



# Club Treasurer Online Training

*Workbook*

# Welcome to Club Treasurer Training!

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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.

## **Workbook Sections:**

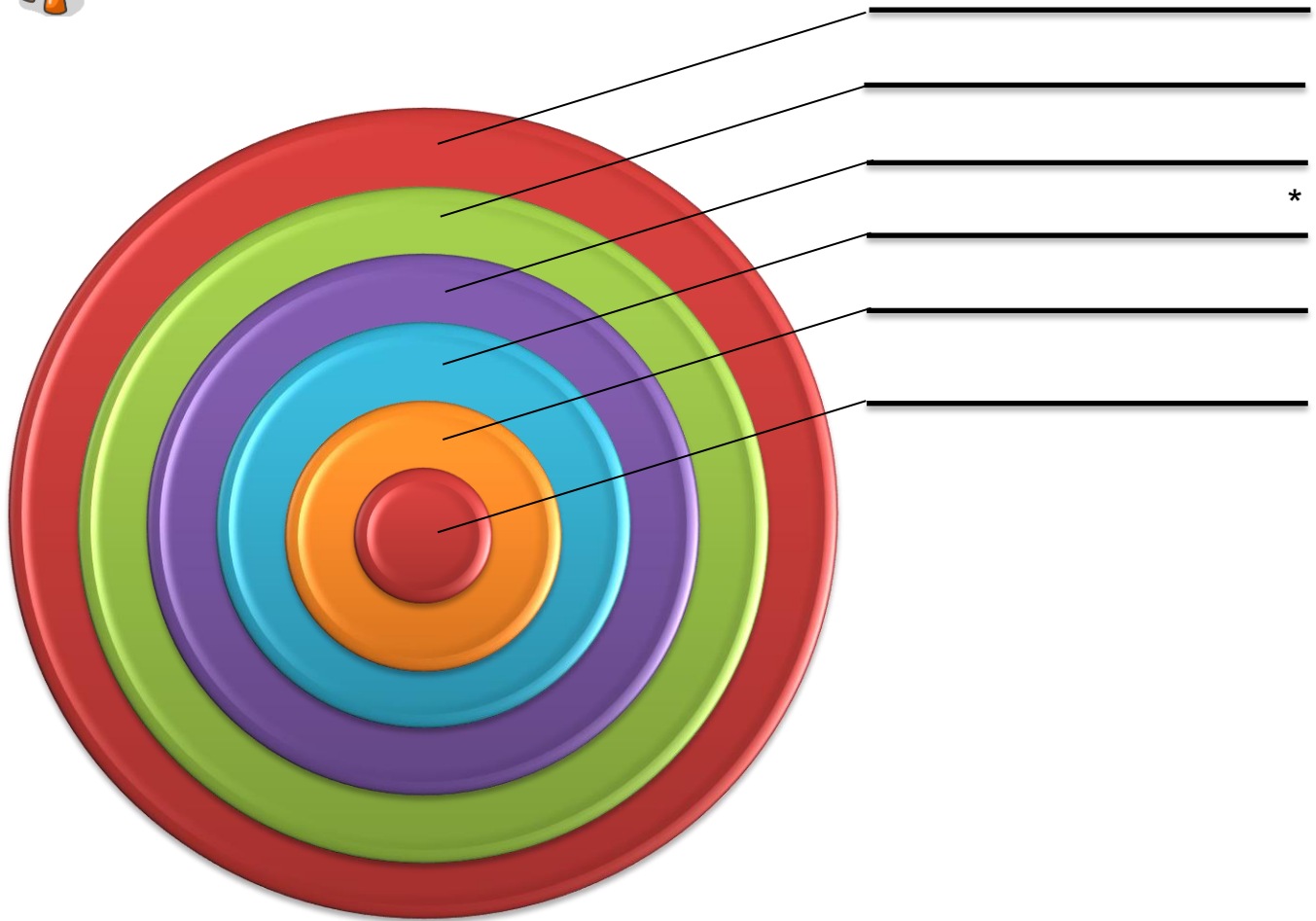
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# Section 1: Introduction



