
MD-17 N Treasurer Training -101



Today's Topics of Discussion

- ❖ Who is the Treasurer
- ❖ Roles & Responsibilities
- ❖ Club Accounts
- ❖ Financial Recording
- ❖ Budgets
- ❖ Bonding & Audits



- ❖ Membership Dues
- ❖ Tax Reporting
- ❖ Special Numbers
- ❖ Incorporation
- ❖ Treasurer Resources
- ❖ Thoughts & Questions



Who is the Club Treasurer?

- ❑ Club Financial Officer of the club, who attends all Board of Director & Club Meetings.
- ❑ Treasurer is under the direction of the Club President & Board of Directors.
- ❑ The primary communicator of Club Finances to the Board of Directors & Club members.

Club Treasurer Roles & Responsibilities?

- ✓ Prepares Administrative & Activity Fund budgets.
- ✓ “Bond” for faithful discharge of the position.
- ✓ Fiscal Year End audit of all records.
- ✓ File annual required tax forms.
- ✓ Transfer all financial records & accounts to the new Club Treasurer when required.



Club Treasurer Roles & Responsibilities (Continued)?

- ✓ Keep bank statements, audit reports, & tax returns for a minimum of 7 years.
- ✓ Maintain Club records and provide periodic treasurer reports as required.
- ✓ Send out dues invoices, collect/deposit membership dues.
 - Inform Board of Directors of delinquent membership dues.
- ✓ Pay Lions International, MD-17, & District 17 N dues in a timely manner.



Administrative vs Activity accounts

✓ *Administrative Accounts*

- These are the funds made up primarily from membership dues, tail twister fines, 50/50 pots, member donation, sale of items to your members, member's meal payment, etc.
- These are the funds you may used for club business; i.e. postage, envelopes, office supplies, certificates, facility rent, meal costs, etc.

Administrative vs Activity accounts

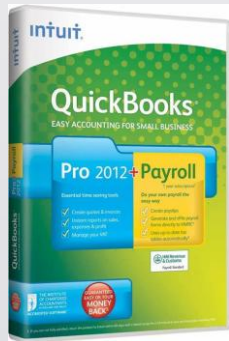
✓ *Activity (Project) Accounts*

- Sometimes referred to as “*Street Money*”.
- These funds come from the public, fund raisers, special events, raffles, etc.
- These are funds used to make donations, work on/complete projects, support community needs, etc.
- “*Street Money*” must always go back to the “Street” and not as a direct benefit to the Club or its membership.
- Exception: Small percentage can be placed into the Administrative Account if specified on event flyers, posters, etc.

Financial Recording

✓ *Commonly Used Accounting Programs/Process*

- Financial Software: QuickBooks, Quicken, Money Line, Bookkeeper, etc.
- Computer Spreadsheets: Not complicated, build to suit your needs.
- Basic Ledger: Simple accounting book.



	Unrecorded cash	Actual cash	Unrecorded bank	Recorded bank	Balance	Unrecorded
January						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						
February						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						
March						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						
April						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						
May						
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Deposits						
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June						
Beginning balance						
Deposits						
Withdrawals						
Interest						
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July						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						
August						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						
September						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						
October						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						
November						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						
December						
Beginning balance						
Deposits						
Withdrawals						
Interest						
Balance						

Budgets: Simple or Complex

SAMPLE Annual Budget

Income/ Revenue

	Total
Special Events	276,000
Corporations/Foundation Grants	428,000
Contributions	110,000
Bequests/Legacies	8,000
Program fees	550,000
Government Contracts	950,100
Rental Income	68,000
Investment Income	3,115
Total Revenue	2,393,215

