



District 201C1

lions australia

Australia, Papua New Guinea, Norfolk Island



**CLUB
TREASURER
MANUAL**

2011 – 2012

lions australia
we serve



Lions Clubs International Purposes

TO CREATE and foster a spirit of understanding among the peoples of the world.

TO PROMOTE the principles of good government and good citizenship.

TO FUND and otherwise serve the civic, cultural, social and moral welfare of the community.

TO ASSIST financially, culturally, socially and morally the disabled, disadvantaged and infirm of the community both directly and also indirectly.

TO UNITE the clubs in the bonds of friendship, good fellowship and mutual understanding.

TO PROVIDE a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.

TO ENCOURAGE service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Lions Clubs International Ethics

TO SHOW my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.

TO SEEK success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable acts on part.

TO REMEMBER that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.

WHENEVER a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.

TO HOLD friendship as an end and not a means. To hold that true friendship exist not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.

ALWAYS to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labour and means.

TO AID others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.

TO BE CAREFUL with my criticism and liberal with my praise, to build up and not destroy.

Mission Statement

TO CREATE AND FOSTER a spirit of understanding among all people for humanitarian needs by providing providing voluntary services through community involvement and international cooperation.



Use of Funds Chart and Information Sheet

How Funds Are Raised	Use for Public Projects? (Activity Account)	Use for Administrative Expenses? (Administrative Account)
Administrative – dues, rental fees, fines, advertisement in newsletters to Lions	Yes	Yes
Public – any fundraising event open to the public, public contributions and bequests	Yes	No *
Interest – accumulated investments from money received from the public	Yes	No*
<p><i>*Direct expenses may be deducted from a public fundraiser to replenish the Administrative Account. Also, if a Lions building is used to meet the needs of the community at large, the club may deduct an amount of the proceeds of each activity held at the clubhouse to go towards the operating expenses of the building.</i></p>		

Activity Fund (Public)

All funds raised from the public must be returned to public use, including money accumulated from invested public funds. These funds may not be used for administration, to benefit a member, or for travel and meeting expenses for conventions.

Administrative Fund

Administrative funds are supported through contributions from Lions through dues, fines and other individual contributions. It is possible for Lions Clubs to fund their administrative account in the following manner:

- Private fundraising activity limited to Lions Clubs members and their spouses
- Advertisement proceeds for Club Newsletters
- Donated member compensation for work as individual citizens at non-lion events, while not dressed or identified as Lions
- Deduct direct operating expenses of a fundraiser
- If the Lions building is used to meet the needs of the community at large, the club may deduct an amount of the proceeds of each activity held at the clubhouse to go towards the operating expenses of the building.

**LEGAL OPINION ADOPTED BY THE
INTERNATIONAL BOARD OF DIRECTORS**

FUNDS RAISED FROM ACTIVITIES

QUESTION:

May funds raised from the public be used for administrative or other non-public purposes?

OPINION:

No. The Articles of Incorporation of The International Association of Lions Clubs state that the association is organized, among other things, "to govern all such chartered clubs so that they shall be nonpolitical, nonsectarian, not for profit of the individual club or its individual members."

Therefore, the Articles of Incorporation of The International Association of Lions Clubs expressly forbid that any part of the net earnings from activities shall inure to the benefit of any individual Lion or Lions club. Since districts are created by the association to facilitate its administration of individual Lions and Lions clubs, this proscription, by implication, runs to district administrative expenses as well.

The wisdom of this proscription is clear. To finance and fulfill their basic function of service, Lions clubs ask the public to patronize fairs, circuses, raffles, shows and the like, and to purchase products infinite in variety. This public support is sought, and given, on the mutual understanding that the net funds raised thereby will go to finance some community need. Consequently, any diversion of such funds to other purposes constitutes a breach of faith with the contributing public. The proscription in the article quoted exists to prevent any such breach and to protect and preserve the image of Lions Clubs International. Therefore, the use of any such funds to finance convention trips, politics or candidates, or administration dues, deficits or expenses at the club, district, or international level is a breach of faith and an express violation of the basic document of the association.

This opinion shall be interpreted to mean that there shall be no public solicitation of funds to defray administrative expenses of a Lions club.



SOME NUMBERS THAT MAY BE OF INTEREST

Lions Clubs International Dues	\$US 19.50 per member
Multiple District 201 Dues	\$ A 28.14 per member
District 201 C1 Dues	\$ A 32.00 per member

SOME AWARDS AVAILABLE:

Melvin Jones Fellowship	\$US 1000.00
Life Membership	\$US 500.00

Current exchange rate is \$A 1.40 = \$US 1.00
Life Membership only applies to International Dues.

