



Treasurer

Roles, Responsibilities and Tasks



What will I be learning in this course?



Upon completion of the course you will...

- Know the responsibilities of the club treasurer as designated by Lions Clubs International Policy
- Identify what resources are available to assist in the position of club treasurer
- Recognize leadership expectations in the position of club treasurer
- Be aware of the job responsibilities
- Be able to fulfill the tasks related to club treasurer
- Be aware of required reports



Topics

Below are the topics of each section. You may start at the beginning and go through, or skip to a specific topic by clicking on the topic name.

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*Completing the course in its entirety will take approximately 1 hour.



What is the Role of the Club Treasurer?



The Role of the Club Treasurer

The **Club Treasurer** is responsible for financial matters pertaining to the club

- Maintains accurate club finance records and checking accounts
- Is a member of the board of directors of the club



Who is the Board of Directors?

- Board of directors consists of the:
 - club president,
 - vice president(s),
 - treasurer,
 - tail twister,
 - branch coordinator
 - immediate past president,
 - secretary,
 - lion tamer,
 - membership director,
 - and all other elected directors



Meetings

The **treasurer** should be in attendance at club board of directors meetings and club meetings



Treasurer's Role

(Meetings)

- Board of Director Meetings:
 - Ensure all payments are approved by the board and recorded in the board meeting minutes
 - Report reconciled bank balances at meetings with brief income and expense statements



Treasurer's Role

(Meetings)

- Club Meetings:
 - Keep members informed
 - Be prepared to present financial information at club meetings
 - Oral reports should be concise, factual and to the point
 - Be prepared to collect money and issue receipts







Meetings Quiz

At a club meeting, the treasurer should be prepared to:



- Present financial information
- Collect money
- Take meeting minutes
- Issue receipts
- Pay for meals





Meetings Quiz

The treasurer is primarily responsible for the club('s):

health

president

financial matters

meeting presentations



Keeping Funds in Order

The treasurer of the club is charged with keeping the club's funds in order

- Receive all club-related monies (generally through the secretary)
- Work with the secretary to send out a club dues invoice approximately 10 days before the start of the dues-paying period
- Work with the club board of directors to determine organization of funds



Treasurer's Role

(Pertaining to Keeping Funds in Order)

Work with the club board of directors to:

– Prepare budgets [Administration and Activities]

- Administration budget

- Determine periodical collection of dues (annual, semi-annual)

- Determine amount – Club dues need to cover:

- » District, multiple-district and international dues

- » All other expected administrative expenses



Treasurer Role

(Pertaining to Keeping Funds in Order)

- Work with the club board of directors to:
 - Prepare budgets
 - Administration budget
 - Activities budget
 - Anticipate income and expenses for each planned project



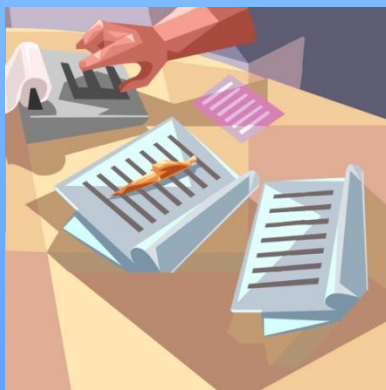
* Complete budgets no later than May - prior to the beginning of your term



Treasurer Role

(Pertaining to Keeping Funds in Order)

- Work with the club board of directors to:
 - Review current banking institution(s)
 - Funds for administration and activities must be kept separate through book-keeping or two accounts
 1. *Administration* – funds from dues, fines, and internal funds
 - Funds can be transferred from this account to the activities account
 2. *Activities* – funds raised from the public
 - The funds in the activities account cannot be used for administrative purposes.
 - All money from the public goes back to the public



Treasurer Role

(Pertaining to Keeping Funds in Order)

- Work with the club board of directors to:
 - Review current banking institution(s)
 - Ensure your club has separate accounts
 - Suggest and select officers for signing and co-signing checks
 - Update (or file) the signature card at the bank



Treasurer Role

(Pertaining to Keeping Funds in Order)

- Work with the club board of directors to:
 - Review current banking institution(s)
 - Set limits regarding the amount of petty cash the club will handle
 - All monies received above the limit should be deposited immediately



Treasurer Role

(Pertaining to Keeping Funds in Order)

- Work with the club board of directors to:
 - Review current banking institution(s)
 - Set limits regarding the amount of petty cash the club will handle
 - Establish a system for reimbursement



Treasurer Role

(Pertaining to Keeping Funds in Order)

- All money received must have a receipt
 - Prepare receipts before meetings for quicker completion
- Request and use checks whenever possible
 - Cash exchanges can cause confusion and create potential for unclear accounting



Treasurer Role

(Pertaining to Keeping Funds in Order)

- Deposit monies in predetermined accounts
 - Bank monies received on the next business day or within 48 hours of receipt
 - Immediacy in record-keeping and deposits minimizes the potential for errors



Treasurer Role

(Pertaining to Keeping Funds in Order)

- Develop and monitor the club's administrative and activities budgets
 - **Monitor** - setting club dues if expenses exceed budgeted amount with the finance committee and after approval from the club board of directors and club members, set the amount for the annual club members' dues







Club Officer Quiz

The treasurer will set up two accounts, one for administrative funds and another for activities funds.

