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we serve



LIONS CLUBS INTERNATIONAL
DISTRICT 201N5

CLUB TREASURER
MANUAL 2013-2014

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1. DUTIES OF A CLUB TREASURER

The Treasurer is the financial officer of the Lions Club and his official duties are under the supervision of the Club President and the Board of Directors.

The duties of the Treasurer include:

- * Receiving all monies which are to be banked in the accounts approved by the Board of Directors.
- * Issue cheques, which must bear two signatures, one of which must be the Treasurer's signature, (never cash) in payment of club obligations on the authority of the Board of Directors.
- * Prepare and submit financial reports for Board meetings and the Annual Meeting.
- * Serve on the Financial committee, usually as Chairman.
- * Prepare an Administration account budget.
- * Work closely with your successor to ensure a smooth changeover.
- * Hand over to your successor all books, documents, Club property and ensure bank account signatures have been changed at the bank.
- * Ensure books are audited and that necessary reports are lodged with the correct Government Departments.

This is a brief precise of a Club Treasurer's duties. However, the duties listed are not by any means all the duties performed by a Club Treasurer.

2. ACCOUNTING SYSTEMS

"LionBooks" Accounting System for Lions Clubs

We HIGHLY RECOMMEND the use of "LionBooks" (MS Excel based spreadsheet) developed by the Multiple District and modified to suit the requirements of the NSW statutory authorities. "LionBook" may be downloaded from the District 201N5 website www.lionsclubssydney.org.au

As a 'manual' alternative Clubs may use either the Standard Accounting System obtainable from the Newcastle Office of Lions International or an 18 money column bound book. The Cash Book column headings may be designed/altered for your Club's needs.

MYOB and Quickbooks Softwares can also be used for the more advanced people.

3. ADMINISTRATION MANUAL

It is recommended that each Club Treasurer has an Administration Manual, International Association of Lions Clubs Constitution and By-Laws, Multiple District 201 Constitution and By-Laws and the Standard Form Club Constitution. (These are obtainable from the Newcastle Office.) You should be aware of the contents of each. If you need clarification of any points you should contact the District Constitution and By-Laws Chairman.

4. VOLUNTARY CONTRIBUTIONS

District Activities Account

Pursuant to the resolutions passed at the 21st (N5) District Convention, each Club is requested to make a contribution of \$40.00 to the District Activities Account.

Club Treasurer's Manual District 201N5

Australian Lions Foundation

(Refer Notice of Motion 34 Brisbane MD Convention 1982)

"That whereas it appears that ALCERF does not now require further donations to enable it to perform its functions adequately, all Lions Clubs in the Multiple District be requested to make a comparable donation of \$1.00 per member to the Australian Lions foundation as their priority (rather than to ALCERF)."

Clubs are urged to support both of the above by making suggested donations which are payable from your Activities Account.

5. RECEIPTS AND BANKING

Consecutively numbered receipts should be issued for all monies received, which should then be banked intact without any deductions. All expenses should be paid by club cheque and not by cash.

Banking should be carried out without delay as failure in this regard will negate "Loss of Cash" Insurance held by your club.

6. CHEQUES

It is advisable to complete a "**Request for Cheque**" form (see Sample Form section at the back of this book) for each cheque issued. Receipts received or any relevant invoices, statement or correspondence should be attached to the respective "Request for Cheque" as supporting evidence for issuances of each cheque. This will be welcomed by your auditor and make his job a lot easier.

All cheques should be marked "Not Negotiable". It is suggested that on receipt of a new cheque book, every cheque be crossed so as to avoid any possibility of an open cheque being issued in error. If it is desired to subsequently cash a cheque, say for Petty Cash then the crossing is void if the cheque is made payable to "Cash" with "Pay Cash" written across the "Not Negotiable" crossing and initialled by both signatories.

A blank cheque should **NEVER** be signed and handed over to another Club member to fill in the details.

It is also recommended that the Treasurer signs every cheques with a second signatory.

7. MONTHLY FINANCIAL STATEMENTS

Monthly financial statements with a Bank Reconciliation statement **MUST** be prepared and submitted to each Board Meeting (see Sample Form section at the back of this book). For both Club and Treasurer protection it is recommended that Club President and Secretary sight the Bank Statements and verify reconciliation quarterly.

