



Club Treasurer Online Training

Workbook

Welcome to Club Treasurer Training!

Congratulations on your election to the position of club treasurer. This online training course has been designed to provide you with basic information and resources to prepare you for this position.

At the end of this course, you will be able to:

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

This workbook will guide you through the training course using supplementary information to enhance your understanding of important concepts related to your position as club treasurer. The workbook is organized into sections that correspond with the sections of the PowerPoint presentation.

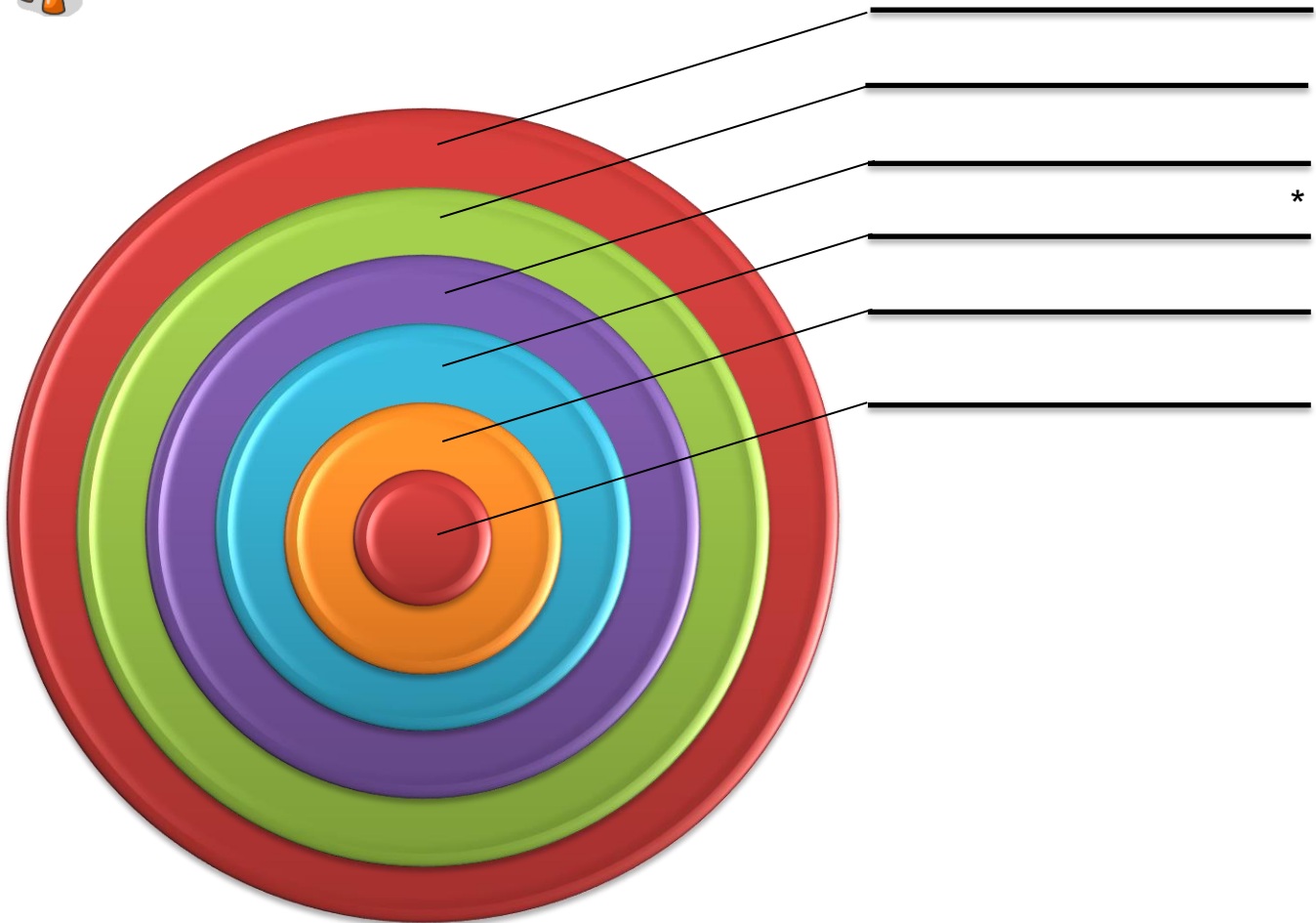
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Section 1: Introduction



Structure of Lions Clubs International (Fill in the blanks)



1. _____ clubs make up a zone.
2. _____ clubs make up a region*.
3. A district is comprised of _____ clubs with _____ active members.
4. Several districts in a given area comprise a _____.
5. Each Lions club is in one of seven _____.