## 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.



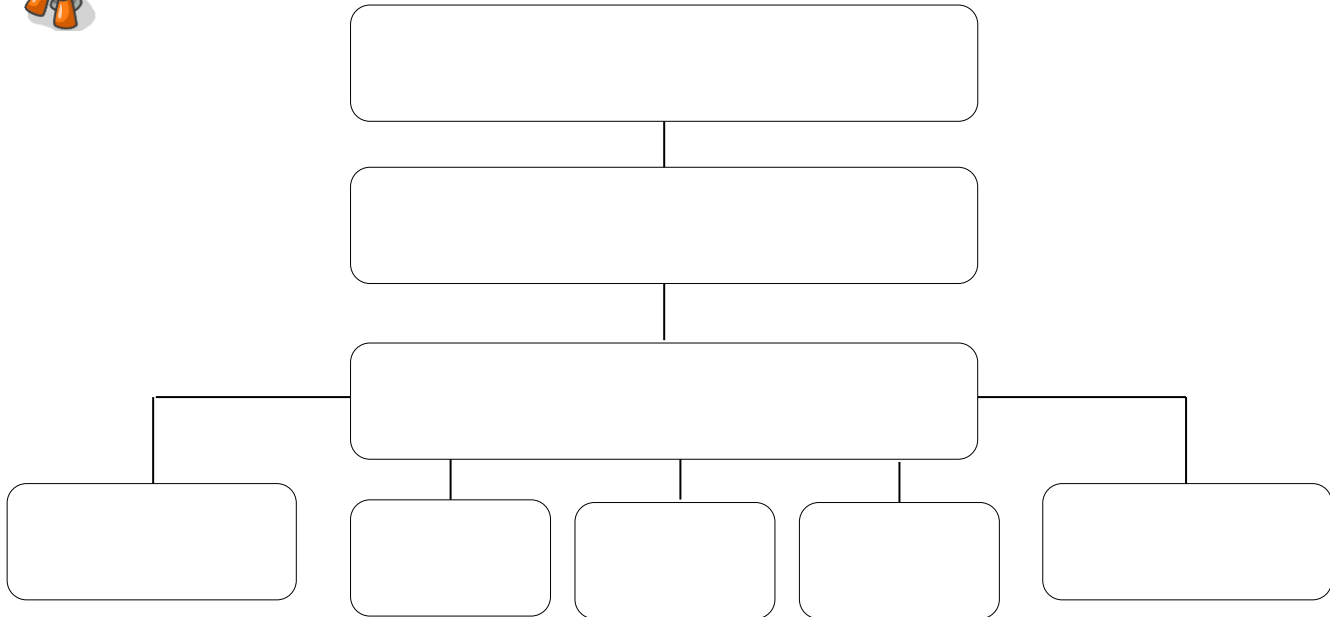
**As a newly elected officer, how can you help promote the mission and purpose of Lions clubs?**

## 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:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• the president</li> <li>• the immediate past president</li> <li>• vice presidents</li> <li>• secretary</li> <li>• treasurer</li> </ul> | <ul style="list-style-type: none"> <li>• Lion tamer (optional)</li> <li>• tail twister (optional)</li> <li>• membership chairperson</li> <li>• any other elected directors</li> </ul> |
|--|---|

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

The board of directors have the following duties and powers:

- a. 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

	2013-14	Budget 2014-15
<i>Expenditures:</i>		
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
<b>TOTAL</b>	<b>16,100.00</b>	<b>19,500.00</b>