8. MINUTE BOOK

All expenditure must be authorised by Board resolution and details of each payment so authorised **MUST** be recorded in the Minutes of the Board of Directors Meeting. Cheque number, payee, reason for payment, and amount should be detailed in Minutes. Treasurers should include such details in their monthly Board Report and assuming this happens the motion to be put to the Board would be similar to: *"That the Treasurer's written financial reports to (date) (as attached) be received and that cheques numbered ___ to ___ totalling \$_____. ___ drawn on the Administration Account and cheques numbered ___ and ___ in the amount of \$_____. ___ drawn on the Activity Account be ratified."*

Please remember that the Office of Charities and/or the Department of Fair Trading may call on your Club's Minute Book for proof of expenditure. The Office of Charities takes a very dim view of poorly recorded financial matters of Lions Clubs and failure to comply may result in the Club losing its 'Charitable Fundraising Authority' under the Charitable Fundraising Act, 1991.

9. SEPARATE RECORD

Separate Receipt Books, Cheque Books and Accounting Records must be kept for each account of the Club. The Accounts generally held by Lions Clubs are (see Sample Forms section at the back of this Manual):-

- * Administration
- * Convention
- * Activities

Other accounts may be needed particularly to a specific project. Some clubs may also operate Trust Fund Accounts.

NB:- All Club moneys should be deposited and held by a Trading Bank. The requirements under the Charitable Collections Act preclude Lions Clubs from operating in unsecured investments. Some Building Societies now have "Trustee" status and investment with these is now acceptable.

10. LIONS INTERNATIONAL ACCOUNTS

Treasurers are required to pay International Accounts promptly on receipt. Delay in payment can place both the Club and the District in bad standing with Lions Clubs International. **Any Club with an outstanding account of more than US\$50.00, 90 days or more overdue at the opening of the District or Multiple District Conventions is ineligible to vote at that Convention.** A Club's District and Multiple accounts must also be up to date at the time of Convention. Payment of overdue accounts can be made up to the close of Accreditation.

It is part of the requirements of the President's Excellence Award that **"The club shall have no unpaid balances of over US\$50.00 owing to the International Office as of March 31"**.

All cheques for Lions International (as distinct from District or Multiple District) should be made payable to "Lions International" and accompanied by the account and sent to:

Cabinet Treasurer
Trevor Batten
36 Hutchins Crescent
Kings Langley 2147
PHONE: Home: 9624 7937 Mobile: 0417 948 663
E-mail: cabtreas@lionsclubssydney.org.au

DO NOT SEND PAYMENT DIRECT TO AMERICA - SENDING PAYMENTS DIRECT TO AMERICA INCURS AN EXTRA CHARGE FOR A BANK DRAFT.

International Accounts should be paid promptly and the full amount shown paid. The amount shown on the account is in **UNITED STATES DOLLARS**. Calculate the amount of payment in **AUSTRALIAN DOLLARS** using the exchange rate shown at the top of the account. In most cases the **AUSTRALIAN DOLLAR** value will be shown.

If your account is wrong, **still pay the amount shown** and send a statement showing the calculations with the account. If you are correct the Club account will be credited with the overpaid amount.

Always check your Statement from International as soon as you receive it. In particular check that the number of members shown agrees with the number shown on the Club Monthly Membership Report (MMR). Check the members shown as transferred in or new members agree with your Club records. If not, send a list of your current members, names and addresses, with a copy of your account to the Cabinet Secretary, who will check it against District records and send it to International for correction.

11. INSURANCE

Please refer to your Multiple District 201 Directory for full details of Insurance coverage and costs.

**Club Treasurer's Manual
District 201N5**

12. CHRISTMAS CAKE ACCOUNTING

Most Clubs have had problems over recent years in accounting for Christmas Cake sales, Christmas Cakes are now BIG business and this project should be run in a business-like manner.

As it is imperative that strict records of sales and receipting be maintained, purchase a delivery docket book with triplicate carbon dockets for use by club Christmas Cake Chairman when delivering cakes to the Club members (or others) for sale. The following procedures are recommended:

- * Have members or individuals sign the delivery docket on receipt and give them the original docket.
- * The duplicate is then given to the Club Treasurer to send an invoice/statement to the member.
- * The triplicate is retained by the Club Chairman as his record.
- * Collect monies from sales from members promptly and regularly. Do not wait until after New Year and ask for the money from Members.
- * Never accept cash for payment without issuing a receipt at the time money is paid in.
- * Crossed "Not Negotiable" cheques can be accepted at any time and receipts issued later if receipt book is not available at that time.
- * Bank all monies promptly.
- * It is permissible for the Club Cake Chairman to receive payments from members for cakes providing they are receipted and passed on to the Treasurer for banking promptly.