*Regions are optional

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.

The purposes of Lions clubs shall be:

- 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 members 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.

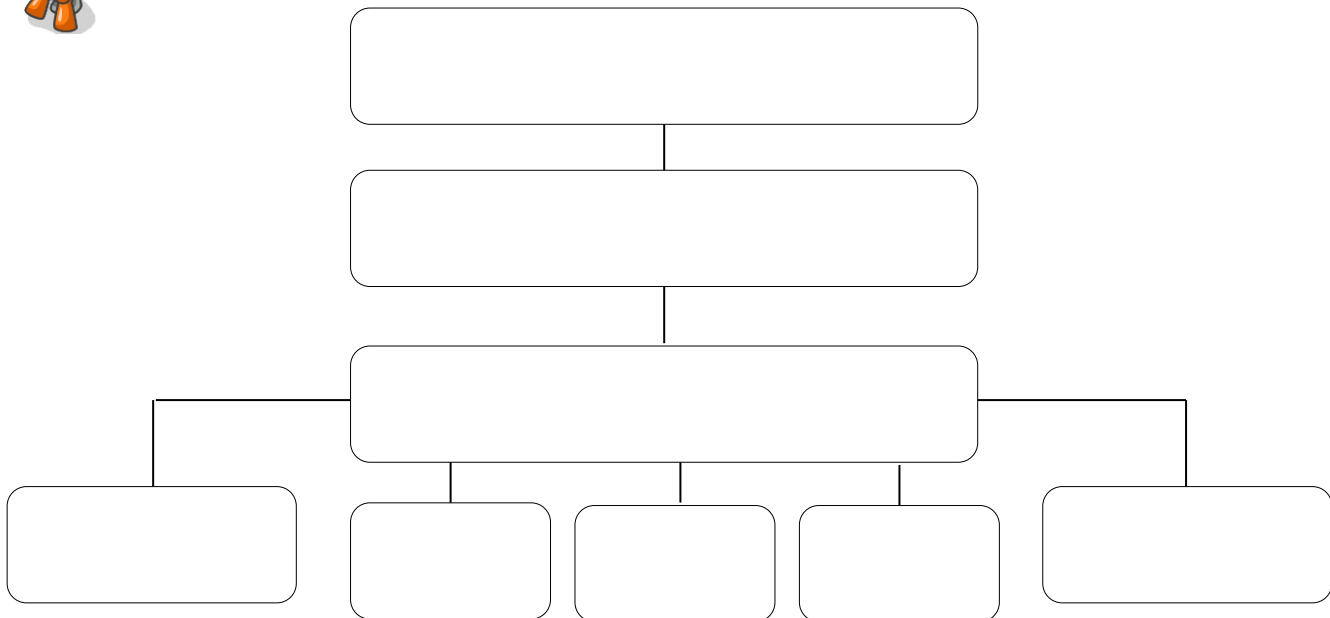


As a newly elected officer, how can you help promote the mission and purpose of Lions clubs?

Section 2: Your Club Leadership Team



Club Organizational Chart (Fill in the chart)



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

- The club treasurer is under the supervision and direction of the president and the board of directors. Normally, he or she is also the chairman of the finance committee.
- The club treasurer is responsible for all financial matters pertaining to the club.

The board of directors includes:

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

*Descriptions of each position can be found in the Club Officers Team Manual

The board of directors have the following duties and powers:

- It constitutes the executive board of the club and is responsible for the execution, through the club officers, of the policies approved by the club. All new business and policy of the club shall be considered and shaped, first, by the board of directors for presentation to and approval by the club members at a regular or special club meeting.

