

Multiple District 105 Lioness Clubs



Section 4

Treasurer's Information

Notes for the Assistance of Treasurers

The difference between Lionesses and other branches of the Organisation is that we do not pay any dues direct to International Headquarters. All paperwork for dues will emanate from:

The Multiple District 105 Lioness Clubs Advisory Body Treasurer for Multiple District dues, District Officer for any District Dues, (Lions or Lionesses) if appropriate.

Recording Transactions

It is important that detailed records are kept of all monies received and paid out. These should be kept in a simple format that is easy for everyone to understand (See example to follow).

Where possible, payments should be made by cheque and the cheque number and date of payment marked on the original invoice or payment demand form. Once payment has been made, these should be filed in date order to facilitate checking by the examiner of your accounts at the end of the financial year.

Administration and Charitable transactions require separate sets of records and separate bank accounts.

Administration Account

This is used for the general administration and running costs of the Club including receipt and payment of members dues, postage and stationery costs, social income/expenditure (e.g. Formation/Certification Anniversaries), plus any other monies which are not generated from the general public.

From this account you will have to:

1. Pay Multiple District Lioness Dues. The amount per head on dues is agreed annually at the Multiple District Lioness Clubs Conference and the charge to your Club is based on the number of members in your Club as at 1st July each year.

A Subscription (dues) form will be sent to you for completion (and is also available on the Multiple District 105 Lioness Clubs website) and should be returned to the Multiple District 105 Lioness Clubs Treasurer with full payment no later than 31st July each year. Upon receipt of dues, the Multiple District Lioness Clubs Treasurer will issue Membership Cards to the Club Treasurer for distribution to the members.

Any Club which has not paid its dues by 31st December prior to the Annual Conference will not be eligible to vote at that Conference.

2. Pay any District Dues. In some Districts, Lionesses pay towards the running costs of the District (Lions or Lionesses). Please refer to your own District Lioness Chairman for information on this matter.
3. Collect Dues from your Club Members. These are normally payable at the July Business meeting of your Club, although some Clubs allow payment by two half-yearly instalments due in July and January respectively.

A member who has not paid dues by the required date is no longer in good standing and is therefore ineligible to vote at Club Meetings; You should bring this matter to the attention of the President so that their status can be discussed.

In April of each year, you should assess the probable financial situation of your Club for the forthcoming year in order that a proposal can be submitted to the May Business meeting for members to agree the amount payable as annual dues for the next Lionistic year (commencing on 1st July).

Other Accounts

Charity monies must be kept separate from all others and in no circumstances must money from the public be used for administration purposes. It is usual to have a bank account called "Activities Account" (or something similar) into which all fund-raising sums are paid and from which the expenses of running such events are paid.

Additionally some Clubs may also have a Registered Charity and a separate bank account must be used for such a Registered Charity.

Where there is no Registered Charity involved, the Activities Account may be used to make charitable donations as decided by the Club members.

Where a Registered Charity is involved, it is the Trustees who decide how the money is distributed or spent, albeit upon recommendation by the Lioness Club Members. It is usual for Trustees to be asked to approve all payments at a Club Meeting and this should be recorded in the minutes.

If at any time there are surplus funds in your Activities Account, the Club may donate round sums to its Registered Charity Account and such sums will then appear in the accounts of the Registered Charity as donations from "XYZ Lioness Club".

Any financial proposals made at meetings must be recorded in the club minutes with a proposer and seconder and voting noted.

Books to Keep

The simplest way to record everything is to write all receipts (Credits) in one column and all expenditure (debits) in the next column, keeping a third column for a running total. At year end you can then summarise the different items under suitable headings to prepare your final accounts.

Remember to neatly file your paid invoices, receipts etc and to enter a cheque number on them when they have been paid.

Financial Year End (i.e. 30th June)

You will need to prepare some form of "Annual Accounts" soon after 30th June and present to your Club Members. Except for the accounts of a Registered Charity (where either income or expenditure exceeds £100,000 for the year) there is no need to get them officially audited. An independent person who is suitably qualified, e.g. your sponsoring Lions Club Treasurer, should examine your accounting statements. An example of Year-end accounts is attached for your reference. A person from your own Club is not excluded from being an examiner unless they are a Signatory to the account for signing cheques etc.