13. AUDIT AND STATUTORY REQUIREMENTS

(A) INCORPORATION

All Lions Clubs should be incorporated under the Association Incorporation Act, 1984, as amended. All requirements in relation to incorporation are controlled by the Registry of Cooperatives and Associations, Office of Fair Trading, PO Box 22, Bathurst NSW 2795. Phone: 6333 1400 Freecall: 1800 502 042. Full details are available of the website at www.fairtrading.nsw.gov.au

Full details of incorporation requirements may be referred to in the following documents:

- * Associations Incorporation Act 1984 and Regulations, as amended (may be obtained from the Government Information Service NSW).
- * "Incorporation - An Explanation of the Associations Incorporation Act" by Graham Wheeler.
- * Office of Fair Trading Brochure - "Amendments to the Associations Incorporation Act, 1984".
- * Office of Fair Trading Brochure - "Responsibilities of Committee Members Under the Associations Incorporation Act, 1984".
- * Office of Fair Trading Brochure - "Responsibilities of Public Officers Under the Associations Incorporation Act, 1984".
- * Office of Fair Trading Brochure - "Setting Up an Incorporated Association"
- * Office of Fair Trading Brochure - "Running and Incorporated Association"
- * Office of Fair Trading Booklet - "Associations - A Guide to Incorporation"
- * Office of Fair Trading - "Model Rules for the Incorporation of Associations"

ANNUAL STATUTORY REQUIREMENTS FOR INCORPORATED LIONS CLUB

In summary, to comply with the statutory obligations of the Association Incorporation Act, 1984 the Club must hold an Annual General Meeting within six (6) months of the expiration of the financial year. (It is strongly suggested that the club hold its Annual General Meeting within two (2) months of the expiration of the financial year.)

At the **ANNUAL GENERAL MEETING** the Agenda must include:

- * Confirmation of the Minutes of the previous Annual General Meeting.
- * Approval of the Form 12 "Annual Statement" and audited Accounts, including Statement of Income and Expenditure and Statement of the Assets and Liabilities of the Club. (Accounts need not be audited for the purposes of the Department of Fair Trading but must be audited for the Office of Charities. The Office of Charities also requires the audited accounts to be submitted to the Annual General Meeting.)
- * Appointment of the Auditor (required for Office of Charities).
- * Appointment of the Public Officer.
- * Appointment of two (2) Board members to sign the Form 12 "Annual Statement".

Within fourteen (14) days of the date of the Annual General Meeting, if a new Public Officer has been appointed, the Public Officer must:

- * Lodge with the Department of Fair Trading
Form 9 "Notice of Vacancy / Appointment / Change of Address of Public Officer"
- * No fee is required.

NOTE: Should the position of Public Officer become vacant at any other time or should there be a change to his/her address, the above form must be lodged within fourteen (14) days of the vacancy or change occurring.

Within one (1) month of the date of the Annual General Meeting the Public Officer must:

- * Lodge, with the Department of Fair Trading, the Form 12 Annual Statement, accompanied by
Copy of the Statement and Accounts approved by the Annual General Meeting.
- * Ensure that prior to lodgement the Form 12 "Annual Statement" is signed by the two Board Members appointed at the Annual General Meeting.
- * Fee of \$49.00. (Correct as at May 2012)

EXTENSION OF TIME

Should it be impossible to hold the Annual General Meeting within six (6) months of the expiration of the financial year or for the Public Officer to lodge the Annual Statement on time, the Public Officer must lodge with the Department of Fair Trading a Form 11 "Application for Extension of Time to Hold Annual General Meeting or Lodging Statement".