Expenses

	Program Services			Program	Administration	Fundraising	Total
	Field Centers	Summer Programs	Special Programs	Total	Total	Total	Expenses
Salaries	95,000	92,100	99,000	286,100	210,000	62,000	558,100
Payroll taxes	1,592	1,136	1,641	4,369	585	750	6,304
Fringe benefits	15,968	23,900	24,050	63,918	7,000	2,000	72,918
Professional fees / contracted services					35,000	6,800	41,800
Supplies	14,200	3,800	7,000	25,000	2,000	1,500	28,500
Accounting fees					5,000		5,000
Legal fees					4,800		4,800
Telephone	400	400	400	1,200	3,400	1,000	5,600
Special events						97,000	97,000
Postage	700	700	700	2,100	2,000	1,115	5,215
Printing and publications	77,500	91,500	36,000	205,000	4,000	26,000	235,000
Insurance	14,500	12,000	8,500	35,000	1,300	1,800	37,300
Interest					5,789		5,789
Depreciation	3,830	8,520	5,950	18,400	7,890	1,200	27,490
Miscellaneous	104	68	104	276	100		376
Total Expenses	223,894	234,324	183,345	641,563	289,264	200,365	1,131,192

Net Income / (Deficit)

1,262,024



Sunset Lane Organization FY 2018

Annual Report
07/01/2018 - 06/30/2019

1 Fundraising / Other Income	Income	Expenses	Year to Date	Net Budget	More/-Less
Donations	\$2,385.00	\$150.00	\$2,235.00	\$1,000.00	\$1,235.00
Fall Fundraiser	\$9,633.00	\$4,816.50	\$4,816.50	\$4,000.00	\$816.50
Jog-a-thon	\$17,620.00	\$1,339.61	\$16,280.39	\$16,000.00	\$280.39
Read-a-thon	\$1,850.00	\$149.77	\$1,700.23	\$1,840.00	-\$139.77
Dues	\$100.00	-	\$100.00	-	\$100.00
1 Fundraising / Other Income Totals	\$31,588.00	-\$6,455.88	\$25,132.12	\$22,840.00	\$2,292.12
2 Curriculum Enrichment	Income	Expenses	Year to Date	Net Budget	More/-Less
Assemblies	-	\$3,135.39	-\$3,135.39	-\$3,000.00	-\$135.39
Box Tops	\$690.50	\$45.93	\$644.57	\$700.00	-\$55.43
Teacher Grants	-	\$1,402.23	-\$1,402.23	-\$1,500.00	\$97.77
Field Trips	-	\$6,685.00	-\$6,685.00	-\$6,000.00	-\$685.00
2 Curriculum Enrichment Totals	\$690.50	-\$11,268.55	-\$10,578.05	-\$9,800.00	-\$778.05
3 School Projects	Income	Expenses	Year to Date	Net Budget	More/-Less
Carnival	\$693.25	\$1,662.42	-\$969.17	-\$750.00	-\$219.17
Yearbook	\$400.00	\$1,210.93	-\$810.93	-\$400.00	-\$410.93
Movie Nights	-	\$841.95	-\$841.95	-\$1,000.00	\$158.05
3 School Projects Totals	\$1,093.25	-\$3,715.30	-\$2,622.05	-\$2,150.00	-\$472.05
4 Administration	Income	Expenses	Year to Date	Net Budget	More/-Less
Bank Fees	-	\$26.00	-\$26.00	-\$50.00	\$24.00
Insurance	-	\$395.00	-\$395.00	-\$300.00	-\$95.00
Office Supplies	-	\$194.13	-\$194.13	-\$150.00	-\$44.13
MoneyMinder Software	-	\$159.00	-\$159.00	-\$160.00	\$1.00
4 Administration Totals	-	-\$774.13	-\$774.13	-\$660.00	-\$114.13
5 Major Projects	Income	Expenses	Year to Date	Net Budget	More/-Less
Technology Lab	-	\$10,000.00	-\$10,000.00	-\$10,000.00	-
Smartboards (x2)	-	\$3,091.44	-\$3,091.44	-\$3,000.00	-\$91.44
5 Major Projects Totals	-	-\$13,091.44	-\$13,091.44	-\$13,000.00	-\$91.44
Grand Totals	\$33,371.75	-\$35,305.30	-\$1,933.55	-\$2,770.00	\$836.45



Bonded & Audits



✓ *Bonded or not Bonded?*

✓ *Club Financial Accounting Audits*

- Completed at the end of the Fiscal Year.
- Club member or outside source.
- Provide current year records to the auditor when all accounts are balanced.

