

The International Association of Lions Clubs

DISTRICT 202D

Treasurers Handbook - 2024 - 2025

Denis Hurcomb
District Governor 202D 2024-2025



LIONS MOVE MOUNTAINS



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GUIDE FOR TREASURERS

INTERNATIONAL & DISTRICT DUES

Congratulations on stepping up to be a Treasurer for your Club. This is a very important office to undertake!

If you are not registered with the new Lions Portal, you need to do this. You will need to use this through your lion's year. Be aware that this site is temperamental and if you have difficulty logging in, give it a rest and try a bit later.

At some stage after 1st July, you will receive an E-mail from LCI congratulating you for becoming your Club's Treasurer. This will give you access to some extra areas restricted to Officer bearers.

INTERNATIONAL DUES (Payable six monthly in July & January)

Please remember to log in so you can receive your clubs International Dues. (*Lions Portal – My Club- Club Statements/Dues- Be sure to scroll to the bottom where it will show the USD and the NZD which applies for that calendar month*) These fees need to be paid that month as they are based on the Exchange rate for that month. If you delay, then a new rate applies to the following month and may be higher or lower. You should be advised by International that your Invoice is now online, but I know this has not always happened so just get into the habit of checking around the 3rd of the month. It is advisable to add an extra \$10- \$15 so that you are always ahead and avoid embarrassment at Convention time.

When you are paying the dues via electronic banking please remember to put the club number in the reference field.

DISTRICT DUES (Payable six monthly)

These dues are in the same category as International Dues. As soon an invoice is received from MD202 I will trigger the districts invoices and Email this to each Club Treasurer.

All Invoices need to be paid by the 20th of the following month.

All monies owing at the time (Club dues or Exchange rate deficiency) must be cleared before Multiple District 202 Convention. If there are any unpaid sums, then your Club will not have voting rights.

These funds can be lodged directly to the District Account Number on the Invoice or via Direct Debit if club is set up with District. If you are interested to set up a Direct Debit for your club, please contact me and I will forward you the appropriate forms.

Please note that we as a District are currently in the process of applying for a separate Bank Account for our Incorporated Society. Once this is done all District Direct Debit Authorisations will need to be filled out again. The clubs that this applies will be contacted once the new account is opened.

Your Club should give you authority to pay the Dues Invoice without having to wait for your next meeting as it is important that this account is paid by due date, especially the January ones due to Convention being held in late February/ March. Delegates can only vote at a Convention if they are financial.

PAYMENTS FOR INTERNATIONAL – LCIF, MELVIN JONES FUND, DISASTER RELIEF

International Payments should be sent to LCI **03-0502-0081103-00** for processing. Please clearly note what the funds are for. Also, you must put your club number as references, so they know who the funds are from. This ensures that it is applied correctly.

If you have any problems feel free to phone me 027 610 0270 or email me 202d.treasurer@lionsclubs.org.nz

Treasurer Training 2024

The beginning of the financial year is a crucial time for a treasurer to complete several financial management tasks. If you are a new treasurer, ensure that you obtain new signature authorisations as a matter of urgency with the club's financial institutions – this can sometimes be a lengthy and very frustrating process. If taking over from a previous treasurer insist on a copy of the 30th of June bank reconciliation being given to you and make sure you understand the methodology used. This should be available within a few days of the end of the financial year.

Later on, you will need a copy of the balance sheet. Ask for a list of all accruals for accounts receivable and accounts payable used in the construction of the balance sheet if your club uses accrual accounting. You will need this information. Many clubs will prepare their financial statements on a simple receipts and payments basis and there is nothing wrong in doing just that.

Role of the Treasurer

The role of a treasurer is to maintain the club's financial records in an accurate manner and in a form that can be made available and understood by most club members. In practice this means having a clear understanding of the definition of the General or Administration Account and the Projects or Activities Account. These definitions should be known and understood by all members.