### *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
<b>TOTAL</b>	<b>17,000.00</b>	<b>19,500.00</b>

### \*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
<b>TOTAL</b>	<b>5,950.00</b>	<b>6,425.00</b>

### *Income:*

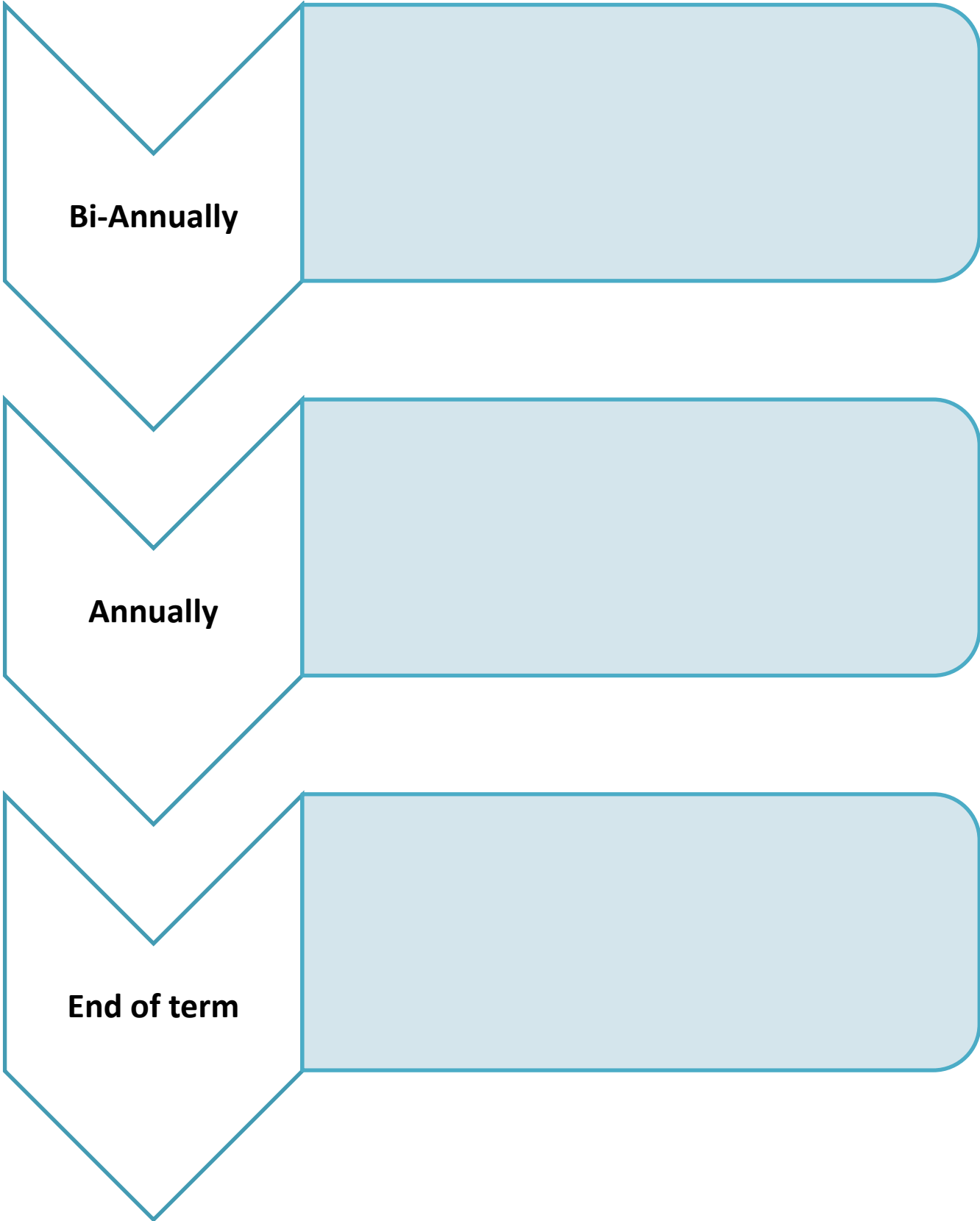
Annual Dues Dues	\$4,200.00	\$4,900.00
Raffle & Fines	1500.00	1500.00
Carry Over	250.00	0.00
<b>TOTAL</b>	<b>\$5,950.00</b>	<b>\$6,400.00</b>