- b. It authorizes all expenditures and should not create any indebtedness beyond the current income of this club, nor authorize disbursement of club funds for purposes inconsistent with the business and policy authorized by the club membership.
- c. It has power to modify, override or rescind the action of any officer of this club.
- d. It shall have the books, accounts and operations of this club audited annually or, in its discretion, more frequently and may require an accounting or have an audit made of the handling of any club funds by any officer, committee or member of this club. Any member of the club in good standing may inspect any such audit or accounting upon request at a reasonable time and place.
- e. It appoints, on recommendation of the finance committee, a bank or banks for the deposit of the funds of the club.
- f. It appoints the surety for the bonding of any officer of the club.
- g. It shall not authorize, nor permit, the expenditure, for any administrative purpose, of the net income of projects or activities of this club by which funds are raised from the public.
- h. It submits all matters of new business and policy to the respective standing or special club committee for study and recommendation to the board.
- i. It maintains at least two (2) separate funds governed by generally accepted accounting practices. The first fund to record administrative monies such as dues, tail twisting fines and other internally raised club funds. A second fund to record activity or public funds raised by asking support from the public. Disbursement from such funds shall be in strict compliance with Section (g) of this article



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

Section 3: Responsibilities of the Club Treasurer

As club treasurer, your primary responsibilities will 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

Attending all club and board meetings



Notes:

Preparing club budgets

- Preparation of the club's budgets is one of the treasurer's major responsibilities.
- Each club should have two budgets: Administrative and Activities



What is the administrative budget used for and where does the income come from?



What is the activities budget used for and where does the income come from?

Setting annual members' dues



Notes:

Making payments on behalf of the club



Notes:

Maintaining club financial records



Notes:



Some important financial policies to follow:

- The board of directors should formally approve all club bank accounts
- The treasurer and one other officer should sign all checks
- Discuss bonding. Each club will have its own tradition.
- All financial records should be audited annually
- The treasurer pays out all monies only on the authority of the board. There is no exception. However, the board may annually pre-authorize paying expenses for fixed billings.
- The club may not create any indebtedness beyond the current income of the club. **Clubs should not commit to donations beyond the current fiscal year.**
- Generally, a continuously large bank balance does not necessarily mean a successful club



Maintain a paper trail.

- This is an important element of the treasurer's responsibilities. All monies from whatever source must be deposited, as received, in the board-approved bank.
- Payment for any purpose should not be made from cash received by the club, but by check drawn on one of the club's bank accounts. This creates the proper paper trail of financial transactions.
- Record retention is a critical responsibility of the treasurer. Receipts for all checks written should be maintained. These receipts should be retained in a file that is open to the audit committee and club members.
- Budgets and financial reports should be retained in a permanent file for club history

- The club should retain all financial records for a period of 7 years, or for the time required by the country in which the club resides, for tax purposes. These records include:
 - Bank statements and cancelled checks
 - Invoices and receipts
 - Financial reports
 - Tax returns and other governmental filings



What should be included in the financial report?

Filing club taxes



Notes:

Example of A Club Budget

Club: Hill Valley Lions Club

Budget Period: 2014-15

* ACTIVITIES ACCOUNT

		Budget
<i>Expenditures:</i>	2013-14	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

<i>Expenditures:</i>		
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

<i>Income:</i>		
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

Section 4: Planning Your Term

Preparing for your term	
Monthly	
Quarterly	

Bi-Annually	
Annually	
End of term	



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

Section 5: Resources

Lions Learning Center

The Lions Learning Center is an online training center accessible through MyLion (app.mylion.org). The center has a library of free courses available to you as a club officer that gives you access to leadership tools and can encourage your personal growth within Lions International.

You will need an account with MyLion in order to access the courses. To sign up for an account, you will need your member number, which you can get from your club secretary or on the mailing label of your Wisconsin Lion state newsletter or LION Magazine.

Step 1:

Once you are logged into MyLion, click on the MyLion drop-down menu, which is circled in Image 1.

If you see Image 1a when you log in, hover your mouse over to the Learn app on the landing page and click the go button (see circled). This will take you directly to the Lions Learning Center and you can skip Step 2.

Step 2:

Hover over to the Learn icon, which is circled on the menu in Image 2. Click the icon to access the Lions Learning Center.

Step 3:

Hover over to the Learn icon, which is circled on the menu in Image 2. Click the icon to access the Lions Learning Center.

Step 4:

To access the online training courses, drag your mouse to the Lions Learning Center “Go” Button, which is circled in yellow in Image 3.