TRUE

FALSE





Keeping Funds in Order Quiz

Indicate whether each item should be added to the administrative account or the activities account.

Donations

Activities

Administrative





Keeping Funds in Order Quiz

The club treasurer will work with the president to decide on a limit for petty cash, any funds exceeding this amount must be deposited immediately.

TRUE

FALSE



Paying Obligations

The treasurer of the club ensures all obligations are paid and recorded.



Treasurer Role

(Pertaining to Paying Obligations)

- All payments must be authorized by the board of directors
 - Ongoing payments are allowed
 - Example:
 - If your club uses a rental space regularly to hold meetings you can receive authorization from the club board of directors to make ongoing payments
- * Ensure approval is recorded in board of director meeting minutes



Treasurer Role

(Pertaining to Paying Obligations)

- Pay Lions clubs bills promptly
 - Checks and vouchers need to be signed by the treasurer and countersigned by the selected officer, with signature on file at the bank
 - Make payments for items purchased by the club, as well as dues for district, multiple district and international







Paying Obligations Quiz

Select the items to complete the statement:

Pay all bills received

Board of Directors must authorize payments

Pay bills promptly

Receipts are not necessary

Board of Directors must authorize payments

When paying obligations, remember these two items.

Pay bills promptly



Record-Keeping and Reports

Organized and accurate record-keeping and submitting reports appropriately are priorities for the club treasurer.



Treasurer Role

(Pertaining to Record-Keeping)

- Maintain general records of club receipts and disbursements
 - Reconcile bank statements
 - Record monthly income and expenses promptly
 - Review monthly itemized statement of credits and charges from international headquarters for accuracy and submit to the club board of directors for approval



Treasurer Role

(Pertaining to Record-Keeping)

- Use a ledger book or computer spreadsheet
- Record dues as paid



- * The best way to ensure accuracy is to record monies received and paid ***immediately.***



Treasurer Role

(Pertaining to Reports)

- Prepare and submit monthly and semi-annual financial statements
- Reports should be brief, factual and informative
- Monthly report includes a brief income and expenses statement - where money came from and where it went
- Present accounts as a written list with copy to secretary for meeting minutes.







Record Keeping and Reports Quiz

Select the record-keeping responsibilities of the treasurer?

Role call / Attendance

Reconcile bank statements ✓

Record paid dues ✓

Club Activities

Maintain receipts ✓

Review credits and charges ✓





Records Keeping and Reports Quiz

Keeping accurate records will help the treasurer be prepared to complete oral, annual or written reports at any time.

TRUE

FALSE



Preparing for End of Term

- The elected treasurer's term is for one year.
- At the end of the year all information and documentation should be in order for the succeeding treasurer.



Treasurer Role

(Preparing for End of Term)

- In preparing for the end of the term:
 - Complete all banking (deposits and payments) before the end of your year
 - Give bond for the faithful discharge of your position
 - Prepare year-end statements promptly and turn over by mid-July



Treasurer Role

(Preparing for End of Term)

- Audit Reports/Records
 - For safeguarding records both administratively and publicly it is sound accounting procedure to audit the records at the end of each fiscal year
 - Respected prior club officers could be appointed to do the audit



Treasurer Role

(Preparing for End of Term)

- Transfer to new treasurer:
 - Bank deposit books, check books and
and balance of all accounts
sheets
and expense statements







End of Term Quiz

Select the tasks that need to be completed as the treasurer's year of service comes to a close.

- Change the bank signature card
- Transfer records to new treasurer
- Audit records/reports
- Move all funds to activities account
- Prepare year-end statements



Leadership

Club members look at the treasurer as one of the leaders of the club.



Treasurer Role

(Pertaining to Leadership)

- Use prior experience and available resources to capitalize on leadership potential.
 - The online Lions Learning Center [Leadership](#) course will help develop leadership skills.
 - Lead by example
 - Follow the [Lions Code of Ethics](#) (available online)



Resources



Resources

Some resources for the club secretary include:

- Lions club members
 - Past club treasurer or other club treasurers
 - Club officers



Resources

Publications to be familiar with:

- International Constitution and By-Laws (LA-1)
- Standard Form Lions Club Constitution and By-Laws (LA-2)
- Club Officer Manual



Did you fulfill your objectives?

- Know the responsibilities of the club treasurer as designated by Lions Clubs International Policy
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- Be aware of required reports



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