## Section 4: Planning Your Term

**Preparing for  
your term**

**Monthly**

**Quarterly**





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

## Section 5: Resources

How to access online courses:

1 →

MEMBER CENTER

LIONS | LEOS | CLUBS | DISTRICTS | SERVE! | RESOURCES

Member Center > Resources

**Resources**

Print | Facebook | Twitter | LinkedIn | Pinterest | Email

Lions are empowered to get the job done. There are downloadable Lions clubs member resources, including logos, program guides, brochures and forms to help you do so. View our resources below by clicking the blue titles, and read our [Downloading Instructions](#) for easy downloads.

**Awards**  
Award information, qualifications and applications for members, officers, clubs, district officers and more.

**Club Management**  
Resources for club officers and administrative committees.

**Communicate Your Activities**  
Public relations guides, downloadable billboard images and newspaper ads, sample press releases, club websites and more.

**Finance**  
Exchange rates, payment instructions, online payment options and more.

**Insurance**  
Supplemental insurance certificates of insurance for Lions.

**Leadership Resource Center**  
Training and development programs and resources to promote personal growth and leadership potential.

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3

To access the online courses go to [www.lionsclubs.org](http://www.lionsclubs.org).

1. Click on Member Center
2. Click on Resources
3. Click on Leadership Resource Center
4. Click on Lions Learning Center

Recommended courses for club president:

- Introduction to Lions Leadership
- Effective Listening
- Effective Teams
- Public Speaking
- Public Relations
- Meeting Management
- Writing Your Personal Mission Statement
- Goal Setting
- Managing Change

MEMBER CENTER

LIONS | LEOS | CLUBS | DISTRICTS | SERVE! | EVENTS | RESOURCES

Member Center > Resources > Leadership Resource Center

**Leadership Resource Center**

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**The Global Leadership Team**  
Work together to identify, develop and encourage opportunities for present and future Lions leaders.

**Lions Learning Center**  
Available and categorized by your key skills: Leadership, Managing Others, Achieving Results and Communication. These courses typically take 30 to 60 minutes to complete.

**Development Programs**  
For current and future Lions leaders include institutes, DGE seminars and leadership forums.

**Training Materials/Resources**  
Include Club Officers Orientation, Zone Chairperson and Vice District Governor Team Training.

**Leadership Communication**  
Current news and shared knowledge through the Leader Network e-Newsletter, podcasts and Leadership Success Stories.

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**\*Note:** The Lions Learning Center (LLC) is a separate system from MyLCI. To create an account and log into the LLC you will use your Lions Member ID number and create your own Password.

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

Webpages:

- My LCI  
<https://mylci.lionsclubs.org/>
- Club Officer Orientation  
<http://members.lionsclubs.org/EN/resources/leadership-resource-center/training-resources/club-officer-training-orientation.php>
- The Leadership Resource Center  
<http://members.lionsclubs.org/EN/resources/leadership-resource-center/index.php>
- Lions Clubs Member Resources  
<http://members.lionsclubs.org/EN/lions/index.php>
- District and Club Administration  
<http://members.lionsclubs.org/EN/districts/index.php>
- Webinars  
<http://members.lionsclubs.org/EN/resources/webinars/index.php>

MyLCI video tutorials:

- MyLCI Introduction  
<https://www.youtube.com/watch?v=v-SQEj4wiel>
- Using the MyLCI website  
<https://www.youtube.com/watch?v=VhegiWA6HPA>

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

Publications:

- Constitutions and By-Laws  
<http://www.lionsclubs.org/EN/member-center/resources/publications/resources-pub-legal.php>
- Club Officer Manual  
<http://www.lionsclubs.org/EN/common/pdfs/la15.pdf>
- Art of Recognition  
<http://www.lionsclubs.org/EN/common/pdfs/ldsp003.pdf>