Once the accounts have been approved by your Club Members and examined copies should be sent by 31st December to:

Multiple District Lioness Clubs Treasurer
Sponsoring Lions Club Treasurer

Sponsoring Lions Club Liaison Officer
Lioness District Chairman
Lions District Treasurer

Club Supplies

You may be asked to purchase supplies such as Lioness pins or other regalia. These are available from the Multiple District Lioness Club Supplies Officer (as detailed in the Multiple District Lioness Clubs Directory). A full list of supplies is also available on the Multiple District Lioness Clubs Website.

Full payment is required (including postage and packaging) within 28 days of receipt of goods directly to the MD Treasurer..

Bank Mandate

It is advisable for such a mandate to allow for any two of three (or four) specified members to sign cheques. Before the end of the fiscal year, you should ensure that a new mandate is signed and presented to the bank (or building society), so that your appropriate Officers for the forthcoming year are able to sign cheques and obtain information from the bank.

Advantages of a Registered Charity Account

Apart from informing the public that your charitable work is all “above board” being a Registered Charity means you are eligible for all forms of tax exemption, except VAT. This means that any bank interest is worth to you and if you were to be left a legacy in a will, you could well get the full amount of the legacy instead of just 60% (assuming the donor is liable to pay top rate of inheritance tax).

For more information on Registered Charities, please contact the Multiple District Lions Treasurer listed in the annual Lions Directory.

Public Lotteries

Local Authorities give permits for Street Collections, lotteries, raffles etc to take place in a Public Place. Any event of this nature, which is covering more than one venue or is taking place generally amongst the Public, requires a licence. This is obtainable on an annual basis from your Local Council. You will also be required to submit details of funds raised on the forms provided by the Council and on some occasions it may be necessary to place a notice in the local paper to announce profits (subject to local regulations).

Example Layout for Club Accounts

XXXX Lioness Club – Administration Account

| Date | Description | Debit | Credit | Total |
|-------|-------------------------------------|--------|---------|---------|
| | Balance Brought Forward as at 01/11 | | £300.00 | |
| DD/MM | Dues from Members | | £40.00 | £340.00 |
| DD/MM | Dues paid to MD (Chq No 0033) | £35.00 | | £305.00 |
| DD/MM | Regalia/Badges (Chq 0034) | £22.47 | | £282.53 |
| DD/MM | Tailtwister | | £43.22 | £325.75 |
| | etc....etc..... etc.... | | | |
| DD/MM | Bank Interest | | £ 5.40 | £331.15 |
| | Closing Balance as at 30/10 | | | £331.15 |

Example Layout for Year End Accounts

XXXX Lioness Club – Administration Account
 RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30TH JUNE
 YYYY

| | | |
|---|---------|---------|
| Receipts: | £ | £ |
| Subscriptions | | 323.50 |
| Meetings: | | |
| Raffles | 295.25 | |
| Tail Twister | 58.67 | 353.92 |
| Donations | | 96.25 |
| Changeover | | 90.62 |
| Formation Anniversary (including Raffle) | | 1686.00 |
| Strawberry Tea | | 15.00 |
| Multiple District "Free Place" | | 150.00 |
| Sweatshirt | | 10.00 |
| Scrabble Evening | | 9.00 |
| Building Society Interest | | 13.06 |
| | | 2747.35 |
| Add Balance brought forward from previous year | | 915.80 |
| | | 3663.15 |
| Payments: | | |
| District & Multiple District Dues | 192.00 | |
| President's Bursary | 300.00 | |
| Regalia and Badges | 330.24 | |
| Members Welfare | 5.00 | |
| Formation Anniversary Expenses | 1693.74 | |
| Contribution to 'Way Forward' | 50.00 | |
| Postage and Stationery | 161.04 | |
| Raffle Prizes | 37.84 | |
| Miscellaneous Exp | 65.77 | 2836.37 |
| Balance in hand at XXXXXX Bank as at 30 th June YYYY | | 826.78 |
| | | ===== |

Signed: _____ (Lioness Club Treasurer)

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 Examiners Report:

I have examined the records of XXXX Lioness Club and obtained all information requested and this account is in accordance therewith. There are no matters to which special attention should be drawn.