To ascertain a list of fees for extension of time and late lodgement of forms go to:

http://www.fairtrading.nsw.gov.au/About_us/What_the_Office_of_Fair_Trading_does/Fees/Associations.html

**** **NOTE THAT THE ABOVE INFORMATION IS ONLY A SUMMARY OF THE OBLIGATIONS UNDER THE ACT AND YOUR ATTENTION IS DRAWN TO MORE DETAILED INFORMATION CONTAINED IN THE PUBLICATION MENTIONED ABOVE.**

(B) CHARITABLE FUNDRAISING AUTHORITY

All Lions Clubs must also hold an 'Charitable Fundraising Authority' under the Charitable Fundraising Act 1991. An authority is usually issued for a period of three (3) years upon application, on the prescribed form, to the Office of Charities, Department of Gaming & Racing, GPO Box 7060, SYDNEY, NSW 2001, (Telephone 9995 0611). Email: charity.inquiries@dgr.nsw.gov.au Website http://www.olgr.nsw.gov.au/charitable_home.asp

NOTE: THE FORMER STATUS OF “REGISTERED CHARITY” HAS BEEN ELIMINATED.

Full details of obligations and requirements under the Charitable Fundraising Act 1991, may be referred to in the following documents issued by the Office of Charities:

- * Gaming and Racing publication “Best Practice Guidelines for Charitable Organisations”
- * Form - Application for an Authority to Fundraise along with Fact Sheet 2 – General Information
- * Annexure A “Authority Conditions” related to an authority to Fundraise for Charitable Purposes”.
- * “Charities Bulletin” as issued by the department from time to time.
- * Department of Gaming and Racing loose leaf publication “Community Gaming”, containing Detailed instruction on how to conduct such things as Lucky Envelopes, Chocolate Wheels, Sweeps, Raffles and the like.

ANNUAL STATUTORY REQUIREMENTS FOR LIONS CLUBS HOLDING AN CHARITABLE FUNDRAISING AUTHORITY

Fully detailed instructions are contained in the publications mentioned above.

In essence the Treasurer is required to have the Annual Accounts, after being audited, submitted to the Annual General Meeting of the Club within six (6) months of the expiration of the financial year.

AUDIT OF ANNUAL ACCOUNTS

The Annual Accounts must be audited by a registered Company auditor or a person having other qualifications or experience approved by the Department of Gaming and Racing.

RENEWAL OF CHARITABLE FUNDRAISING AUTHORITY

Approximately two to three months prior to the expiry date of the Charitable Fundraising Authority the Department of Gaming and Racing will usually write to the club with the necessary renewal details. It is, however, the responsibility of the club to ensure that the authority is renewed by the expiry date.

LODGEMENT OF RETURNS

LIONS CLUBS INCORPORATED UNDER THE ASSOCIATIONS INCORPORATION ACT, 1984 ARE NOT REQUIRED TO LODGE AN ANNUAL RETURN WITH THE OFFICE OF CHARITIES UNLESS SPECIFICALLY REQUESTED TO DO SO.

LIONS CLUBS WHICH ARE NOT INCORPORATED ARE REQUIRED TO LODGE A RETURN UNDER SECTION 23 OF THE ACT WITHIN THREE (3) MONTHS OF THE ADOPTION OF THE AUDITED ANNUAL ACCOUNTS BY THE ANNUAL MEETING OF THE CLUB.

14. BUDGET

In framing your Club’s Administration Budget you should be aware of and provide for at least the following Dues for each Club Member per annum. Full details will be advised to you by separate letter.

International Dues US\$	\$	
Multiple District Dues	\$	
District Dues	\$	
Multiple District Directories	\$	
Total	\$	per Member
PLUS:-		
Insurance, General Property	\$	per Club
Postage / Telephone	\$	
Printing / Stationery / Bulletin	\$	
Bank / Govt Charges	\$	
Audit Fees, 50% Admin / 50% Activities	\$	
Incorporation Fees	\$	
TOTAL	\$	

(Divide by the total members in the club)

These and other costs for previous years can be obtained from your Club Treasurer.

It is considered Annual Dues per member of approximately \$140.00 should be adequate to cover these and other Administration costs. Consideration should be given to collect Dues quarterly or half yearly.

15. DUES

NOTE: ALL dues related to membership numbers are calculated using the number of club members registered on the Lions Clubs International Database (updated by the on-line submission of Monthly Membership Reports (MMRs)) at the end of June and December.

International Dues - are billed direct from International on a six-monthly basis, but **MUST BE PAID TO THE CABINET TREASURER. NOT SENT TO INTERNATIONAL.**

Multiple District & District Dues, Directories and Insurance Fees - will be billed by the Cabinet Treasurer in two (2) semi annual payments as follows:

FIRST PAYMENT DUE BY 15TH AUGUST

SECOND PAYMENT DUE 20TH FEBRUARY

NB: All charges billed in these accounts are compulsory. Your account should be paid immediately upon receipt. Board confirmation should be sought later.