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Dues: Collection & Payment Paid Twice Per Year (January & July)

✓ *Lions International*

- \$50.00 per year, starting July 1, 2025.
- \$25.00 per family member & college students.

✓ *Multiple District*

- \$17.00 per year.

✓ District 17-N

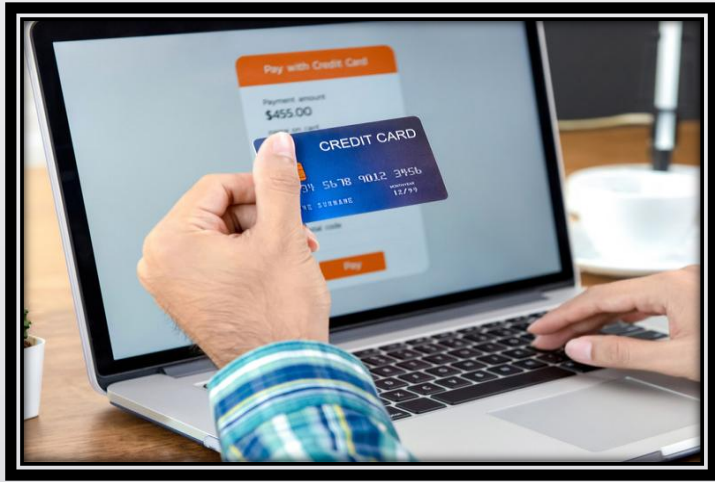
- \$6.00 per year.



Dues: Collection & Payment (Continued)

✓ *Payment Options*

- LI dues can be paid on-line (through Portal) or mailed in.
- Multiple District & District dues are mailed to the District Treasurer.
In turn, the District Treasurer pays the Multiple District dues once collected from the clubs.



or



Taxes: IRS 990-N, IRS 990-EZ, or IRS 990

- ✓ Smaller nonprofits (Gross Receipts \leq \$50,000) file an IRS 990-N (e-postcard).
 - <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>
- ✓ Mid-size organizations (Gross Receipts $<$ \$200,000, and total assets $<$ \$500,000) file an IRS 990 or IRS 990-EZ.
 - <https://www.irs.gov/pub/irs-pdf/f990ez.pdf>
- ✓ Larger organizations (Gross Receipts \geq \$200,000, or total assets \geq \$500,000) file an IRS 990.
 - <https://www.irs.gov/pub/irs-pdf/f990.pdf>

Forms are due by
November 15th

Special Numbers

- ✓ Federal Employer Identification Number (FEIN)
 - Unique Federal Number that identifies your club.
 - Apply Online: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>
- ✓ Kansas Sales Tax Exempt Number
 - Club does not pay sales tax on purchases or charge sales tax.
 - Apply Online: <https://www.ksrevenue.org>

Articles of Incorporation – Protect Your Members

✓ Provides Liability Protection

- Apply Online: <https://kssos.org>
- Search for Incorporation, follow the instructions.
- \$20.00 Initial Filing Fee.
- Must complete Annual Report.
 - \$80.00 Two Year Report Fee.



Club Treasurer Resources

✓ Lions International – Online Resources

- Club Treasurer E-Book
- Constitution & By-Laws Standard Club
- Best Practice for Financial Transparency
- Use of Funds Policy
- Use of Funds Guidelines

✓ MD-17 Treasurer, District Treasurer, & District Governor
always willing to help.



Thoughts & Questions