The treasurer is responsible for the financial management of the club and apart from banking money and paying bills, will invoice members for dues, create budgets for all club activities, report regularly to the board and trustees, manage club investments, file GST returns (if necessary) and ensure that annual returns to the Registrar of Incorporated Societies and Charities Commission are filed by due date.

Simply speaking, the club's funds are split into members' money, and public money held on trust for eventual distribution by the club. If your club has a registered charitable trust, then the Administration Account (members' money) is managed by the club board of directors, and the Projects Account (public money) is managed by your charitable trust trustees. Some clubs will have a single treasurer handling all their accounts; others may choose to divide the role between an administration treasurer and a trust treasurer.

The volume of work will depend on the size of the club, the number of activities the club gets involved in, and whether the club owns or leases its own facilities.

Clubs have various systems and methods for record keeping. Some use MYOB, Xero etc and others use Excel spreadsheet. It does not matter what you choose as long as you have something that is progressively kept up to date and an up-to-date position is able to be presented at Board meeting. Also, most clubs require the brief up to date position to be provided to Club members once a month.

Remember that at the end of each year, financial accounts need to be prepared and signed off – Good record keeping makes this a lot easier. Please note that these reports need to be as per the correct Reporting Standards (this has been the case for Charities since 2015 and needs to be implemented for Incorporated Societies once you have re-registered your society). Most of you will be either a Tier 3 or 4 Reporting Entity. More information can be found here:

<https://www.charities.govt.nz/reporting-standards/>

Fundraising

Public (Activity) Funds

All funds raised from the public must be returned to public use, including money accumulated from invested public funds. The only deductions that may be made from the activity account are the direct operating expenses of the fundraising activity.

Administrative Funds

Administrative funds are supported through contributions from members through dues, fines and other individual contributions. You can only reimburse the administration account for actual expenditure incurred by the administration account.

You can also claim expenses incurred by Club Members for a certain project if these are then donated to the Admin Account. Such as for example mileage.

Please note, time can never be claimed (this would otherwise result in income that needs to be declared by the individual club members concerned).

If an event is conducted to raise funds for the admin account this is acceptable, however the event host needs to be aware of this and it can't be in the name of Lions i.e. No Lions Apparel, Badges etc can be worn. (as the public perception would otherwise be that money is raised for Lions which is charitable)

Club Constitution

Your club constitution provides the basic structure and policies to guide your club's operations and to meet the obligations of a club chartered with the International Association of Lions Clubs. It also serves as your club's main reference document if there are questions about appropriate procedures to conduct club business.

Under the 2022 Incorporated Societies act all Incorporated Societies need to reregister before April 2026. A template for a new constitution has been provided by Multiple Districts. This has been passed by both the Incorporated Society Office and IRD and it is highly recommended to just insert your name and use it as provided to reregister your Society. This ensures maximum compliance with the new act and the Directions of LCI.

Budget

Clubs will have various templates they have used in the past and there is no format which must be used, however if this is not something that your club has, I suggest you look at previous years financials and use this as the basis for a simple spreadsheet showing Income and Expenditure.

Most clubs have a similar annual pattern, and this should give a basis for set up and then discussion until a final document is settled on.

Administration and Charities

When you take over, make sure you are provided with the Codes and logins for Charities Commission and Incorporated Societies. It is your responsibility to see that these sites are promptly updated with incoming officer information and that Financials are filed within 6 months of annual balance (i.e. 30 December)

Single Charitable Entity or Incorporated Club plus Registered Charity

If your club only has a single entity (combining the club with a charity) then this has not been approved by Lions International and you need to set up a separate charity instead. Once that is done you need to amend your club constitution back to that approved by Lions International and then deregister the club as a charity (keeping the Club as an Incorporated Society and the Charity set up). Instructions and guidance on these steps are on the Lions Website. District Legal Council can assist with the process. If you need help, then contact them.

It is very important that the Administration and Charities are kept separate to avoid issues with IRD and Charities Commission. Some clubs have had issues and the costs and time involved in resolving are significant.