16. NEW MEMBER FEES

New members Joining/Entrance Fee to Lions Clubs international is US\$25.00.

17. PAYMENTS

Please make cheques payable to "**LIONS CLUBS DISTRICT 201 N5**" and forward to:

**Cabinet Treasurer
Trevor Batten
36 Hutchins Crescent
Kings Langley 2147**

18. TREASURER'S TIME LINE – TASKS AND REMINDERS

To aid the club treasurer during his term of office the following time line of tasks and reminders may be of assistance;

Before you Start i.e. before the end of June

- Obtain forms from bank and arrange for signatories to be updated on administration and activities bank accounts.
- Prepare and administration budget in consultation with the incoming president and secretary and have ready to submit to the first board meeting after you take office.
- Determine the membership dues for the coming year and submit to the first board meeting for approval after you take office. **MOST IMPORTANT SO THAT YOU MAY PRESENT DUES INVOICES TO ALL MEMBERS AS EARLY AS POSSIBLE AFTER YOU TAKE OFFICE.**
- Review club membership list with the current club secretary and confirm with the current club secretary that any dropped members are dropped on the WMMR for June.
- Ascertain your LCI member number to allow you to register for access to the WMMR website.
- Register on the WMMR website as soon as possible.
- Verify that the current club secretary has submitted a Monthly Membership Report (WMMR) for the month of June. **THIS IS MOST IMPORTANT AS IT WILL EFFECT THE NUMBER OF MEMBERS THAT YOUR CLUB IS BILLED FOR BY BOTH LCI AND DISTRICT/MULTIPLE DISTRICT.**
- Verify that your current club secretary has completed the incoming club officer section of the WMMR website. **IF THIS IS NOT DONE YOU WILL NOT BE ABLE TO REGISTER ON THE WMMR WEBSITE.**

Every Month

- Complete all banking, receipting and cash book entries and prepare for submission to the club board meeting a reconciled statement including a list of cheques to be ratified by the board.

JULY

- Verify that the previous year's accounts and vouchers have been submitted to the club's auditor.
- Pay the Lions Clubs International 1st Semi-Annual Dues account upon receipt. Payment is to be ratified at the first available board meeting.

AUGUST

- Pay District / Multiple District 1st Semi-Annual Dues account upon receipt or by 15th August at the latest. Payment is to be ratified at the first available board meeting.
- Follow up audited accounts for previous year so that these are available to the club's public officer for presentation to the Annual General Meeting preferably no later than 30th September.

DECEMBER

- Verify that the club secretary has submitted a Monthly Membership Report (WMMR) for the month of December. THIS IS MOST IMPORTANT AS IT WILL EFFECT THE NUMBER OF MEMBERS THAT YOUR CLUB IS BILLED FOR BY BOTH LCI AND DISTRICT/MULTIPLE DISTRICT.

JANUARY

- Pay the Lions Clubs International 2nd Semi-Annual Dues account upon receipt. Payment is to be ratified at the first available board meeting.

FEBRUARY

- Pay District / Multiple District 2nd Semi-Annual Dues account upon receipt of by the 20th February at the latest. Payment is to be ratified at the first available board meeting.

JULY

- As early as possible after the 30th June finalise cash books, assemble all vouchers and bank statements (sorted in chronological order and clipped neatly in a folder) and present to the club's auditor.

19. ASSISTANCE

My congratulations to you on being elected Club Treasurer, it is an important position. Please remember assistance with any accounting problem is only a telephone call away. If you have any difficulty in making any of your Dues payments on time, please let me know before they become overdue, so that we can try and help you overcome the situation. Should you require assistance on any matters relating to your Duties, I will be happy to assist.

LION TREVOR BATTEN
CABINET TREASURER

CHEQUE REQUISITION FORM

LIONS CLUB OF

ADMINISTRATION ACCOUNT

Request for Cheque

AMOUNT \$ CHEQUE No DATE:

PAYEE

REASON

REQUEST BY

APPROVED BY

CHEQUE REQUISITION FORM

LIONS CLUB OF

ACTIVITIES ACCOUNT

Request for Cheque

AMOUNT \$ CHEQUE No DATE:

PAYEE

REASON

REQUEST BY

APPROVED BY

SUGGESTED ADMINISTRATION ACCOUNT BUDGET

LIONS CLUB OF INC.