Signed: _____ Date: _____

Name: _____ Job Title/Organisation: _____

Example Layout for Charitable Trust Accounts

XXXX Lioness Club – Charitable Trust
Registered Charity No: 444444444

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30TH JUNE YYYY

| | £ | £ | £ |
|--|---------|---------|----------|
| Fund-raising events: | | | |
| Concert | 1972.00 | | |
| Less Expenses | 1240.20 | 731.80 | |
| Sponsorship | | 1000.00 | |
| Donkey Derby | 2784.85 | | |
| Less Expenses | 1300.86 | 1483.99 | |
| Stalls (Net of Expenses): | | | |
| XXX Church Hall | 1709.28 | | |
| Saturday High Street | 2038.29 | 3747.57 | |
| Fun Day | | 141.73 | |
| Whistles | | 174.30 | |
| Safeway Draw | | 312.52 | |
| RNLI Fete | | 278.95 | |
| Late Night Shopping | | 13.63 | |
| Street Collection XXXton | | 59.77 | |
| Street Collection YYYton | | 146.86 | |
| Donations | | 136.00 | |
| Interest | | 100.47 | 8562.72 |
| Add Balance from Previous Year | | 3945.80 | 12508.52 |
| Less Payments: | | | |
| Charitable Donations (Per Schedule) | | 7180.75 | |
| Lottery Licence | | 17.50 | |
| Postage, Stationery & Advertising | | 15.00 | |
| Raffle Prizes | | 50.03 | |
| Christmas Gifts | | 49.64 | |
| Equipment | | 220.92 | 7533.84 |
| Balance as at 30 th June YYYY | | | 4974.68 |
| | | | ===== |

Signed: _____ (Lioness Club Treasurer)

Examiners Report:

I have examined the records of XXXX Lioness Club and obtained all information requested and this account is in accordance therewith. There are no matters to which special attention should be drawn.

Signed: _____ Date: _____

Name: _____ Job Title/Organisation _____

Although receipts and payments do not show where the balance of cash is held, it is customary for a Balance Sheet to be prepared which shows all assets and liabilities. In the case of a small Charity or even where there is a “Club Activity Account” a simple statement of assets and liabilities is usually quite acceptable.

The Charity Commission issues a form each year upon which it asks if the income is more than £10,000 for the past accounting year. In most cases the answer will be no, in which case all you have to do is tick the appropriate box (i.e. you do not then have to prepare or submit full accounts). However, you will need to confirm or update details of all Trustees and then submit the form to the Charity Commission.

Insurance

In order to be covered by the Lions Clubs International Insurance it is imperative that copies of the minutes from your clubs Business Meetings are forward to your Lions Club.

It is not necessary for your activities to be minuted in their entirety in the Lions Clubs Minutes, but receipt of the Lioness Club minutes must be recorded.

The Lions Club cannot accept insurance responsibility for an activity, which was unknown to them.

Please refer to the Multiple District 105 Lions Officers, Organisation and Directory of Clubs for details of insurance arrangements.

Please forward a letter on an annual basis to your sponsoring Lions Club as a reminder of the procedure. Example below.

Please ensure you have adhered to all points in the Legislation section.

Example of Letter
Insurance Requirements – Sponsoring Lions Club

DD/MM/YYYY

Dear Lion President,

XXXX Lioness Club Insurance

In order for a Lioness Club to be covered by the Lions Clubs International Insurance, we have been advised that the Sponsoring Lions Club must acknowledge the receipt of the minutes of the Lioness Club monthly business meetings.

I have therefore asked our Club Secretary to forward a copy of the minutes to both your Club Secretary and our Lioness Liaison Officer and would be grateful if you could ensure that the receipt of the minutes is recorded in the Lions Club Minutes each month. It is not necessary for you to record the detail of the minutes, just the receipt of them.

If this procedure is followed then it will ensure that all activities of the Lioness Club are insured as they are with the Lions.

Should you have any queries, please do not hesitate to contact me.

Thank you for your help with this matter

Yours in Lionism

President