

**LIONS CLUBS INTERNATIONAL  
DISTRICT 201Q4**



**LIONESS  
CLUB TREASURER**

**Revised by Lion Don Knopke May 2019**

## **INTRODUCTION:**

- A Lioness Club should be run as a business with its financial affairs properly planned, documented and reported.
- The Lioness Club Treasurer is the Accounting Officer of the Club and should ensure that its
- Financial affairs are organized, recorded and Reported in a business-like manner.
- Remember at all times that we are handling public money given to us on trust to use for the purposes for which it was collected.
- All payments should be made by Cheque or electronic funds transfer.

## **DUTIES OF THE LIONESSE CLUB TREASURER**

- Attend all Regular Club and Board of Directors Meetings.
- Collect all Dues and receive all monies
- Issue receipts for ALL monies received
- Within 48 hours, deposit all monies received into the Bank designated and authorized by the Board of Directors
- payment of all Club obligations to be made by cheque or EFT - do not pay by cash
- all cheques to be signed and countersigned by two of the designated signatories authorized by the Board of Directors
- All EFT Payments to be authorized by two of the designated members authorized by the Board of Directors
- Donations to Multiple District and District Projects should be remitted through the Cabinet Treasurer by Cheque or EFT

## **Recording of Transactions**

- All financial transactions must be correctly recorded
- Reconcile Accounts to Bank Statements on a monthly basis
- Prepare Statement of Dues for all Members
- Maintain a Cash Book/Ledger/approved accounting software of all monies owing and received.
- Prepare and submit Financial Reports to Regular Club and Board of Directors Meetings, and at such other times as requested by the President.
- Present all accounts for payment to the Board of Directors for approval

## **Other Important Items**

- Advise the Board of Directors of all monies outstanding by any Member for dues, supplies etc.
- Serve as an active Member of the Club's Finance Committee.
- Ensure that public monies ARE NOT applied to administration purposes
- Ensure that the Club's Books of Account together with all supporting documentation are forwarded for annual audit (as authorized by the Board of Directors)
- Submit Books of Account, Statements and supporting documentation / Auditor's Certificate from an approved auditor to the sponsoring Lions Club
- Refer to - Attachment re Sponsor Lions Club Incorporation requirements

- Transfer all Books of Account, documents and other Club financial property to the Incoming Lioness Treasurer, and render assistance as required.
- Ensure that the designated signatories and authorities to all Accounts have been attended to and the requirements of the Bank have been met.
- Always file supporting documentation for payments made by the Club
- Ensure that there is supporting documentation to back up every transaction
  - This may be electronic or hard copy
  - Scan supermarket receipts that may fade over time.

### **RECEIPTS & BANKING**

- A separate Receipt Book (pre-printed consecutively numbered) should be kept for each Account operated by the Club.
- Receipts should be issued for all money received
- All monies received should be banked intact without any deduction -
- Cash payments should not be made to any Member or other at any time - to do so means that the audit trail is removed.
  - This is a recommendation, not a requirement.
  - Legally you may operate a petty cash system for payments up to \$100
- Monies banked should agree to the total of receipts issued, and agree in total to the amount shown in the accounting system.
- Banking should be carried out without delay, as failure to meet this requirement may negate any 'loss of cash' insurance carried by the Club
- Recommend that Club Treasurer is the controlling signatory for all accounts operated by the Club.

### **PAYMENT OF CLUB ACCOUNTS**

- All accounts for payment should have supporting Invoice/Documentation
- All accounts payments to be made by cheque or Electronic Funds Transfer
- Separate Cheque Books are required for each Account operated by the Lioness Club.
  - It is not essential to have cheque books these days when all payments can be made by Electronic Funds Transfer
- Never have pre-signed cheques as this represents a security risk.
- The Lioness Club should arrange to have three designated signatories with any two to sign or approve as authorized by the Board of Directors.
- No supporting documentation - no payment.

### **FINANCIAL STATEMENTS**

- .. Monthly Financial Statements for each Account operated by the Lioness Club should be submitted to the Board of Directors Meeting and Regular Club Meeting each month.
- .. Financial Statements should show a summary

of all income and expenditure for the preceding month and should be reconciled to the Bank Statement for each Account.

- .. For the protection of both the Lioness Treasurer and the Club, it is recommended that the Lioness President sight and sign the Bank Statements and Bank Reconciliations on a regular monthly basis.

### **ACCOUNTING SYSTEMS**

#### **Lioness Club Books of Account should consist of:**

- Separate Cheque Book for each Bank Account
- Deposit Book for each Bank Account
- Numbered Receipt Books for both the Administration and Activities Accounts (and any other Accounts) This may be electronic
- Cash Books or an approved accounting system separated into Income and Expenditure for both Administration and Activities Accounts (and any other Accounts)
- Bank Statement (monthly) for each Account operated by the Club
- Members' Ledger to record Membership Dues and other individual financial liability to the Club. This may be electronic.
- .Multi-column Cash Books provide the advantage of being more portable – and affords the Treasurer column headings to suit the appropriate activities of the Club.
  - This is automatically part of all accounting software.

### **ADMINISTRATION FUNDS**

#### **Are relate solely to the running of the Lioness Club for its Members**

- Transactions that fall into this Category include :
  - Membership Dues
  - Club Meeting income and expenditure
  - Club Meeting Raffles
  - Any expenditure relating to the direct administration of the Lioness Club
  - Any transactions or activities conferring any benefit to the Members of the Lioness Club
  - Cost of providing any meal, drinks or other benefit to Members at a Lioness Function.
  - Funds that a Lioness Club is able to raise internally or through friends, relatives etc. may be paid into the Administration account
  - Only funds received that do not involve the public at large, can be used to support the Club Administration Account.
    - Funds received from a private Company or Business for work performed by members may be paid into the Administration account.