ADMINISTRATION ACCOUNT BUDGET

FOR THE YEAR ENDING 30 JUNE 2

INCOME

MEMBERS DUES	\$2,500.00
DINNER RECEIPTS	\$7,137.00
TAIL TWISTING	\$ 600.00
RAFFLE	\$ 600.00
INTEREST RECEIVED	<u>\$ 40.00</u>

<u>TOTAL INCOME</u>	\$10,877.00
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LESS EXPENSES

DINNER EXPENSES	\$7,500.00
DISTRICT & MULTIPLE DISTRICT DUES	\$ 950.00
INTERNATIONAL DUES	\$ 540.00
REGALIA & AWARDS	\$ 400.00
PRINTING, STATIONERY, POST, PHONE	\$ 500.00
BULLETIN COSTS	\$ 300.00
CHANGEOVER NIGHT	\$400.00
FEDERAL TAX, FILING FEES	<u>\$ 60.00</u>

<u>TOTAL EXPENSES</u>	\$10,650.00
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<u>SURPLUS OF INCOME OVER EXPENDITURE</u>	<u>\$ 227.00</u>
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DINNER MEETING ATTENDANCE AND DUES LIST FORM

Lions Club of.....

Members Dues and Dinner Fees Dinner meeting held / /

Lion / Partner	Balance Due	Apology	Dinner Cost	Dinner Paid	Dues Paid	Balance Due

GUESTS:

.....

.....

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.....

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.....

.....

VISITORS:

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FINES: \$ ____ . ____

RAFFLES: \$ ____ . ____

DUES: \$ ____ . ____

DINNERS: \$ ____ . ____

CAKES: \$ ____ . ____

MINTS: \$ ____ . ____

OTHER: \$ ____ . ____

TOTAL: \$ ____ . ____

WHAT OUR DUES PAY FOR

While we all know how our dues are used at the club and district level, we may wonder what happens to the portion of the dues which goes to the international association.

The basic purpose of The International Association of Lions Clubs, better known as Lions Clubs International, is to organize, charter and supervise service clubs and to coordinate and standardize the activities of such clubs.

To finance this worldwide operation, Lions Clubs International collects annual dues of US\$39 per member out of the annual dues each active member pays to the club. What do these dues pay for?

Part of the dues go for the maintenance and operation of International Headquarters. This includes the cost of the building and its maintenance, salaries of 300 staff employees, equipment, mail and telephone service, office supplies, forms, etc.

For US\$4.75 of his or her annual dues, each member receives THE LION Magazine, which is the only means of communication between International Headquarters and the individual member. Despite large increases in postage and production costs, this annual subscription price has increased only US\$2.75 since THE LION started in 1918.

Fifty cents of the dues finance the annual international convention of Lions club delegates, where clubs

have a voice in the election of officers, constitutional changes and the approval of Lions programs.

The international president, other elective officers, directors and district governors receive no pay, but they are constantly on call for travel, conferences, meetings and service to Lions clubs. Lions Clubs International reimburses them for their actual expenses, up to certain maximums provided in the Rules of Audit.

Many other items are covered by the annual dues: literature and publications for the guidance and information of the districts and clubs, legal services, international exchange, club supplies, public relations, insurance, and training programs.

Through a very strict system of accounting and budgetary controls the International Board of Directors keeps a watchful eye on every expenditure.

The result is that no other service club organization renders more service to its clubs and members, and no other service club organization operates a worldwide network of clubs at only US\$_____ in dues per member per year.



INVOICE DATE			RETAIN THIS PORTION FOR YOUR PERMANENT RECORDS		CHARGES AND CREDITS
MO.	DAY	YR.	INVOICE NUMBER	CLUB# 65271 DESCRIPTION OF ITEMS	
5	31	11		BALANCE FORWARD.....U.S. CURRENCY	0.00
6	30	11	PC00822662	SEMI-ANNUAL PER CAPITA 12 Regular Members @ 19.500 234.00	234.00
<p>The per-capita billing reflects membership as of month end. Please continue to report club membership on a monthly basis.</p>					