A clear separation between the administration account and the Trust/Projects account. As these are two separate entities separate bank accounts need to be kept. (i.e. different base account number)

End of year financial statements

At the end of the club's financial year (30 June) the treasurer will need to prepare a set of accounts to be presented to members at an annual general meeting. From records kept during the year the final Statement of Financial Performance and Statement of Financial Position can be presented for approval. Please note that it is recommended requirement of the new constitution that all Financials are either reviewed or audited. (under the old constitution this would depend on what the constitution dictates)

International Dues and levies

Your club will receive a monthly account from Lions Clubs International (LCI) for all charges due. The amounts are billed in US dollars and converted to NZ dollars by an exchange rate printed at the bottom of the invoice. All payments of the LCI account are made in NZ dollars to Westpac. There is no need for you to pay in US dollars.

Useful Information

Make yourself familiar with www.Lionsclubs.org.nz members/resources and also “Lionportal” there is very useful information for Treasurers on both these sites. Remember that the “Lionportal” is American so some of the information is not applicable to NZ.

Any further information can be found in this eBook:

<https://www.lionsclubs.org/en/v2/resource/download/79864052%20>

(this is a pdf and opens in your Downloads folder)

PAYMENTS

Payments to Lions Clubs and International Lions (LCI)

All District Club Dues Payments

Deposited into Westpac, "Lions Club International District 202d" Administration:
03-0791-0232608-000

Code: CLUB NUMBER/CLUB NAME | Reference: DISTRICT DUES

International Dues (Payable Six monthly in July & January)

Deposit to: Westpac, International Assoc of Lions | 03-0502-0081103-00 Code:
CLUB NUMBER | Reference: DUES

LCIF Donations

Deposit to: Westpac, International Assoc of Lions | 03-0502-0081103-00

Code: CLUB NUMBER | Reference: LCIF

Particulars: (optional) PIN, GNEED, SIGHT, MEASLES, DISASTER

Melvin Jones Fellowships and Life Memberships

Deposit to: Westpac, International Assoc of Lions | 03-0502-0081103-00

Code: Recipients MEMBERSHIP NUMBER | Reference: MJF MBR / LIFE MBR

NZ Club Supplies

Deposit to: Westpac, New Zealand Lions MD202 | 03-0558-0252696-00

Code: CLUB NUMBER | Reference: Invoice Number

Please note: the MD office requires email notification of any deposits to the LCIF bank account (with details of the purpose) to assist us with our reconciliation of the account.

Lloyd Morgan Lions Clubs Charitable Trust (LMLCCT) payments

02-0528-

0038410-00

This form can be downloaded from www.lionsclubs.org.nz.

Note: Clubs need to be "in good standing" for their delegates to be eligible to vote at District, Multiple District and International conventions. Please ensure all subscriptions (payable to both LCI and the District Treasurer) are paid in full by the 1st of March each year.

BANK ACCOUNT NUMBER
For District 202D Treasurers

Payments to Lions Clubs and International Lions (LCI)

Lions Club International District 202D

Administration:	03-0791-0232608-000
Trust Account	03-0791-0232608-001
Diabetes Account:	03-0791-0232608-002
Youth Account	03-0791-0232608-005
My Health Check:	03-0791-0232608-008

International Dues 03-0502-0081103-000

LCIF Donations 03-0502-0081103-000

***Please note:** the MD office requires email notification of any deposits to the LCIF bank account (with details of the purpose) to assist us with our reconciliation of the account.*

Melvin Jones Fellowships and Life Memberships

03-0502-0081103-000

NZ Club Supplies

New Zealand Lions MD202 | 03-0558-0252696-00

LMLCCT

02-0528-0038410-00

form can be downloaded from www.lionsclubs.org.nz.

Child Cancer Foundation CCF 12-3191-0041879-01

Lions Cancer Trust 03-0674-0280918-00



We Serve



**Lions Clubs International
FOUNDATION**





District 202D Treasurer
Susanne Hipp

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