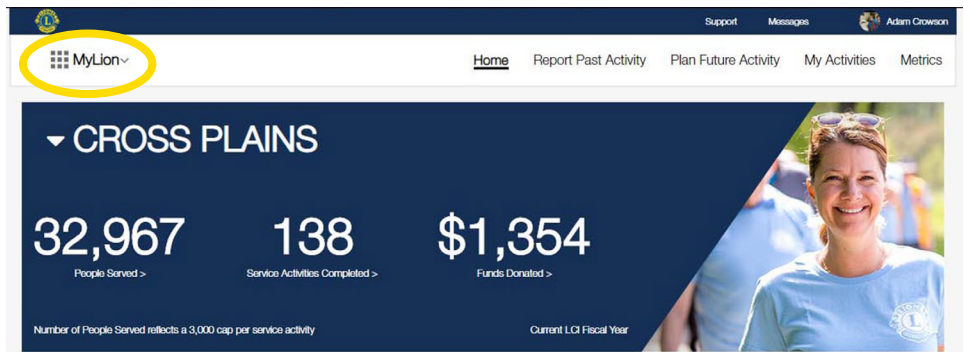


Image 1

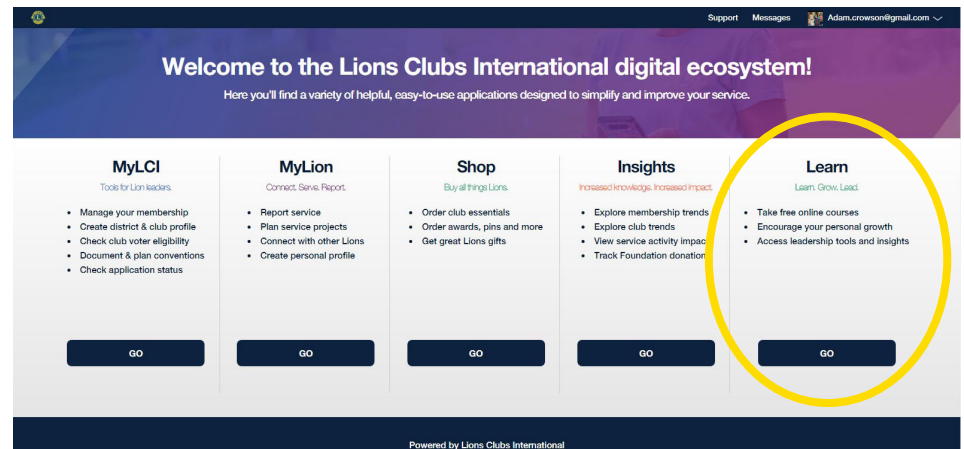


Image 1a

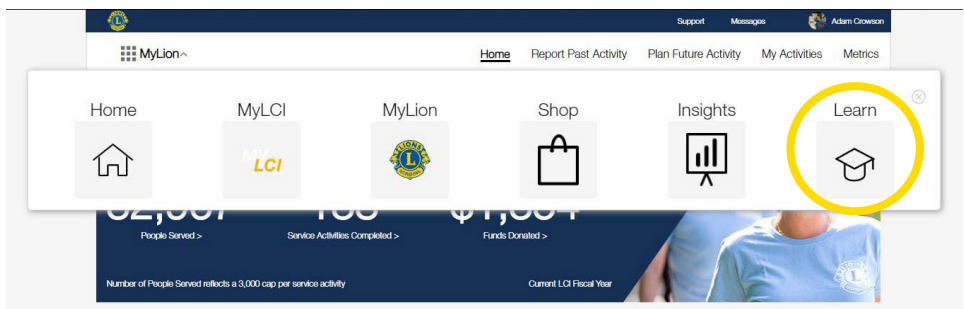


Image 2

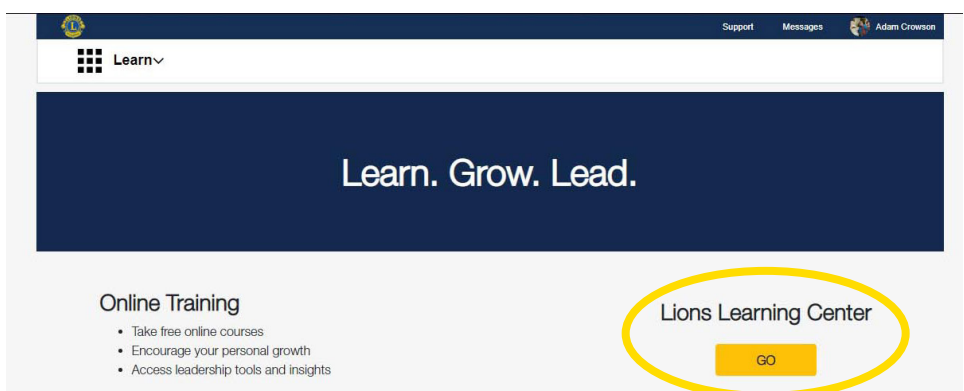


Image 3

Step 5:

Locate the link to the content library (see Image 4) and click it.