MONTH OF	CLOSING BALANCE	
JUN11	0012	0012
MEMBERSHIP REPORT	OUR MEM. RECORDS	YOUR MEM. RECORDS

PLEASE SUBMIT A MEMBERSHIP LIST IF THERE IS A DIFFERENCE BETWEEN YOUR RECORDS AND OURS



USD 234.00
AUD 222.30

PAY THIS AMOUNT UNLESS "CR" IS SHOWN



LIONS CLUBS INTERNATIONAL

Page: 1

300 West 22nd Street
Oak Brook, Illinois 60523-8842
Tel: 630-571-5466 / Fax: 630-571-8890

CLUB#	LIONS CLUB OF
	AUSTRALIA

DISTRICT	MO.	DAY	YR.
201N5	6	30	11

IDENT. #
4332

NOTICE:
Please detach this section of the statement and return it with your remittance or duplicate deposit slip. Confirmation of your remittance will be shown on monthly statement.

EXCHANGE RATE PER U.S. DOLLAR .950000

AMOUNT OF PAYMENT: 1

000065271 00023400 0

SAMPLE ONLY

PAYMENT IS DUE BY:
15th August 2012

First Semi-Annual Dues, 2012-2013

To: **The Lions Club of.....** Club No:..... No. Members: **30**

Please Note: Membership numbers are taken from the **JUNE 2012** (or latest received) **MMR REPORT**

A. AMOUNTS PAYABLE FROM THE CLUB ADMINISTRATION ACCOUNT:

1. Multiple District Dues to 31 st December			
30 Members @	\$ 14.80		\$ 444.00
1 Family Unit Members @	\$ 7.40		\$ 7.40
2. District Dues to 31 st December			
30 Members @	\$ 12.50		\$ 375.00
3. Insurance			
(a) Fidelity Bonding (Full Year)			\$ 11.00
(b) General Property (Full Year)			\$ 11.00
4. International President Promotion Fund			
30 Members @ (Full Year)	\$ 3.63		\$ 108.90
5. Public Relations Fund			
30 Members @ (Full Year)	\$ 2.53		\$ 75.90
6. Leo Programme Fund			
30 Members @ (Full Year)	\$ 0.83		\$ 24.90
			\$1,058.10

TOTAL COMPULSORY PAYMENTS FROM ADMINISTRATION ACCOUNT:

B. AMOUNTS PAYABLE FROM CLUB ACTIVITIES ACCOUNT

1. Personal Accident Insurance (Full Year)			
30 Lions Members @	\$ 7.70		\$ 231.00
Lioness Members @	\$ 7.70		\$ 0.00
Leo Members @	\$ 7.70		\$ 0.00
2. Directors & Officers Indemnity (Full Year)			
30 Members @	\$ 2.20		\$ 66.00
3. Workers Compensation Insurance (Full Year)			
30 Members @	\$ 0.40		\$ 12.00
4. Excess Public Liability Insurance (Full Year)			
30 Members @	\$ 1.10		\$ 33.00
5. Loss of Cash Insurance			
1 Lions Club @ (Full Year)			\$ 11.00
Lioness Club @ (Full Year)			\$ 0.00
Leo Club @ (Full Year)			\$ 0.00
6. Youth Exchange Fund			
30 Members @ (Full Year)	\$ 0.55		\$ 16.50
7. Lioness Programme Fund			
Lioness Members @ (Full Year)	\$ 5.50		\$ 0.00
			\$ 369.50

TOTAL OF COMPULSORY PAYMENTS FROM ACTIVITIES ACCOUNT:

C. VOLUNTARY CONTRIBUTIONS (PAYABLE FROM THE ACTIVITIES ACCOUNT)

1. "Youth of the Year" Quest - Club Entry Fee			\$ 120.00
2. District Governor's Activity Account (per Club)			\$ 40.00
3. Australian Lions Foundation			
30 Members @	\$ 2.00		\$ 60.00
4. Fund for Multiple District Projects and Activities			
30 Members @	\$ 1.00		\$ 30.00
5. Papua New Guinea Assistance Fund			
30 Members @	\$ 0.50		\$ 15.00

TOTAL OF VOLUNTARY CONTRIBUTIONS FROM ACTIVITIES ACCOUNT:

\$ 265.00

If you are not paying the full amount please give details of payment on slip below

PLEASE PROVIDE SEPARATE CHEQUES FROM ACTIVITIES AND ADMINISTRATION ACCOUNTS

This Account is to be paid immediately upon receipt

The payment should be made and ratified at the following Board Meeting
 Should you require a GST Invoice please include a request with your payment.

