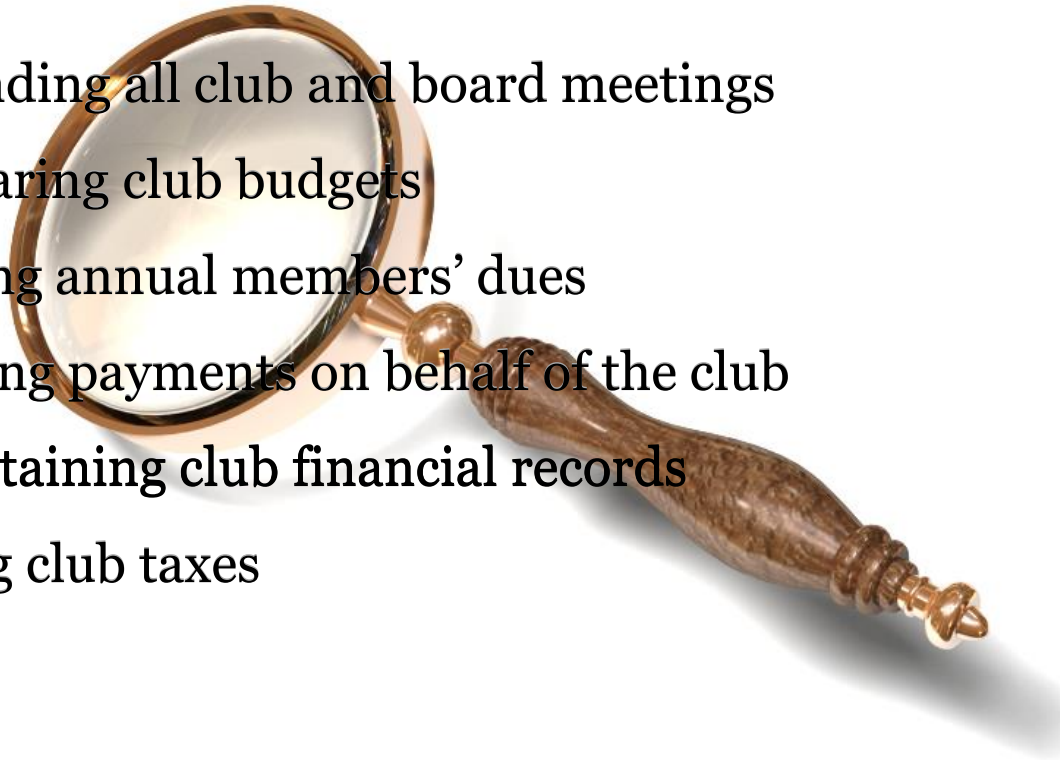


Responsibilities of the Club Treasurer



Another important aspect of the club treasurer's responsibilities is maintaining the club's financial records. Let's take a closer look.

- ❖ Attending all club and board meetings
- ❖ Preparing club budgets
- ❖ Setting annual members' dues
- ❖ Making payments on behalf of the club
- ❖ Maintaining club financial records
- ❖ Filing club taxes



Responsibilities of the Club Treasurer



Let's look at some important financial policies.

Financial Policies

- The board of directors shall formally approve all club bank accounts.
- All financial records should be audited annually.
- The treasurer pays out all monies only on the authority of the board.
- The club may not create any indebtedness beyond the current income of the club.

See workbook page 7 & 8 for some additional policy information.



Responsibilities of the Club Treasurer



Now let's review some important information on recording financial transactions.

Financial Paper Trail

- All monies, regardless of source, must be deposited, as received, in the board approved bank account.
- Payments should not be made from cash received by the club but drawn from one of the club's bank accounts through customary banking procedure.
- Receipts for all payments should be maintained in a file that is open to the audit committee and club members.



Responsibilities of the Club Treasurer



The club should retain all financial records for a period of 7 years or the time required by the country in which it resides.

Financial Paper Trail

These records may include:

- Bank Statements
- Invoices and receipts
- Tax returns and other governmental filings

Review club practices with your current treasurer.



Responsibilities of the Club Treasurer



Much of your time during a board meeting will be spent presenting and explaining the club's financial report.

Can you guess all the items that should be included on the financial report?

Turn to page 8 of your workbook and review the next slide to find out.



Responsibilities of the Club Treasurer



Click to reveal 4 items your financial report should include.



Responsibilities of the Club Treasurer



It is important to choose a report format that is clear, easy to follow, and accurate.

Financial Reports

Your current club treasurer is a great resource but you can also find an example on page 9 of your workbook.

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

Example of A Club Budget

Club: Hill Valley Lions Club
Budget Period: 2014-15

* ACTIVITIES ACCOUNT

Expenditures:	2013-14	Budget 2014-15
Eye Exams & Glasses	6,600.00	7,500.00
Photo Eye Screening	5,000.00	6,000.00
Stranger Danger Project	500.00	500.00
Senior Care Center Support	1,000.00	1,500.00
Salvation Army	500.00	500.00
Rescue Mission	1,000.00	1,500.00
LCIF	1,000.00	1,500.00
Leader Dog Program	500.00	500.00
TOTAL	16,100.00	19,500.00

Income:

Flags Project	2,500.00	3,000.00
Spring Golf Tourney	4,500.00	5,000.00
Fundraising Dinner	1,000.00	1,500.00
Ball Park Concession	5,000.00	5,500.00
Wine Tasting	2,500.00	3,000.00
Carry Over	1,500.00	1,500.00
TOTAL	17,000.00	19,500.00