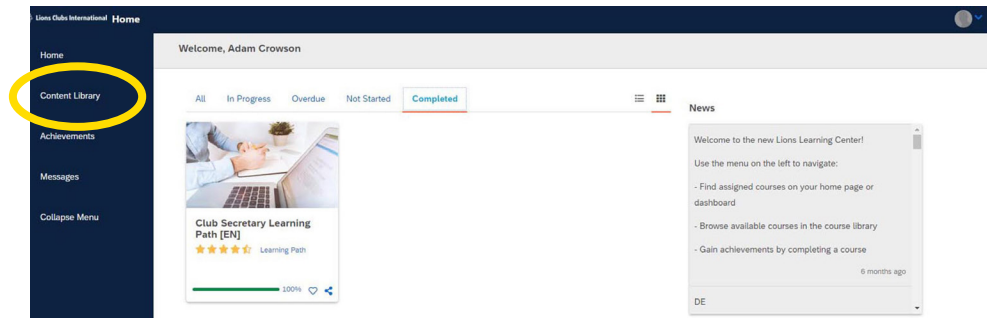


Image 4

Step 6:

A list of available courses in the content library will show up. Locate the courses that apply to your position. For Club Treasurer, you will want to select the Club Treasurer Learning Path (circled in Image 5). This will take you through training courses for club officers and club presidents.

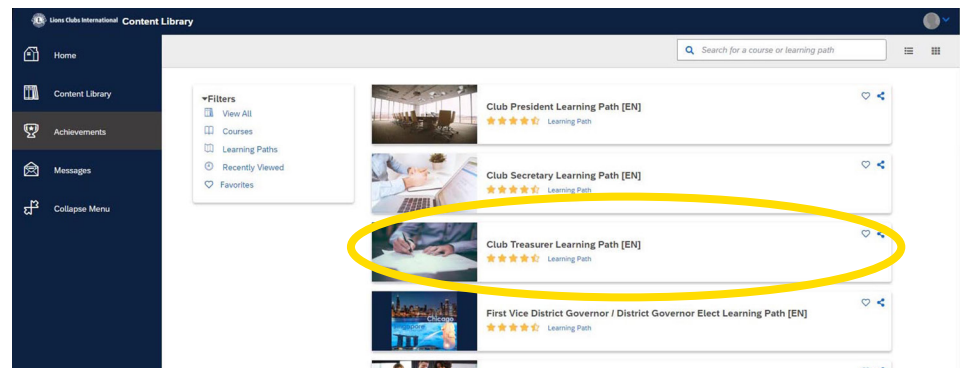


Image 5

Step 7:

Click “Start Learning Path” in Image 6 to access the coursework.