SAMPLE ONLY

REMITTANCE ADVICE

Please cut off and return this bottom portion with your payment to:

Cabinet Treasurer Phone: (H) 9624 7937
Trevor Batten Fax: **Not Available**
 Lions District 201N5 Email: cabtreas@lionsclubssydney.org.au
 36 Hutchins Crescent, KINGS LANGLEY NSW 2147

Please make cheques payable to:
Lions District 201N5 Admin Account
 or
Lions District 201N5 Activities Account

The Lions Club of

ADMINISTRATION Account Compulsory Payment:	\$1,058.10	ACTIVITIES Account Compulsory Payment:	\$369.50
		Voluntary Activities Payments:	
		1. "Youth of the Year" (Club Entry Fee)	\$
		2. DG's Activity Account	\$
		3. Australian Lions Foundation	\$
		4. Multiple District Projects	\$
		5. Papua New Guinea Assistance Fund	\$
		Total Voluntary Activities Payments:	\$
ADMIN. Payment Herewith:	\$1,058.10	ACTIVITIES Payment Herewith:	\$

PAYMENT IS DUE BY:
20th February 2013

Second Semi-Annual Dues, 2012-2013

To: **The Lions Club of**

Club No.: 11111 No. Members: 30

Please Note:

- Membership figures for dues are taken from the **DECEMBER 2012** (or latest received) **MMR REPORT**
- Clubs registered for GST should contact the District Treasurer to request a Tax Invoice.

AMOUNTS PAYABLE FROM THE CLUB ADMINISTRATION ACCOUNT:

<u>1. Multiple District Dues to 30th June</u>			
30	Members @	\$ 14.80	\$ 444.00
1	Family unit members @	\$ 7.40	\$ 7.40
<u>2. Multiple District Directories (CDs and/or hard copies as per Multiple District Records)</u>			
13	MD Directories @	\$ 22.20	\$ 38.61
<u>Total Multiple District 201 Dues to 30th June:</u>			\$ 490.01
<u>3. District Dues to 30th June</u>			
30	Members @	\$ 12.50	\$ 375.00
<u>Total District N5 Dues to 30th June:</u>			\$ 375.00

TOTAL PAYABLE FROM ADMINISTRATION ACCOUNT: \$ 865.01

VOLUNTARY ACTIVITY CONTRIBUTIONS TO BE CONSIDERED BY THE CLUB

(***** ONLY if not previously paid with First Semi-Annual Dues *****)

1.	"Youth of the Year" Quest - Club Entry Fee		\$ 120.00
2.	District Governor's Activity Account (per Club)		\$ 40.00
3.	Australian Lions Foundation		
	30 Members @	\$ 2.00	\$ 60.00
4.	Fund for Multiple District Projects and Activities		
	30 Members @	\$ 1.00	\$ 30.00
5.	Papua New Guinea Assistance Fund		
	30 Members @	\$ 0.50	\$ 15.00

TOTAL OF VOLUNTARY CONTRIBUTIONS FROM ACTIVITIES ACCOUNT: \$ 265.00

(***** ONLY if not previously paid with First Semi-Annual Dues *****)

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 36 Hutchins Crescent, KINGS LANGLEY NSW 2147

Please make cheques payable to:
Lions District 201N5 Admin Account
 or
Lions District 201N5 Activities Account

The Lions Club of Auburn-Lidcombe Inc

ADMINISTRATION Account		ACTIVITIES ACCOUNT															
<u>Compulsory Payment:</u>	\$865.01	<u>Voluntary Activities Payments</u>															
		<table border="0" style="width: 100%;"> <tr> <td>1. "Youth of the Year" (Club Entry Fee)</td> <td style="text-align: right;">\$</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>2. DG's Activity Account</td> <td style="text-align: right;">\$</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>3. Australian Lions Foundation</td> <td style="text-align: right;">\$</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>4. Multiple District Projects</td> <td style="text-align: right;">\$</td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>5. Papua New Guinea Assistance Fund</td> <td style="text-align: right;">\$</td> <td style="background-color: #cccccc;"></td> </tr> </table>	1. "Youth of the Year" (Club Entry Fee)	\$		2. DG's Activity Account	\$		3. Australian Lions Foundation	\$		4. Multiple District Projects	\$		5. Papua New Guinea Assistance Fund	\$	
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