### **ACTIVITIES FUND**

Relates to projects that provide services or benefits to the Community or the fundraising to be used in such projects.

#### **Transactions that fall into this category include:**

- Any money raised from the general public

- All costs associated with raising those funds
- All donations and services provided to the Community
- All expenditure associated with providing those services
- All expenditure associated with the investigation of potential projects even if the project does not eventuate
- Interest received on funds collected from the public.
- All funds raised from the public at large, must
  - go into the Activities Account, and be treated as money held in trust for charitable purposes.
  - It has been suggested that if Members raise money through their labours that this may be put towards administration .....
  - If this money was raised from the public, then it MUST go into the ACTIVITIES ACCOUNT.
- Costs of a Membership Drive may come from the Activities Account, as you are recruiting members to work on community projects.
- Costs of meals etc. for invited guests representing projects you support may come from the activities account.

### **Supporting Documentation**

- Each financial transaction during the year should have supporting documentation.
- Invoices, Receipts, Authority from Board of Directors to make donations, should be filed as supporting documentation. These may be electronic or hard copy
- File in date order to agree with entries in the Cash Book/Accounting software
- Keep separate documentation for Administration, Activities and any other Account operated by the Club.
- Folio number or sequential reference number referred to the entry in the Cash Book / accounting software, will be of assistance particularly when the Lioness Club is involved with many transactions.

### **AUTHORITY FOR PAYMENT**

- Authority for payment of the Club's obligations should be recorded as a formal Motion in the Lioness Club's Minutes.
- Example..... Moved ..... Seconded ..... That the following accounts listed as Accounts for Payment in the Financial Report, be authorized for payment.
- A separate Motion should be passed for each of the Club's Accounts
- Donations to be made should also be documented by formal Motion in the Club's Minutes and appropriate correspondence together with receipt for same, should be filed as supporting documentation.
- Full justification for all payments needs to be filed to satisfy that the payment was made as proper business of the Club and within the terms of the Club Constitution.
- Cheque Books are important supporting documentation and cheque numbers should be referenced to the Cash Book/ accounting software

## **RECEIPTS**

- ENSURE that receipts are issued for ALL monies paid into the Club
- Separate Receipt Books are required for each Account operated by the Club
- Receipts should be sequentially numbered and form part of the supporting documentation for audit purposes.
- A separate Receipt needs to be issued for any donation made to the Club

## **BANK RECONCILIATION**

- Reconcile each Account Cash Book to the Bank Statement on a monthly basis
- Bank Reconciliation is to verify that the bank balance at the end of the month agrees with the balance of the Club Cash Book
- Monthly Reconciliation will reassure the Lioness Treasurer that the Club Records are correct.
- Verify cheque payments and deposits on the Bank Statement correspond with the entries in the Club's Records
- Bank Charges need to be entered in the Club Cash Books on a monthly basis
- Uncleared cheques and other payments should also be noted
- Sign and date the Reconciliation Statement
- Submit the Reconciliation Statement to the Board of Directors for ratification with the Financial Statement
- File copies.

## **Lions Insurance**

Full details of the Lions Insurance Program and cover are published in the current edition of the Multiple District 201 Lions Directory.

### **To protect our Insurance cover**

- Apologies must be registered with the Secretary prior to a Meeting and must not be accepted from the floor under any circumstances
- Each project must be authorized by a specific Motion of a Club Meeting and must be recorded in the Minutes
- A project attendance record must be maintained showing all Lioness Members (and non-Members) who have participated.
- The participation of 'voluntary workers' in a project must be specifically authorized by a Lioness Club Officer before insurance cover takes effect.
- Persons below the age of 15 years should not be used as 'voluntary workers'
- Motor vehicles or trailers are not covered for on road operation - they must be separately insured.
- Any activity which is 'not legal' is not insured.
- Any project requiring skilled qualifications to perform the task must have a person with the appropriate qualifications and skills directing operations.
- Failure to comply with established requirements could negate the insurance cover
- Adequate safety precautions and procedures must be practiced at all times.

- Appoint a Club Safety Officer
  - For comprehensive information re Safety Officer Refer to Chapter 9 – Multiple District 201 Club Administration Manual.
- If in doubt re Insurance cover, always check with the District Insurance Chairman or Lions Insurance Broker before commencing the project or activity.

## Incorporation

- As a project of the Sponsor Lions Club, the Lioness Club is covered by the Incorporation of their Sponsor Club
- To comply with the requirements of the Department of Fair Trading the Lions Club Incorporation the annual returns must be furnished by the Lions Club.
- Books of Account and Statements of both the Lions and Lioness Clubs must be audited annually by an approved auditor
- A Lioness Club has two options
  - Lioness Club Books of Account, Statements and supporting documentation may be forwarded to the Sponsor Lions Club for auditing in conjunction with their Books of Account etc.
  - Or alternatively, the Lioness Club may have their Books of Account, Statements and supporting documentation audited separately by an Accountant, but must then forward the Auditor's Certificate etc. to the Sponsor Lions Club for the Lions Club Auditor.
- To meet the requirements of the Incorporation Act the Sponsor Lions Club must submit copies of the audited accounts of both the Lions and Lioness Clubs with the Annual Return to the Department of Fair Trading.

## For Your Auditor

- Copy of your accounts software or hard copy of your account books
- All supporting documentation
- All receipts
- All invoices
- Copies of all bank statements
- Copies of Minutes authorizing payments