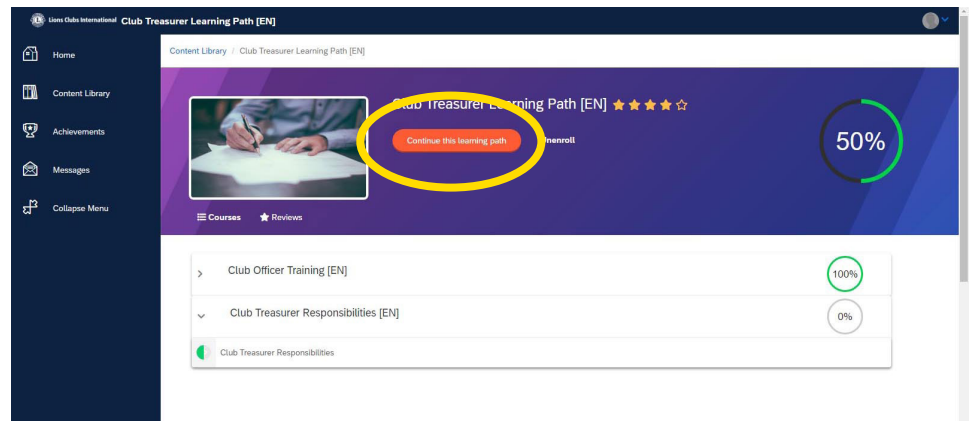


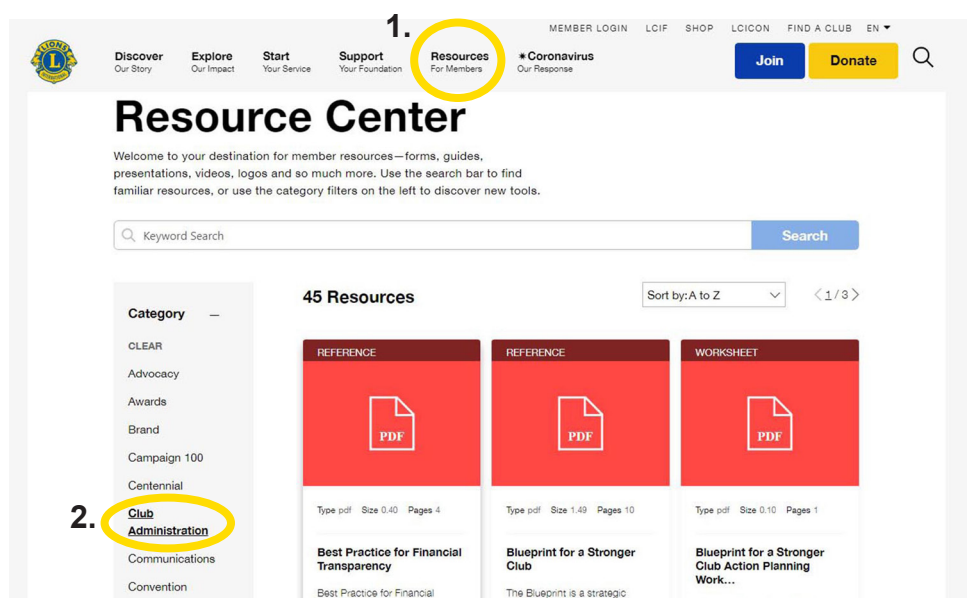
Image 6

Resource Center

Another good resource available to you is the Resource Center, which can be found at lionsclubs.org.

Click “Resources for Members,” circled in the image at right and then select the “Resource Center” on the menu that pops up.

Once inside the Resource Center, look for Club Administration category (circled in yellow on right). This will help you access multiple eBooks and other documents to teach you how to manage and grow your club.



You can gain additional insight and information by familiarizing yourself with the documents and training material on the Lions Clubs International website.

Websites

MyLion – Reporting service hours, access to MyLCI, Lions Learning Center, Insights into your club, and shopping for Lions International apparel and club supplies. app.mylion.org

MyLCI – Manage your club's membership roster, club members' contact information, and file your monthly membership reports. mylci.lionsclubs.org

Club Officer Orientation

Lions Learning Center: lionslearningcenter.litmos.com

Resources For Members: <https://lionsclubs.org/en/resources-for-members/resource-center>

Click on Club Administration or Leadership Development under the categories menu to access eBooks and documents pertaining to club officer training or to learn new ways to help manage and grow the success of your club.

If you haven't accessed these publications during the presentation, you can do so now by clicking on the links provided.

Publications

Club Officer Manual

Treasurer: <https://lionsclubs.org/v2/resource/download/79864052>

President/First Vice: <https://lionsclubs.org/v2/resource/download/79864376>

Secretary: <https://lionsclubs.org/v2/resource/download/79864207>

Service Chair: <https://lionsclubs.org/v2/resource/download/79864106>

Club Officer: <https://lionsclubs.org/v2/resource/download/79863235>

LCIF Coordinator: <https://lionsclubs.org/v2/resource/download/88576921>

Blueprint for a Stronger Club

<https://lionsclubs.org/v2/resource/download/79862773>

Worksheet: <https://lionsclubs.org/v2/resource/download/79862894>

Club Quality Initiative

<https://lionsclubs.org/v2/resource/download/79863744>

PowerPoint: <https://lionsclubs.org/v2/resource/download/79863083>

Your Club Your Way

<https://lionsclubs.org/v2/resource/download/79862780>

Making It Happen: A Guide to Club Project Development

<https://lionsclubs.org/v2/resource/download/79864014>

Membership, Retention, and Awards

<https://lionsclubs.org/v2/resource/download/79863772>