*ADMIN ACCOUNT

Expenditures:		
LCI Dues	1,800.00	1,800.00
State/District Dues	1,500.00	1,750.00
Club Admin Dues	900.00	1,125.00
Awards	750.00	750.00
Club Picnic & Holiday Party	1,000.00	1,000.00
TOTAL	5,950.00	6,425.00

Income:

Annual Dues Dues	\$4,200.00	\$4,900.00
Raffle & Fines	1500.00	1500.00
Carry Over	250.00	0.00
TOTAL	\$5,950.00	\$6,400.00





The last topic to cover under responsibilities is:

- ❖ Attending all club and board meetings
- ❖ Preparing club budgets
- ❖ Setting of annual members' dues
- ❖ Making payments on behalf of the club
- ❖ Maintaining club financial records
- ❖ Filing club taxes



Responsibilities of the Club Treasurer



Depending on the location of your club, the treasurer may be responsible for filing taxes.

Taxes

- Treasurer's responsibilities vary according to regional practices and established club procedures.
- Check with your outgoing treasurer to find out the tax-exempt status of the club and any requirements for filing taxes.
- This is very important to know as clubs that fail to meet their annual tax filing obligations may be assessed penalties.



Responsibilities of the Club Treasurer



The Lions Learning Center offers free online courses to assist members with leadership development.

Additional Resources

Consider taking the following online courses:

- ☐ Public Relations
- ☐ Public Speaking
- ☐ Meeting Management

More information about the Lions Learning Center can be found here.





Welcome to Section 4: Planning Your Term

Please turn to page 10 of your workbook.



Planning Your Term



The goal of this section is to provide you with guidance for structuring your term as club treasurer.

We will ...

- Identify ways to prepare for your new role and responsibilities
- Outline the ongoing actions you will need to undertake throughout your term
- Identify items to consider as your club transitions to the next leadership team





Please complete pages 10 & 11 in your workbook to give you quick access to your responsibilities throughout the term.

Section 4: Planning Your Term

Preparing for your term	
Monthly	
Quarterly	





Before you officially take office, there are a several steps you can take to better prepare yourself.

Preparing for your Term

- Attend Club Officer Training
- Meet with the current treasurer and Audit Committee (if applicable) to determine status and balances of all club accounts
- Help incoming president select Finance Committee
- Review the club's current budget to better understand the club's monetary needs
- Confirm location of bank accounts and obtain necessary signatures





Before you officially take office, there are a several steps you can take to better prepare yourself.

Preparing for your Term

- Select a format for your financial reports to the board of directors
- Set up the filing system for maintaining an audit trail of paid items and deposit records
- If you use MyLCI for reporting, create your account and review training materials
- Work with club secretary to confirm membership information for billing purposes
- Work with club secretary to help prepare dues invoices for members





On a monthly basis, you will:

Monthly

- Attend club and board meetings
- Give financial summaries and account balances at board meetings
- Collect any monies gathered by the secretary and deposit immediately





On a quarterly basis, you will:

- Provide a formal written financial report to the club

Quarterly





Twice yearly, you will:

Bi-Annually

- Confirm list of members with LCI against the bi-annual dues list that you will receive with the club records
- Work with your club secretary to issue semiannual dues statements to each member and reconcile other financial obligations owed to the club (your club may choose to do this quarterly or annually)





Annually, if required, you will:

Annually

- File club taxes



Planning your Term



You have reached the end of your term as club treasurer.
You will still play an important role in the future success of the club by planning for an effective transition.

End of Term

- Meet with incoming club treasurer to review records and outstanding issues
- Prepare year-end financial statement and budget comparison
- Have books audited



Planning your Term



What goals do you hope to achieve during your term as club treasurer?

List these on page 12 in your workbook.



Planning your Term



Before we finish...

The Lions Learning Center offers free online courses to assist members with leadership development.

Additional Resources

Consider taking the following online courses:

- ☐ Writing Your Personal Mission Statement
- ☐ Goal Setting
- ☐ Managing Change

More information about the Lions Learning Center can be found here.





Welcome to Section 5:

Resources

Please turn to page 13 of your workbook.





There is much to remember as you begin
your term as club treasurer

At any time, you can review this entire
presentation or return to a specific section.





You can gain additional insight and information by familiarizing yourself with the documents and training material on the following webpages.

Webpages:

MyLCI



Club Officer Orientation



The Leadership Resource Center



The Lions Learning Center



Lions Clubs Member Resources



Managing a Club





MyLCI video tutorials :

[Using MyLion](#)



Using the MyLCI website



Publications:

Constitutions and By-Laws



LA-1 – International

LA-2 – Standard Club

LA-4 – District

Club Management Resources



Art of Recognition





Have we met our objectives?

In this online module we have:

- ✓ Examined the purpose of your club and the important positions clubs hold within the structure of Lions Clubs International
- ✓ Summarized the many responsibilities you have as club treasurer
- ✓ Provided links to additional resources you may need





Congratulations on completing the first part of your
Club Treasurer Training.



Your next step will be to complete club treasurer training at
your district level. Here you will gain additional information
and discuss club officer teamwork, setting goals and creating
action plans.





Thank you for participating!

If you have any questions, please contact your
District 27-D1 Global Action Team:

GLT Lion Tony Sobczak tonysobczak@yahoo.com

GMT Lion Adam Crowson adam.crowson@gmail.com

GST Lion Bruce Voight bfvoight@gmail.com

Or

Leadership@Lionsclubs.org