Australian Lions Foundation:

William R Tresise Fellow Award	\$ 2000.00
Ian M Stockdale Humanitarian Award	\$ 1000.00
James D Richardson Honour Award	\$ 500.00

Lion Quest Awards:

Platinum	\$ 1000.00
Gold	\$ 500.00
Silver	\$ 250.00

Australian Lions Drug Awareness Foundation:

Dr. Harry Jenkins Fellowship	\$ 1000.00
James McLardie Award	\$ 500.00

Australian Lions Spinal Cord Fellowship:

Win Tyquin Award	\$ 500.00
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MESSAGE FROM THE CABINET TREASURER, PDG COLIN STAPLES

Welcome to all Club Treasurer's, I hope this Manual helps you to fulfil your duties to your Club, LCI, MD201 and District 201C1.

Please note the following instructions:

The District Treasurer now has to do all International Banking.

Please make sure that your Cheques are made out to Lions Clubs International.

Cheques that are not made out correctly will be returned to the Club. The District Treasurer is only allowed to present District Cheques for District Accounts.

Please make sure that the appropriate paperwork accompanies the cheque, eg. International Dues and Melvin Jones Fellowship etc.

If cheque is for Club Supplies or a future Melvin Jones Fellow Award, please make a notation on the back of the slip or on your Club Letterhead.

Please make sure that your Club Number all banking details are provided.

LCI now require the District Treasurer to fill in paperwork before banking,

Containing: Club Number
 Cheque Number
 BSB Number
 Account Number
 Amount

After Banking all details are Emailed to LCI and the amounts are then credited to the Club.

DO NOT SEND ANY PAYMENTS TO AMERICA

PDG Colin Staples
Cabinet Treasurer 201C1
24 Noolinga Way
SALISBURY NORTH SA 5108

LIONS CLUBS INTERNATIONAL DISTRICT 201C1 ACCOUNTS

ITEMS	JULY BILLING	JANUARY BILLING
<u>AMOUNTS PAYABLE FROM CLUB ADMINISTRATION ACCOUNT.</u>		
District Dues	\$16.00 per Member	\$16.00 per Member
Multiple District Dues	\$14.07 per Member	\$14.07 per Member
Multiple District Directory	\$ 2.60 per Member	Payable July Billing
LCI Convention Fund until 2010	\$ 2.20 per Member	Payable July Billing
District Officers Indemnity	\$ 3.00 per Member	Payable July Billing
Public Relations Fund	\$ 2.53 per Member	Payable July Billing
Club Property Insurance	\$11.00 per Club	Payable July Billing
Fidelity Bond	\$22.00 per Club	Payable July Billing

AMOUNTS PAYABLE FROM THE CLUBS ACTIVITIES ACCOUNT.

Excess Public Liability	\$ 3.30 per Member	Payable July Billing
Personal Accident Insurance	\$ 9.35 Members – Lions	Payable July Billing
	\$ 9.35 Members – Lionesses	Payable July Billing
	\$ 9.35 Members – Leos	Payable July Billing
Personal Accident Accompanying Partners Insurance		
	85% of Lions Members at \$1.93	Payable July Billing
	85% of Lioness members at \$1.93	Payable July Billing
Lions Club Money	\$11.00 per Club	Payable July Billing
Lioness Club Money	\$11.00 per Club	Payable July Billing
Leo Club Money	\$11.00 per Club	Payable July Billing
Lioness Program per Member	\$ 5.50 per member	Payable July Billing
Youth Exchange Fund	\$ 0.55 per Member	Payable July Billing
LCI Foundation Fund	\$ 2.00 per Member until 2010	Payable July Billing
Prostate Cancer Awareness	\$50.00 per Club	Payable January Billing
Youth of the Year	\$62.00 per Club	Payable January Billing
MD Projects & Assistance Fund	\$ 1.00 per Member	Payable January Billing
Papua New Guinea Assis: Fund	\$ 0.30 per Member	Payable January Billing
Sponsorship Lion at Adel: Zoo	\$20.00 per Club	Payable January Billing
ALF Donations	\$ 1.00 per Member	Payable January Billing
LCIF Donations	\$ 1.00 per Member	Payable January Billing

Please remember these figures are the 2009 – 2010 figures and should only be used as a Guide.

Please look at your Account as Insurance and MD201 Charges may change and pay it from the appropriate Cheque Account. Do NOT alter figures on these Accounts. If you have any questions concerning your Account, Please pay the Bill and then contact the Cabinet Secretary and District Treasurer.



District 201C1 – Club Audits

Policy Minute 19: Club Audits.

- 19.1 Each Club in the District shall appoint an Auditor at the General Meeting of the Club held to elect its office bearers (see Article V1 Section 5 of the LCI Standard Club Constitution).
- 19.2 If the Club does not appoint an Auditor in accordance with Policy Minute 19.1, the Auditor must be appointed at another General Meeting.
- 19.3 An Auditor can only be removed in the same manner as an Officer of the Club. (See Article VII Section 2 of the LCI Standard Club Constitution).
- 19.4 An Auditor must:
 - 19.4.1 Not be a member of the Club;
 - 19.4.2 Not be a relative, or a relative of a spouse, of a member of the Club within the meaning of the Corporations Act;
 - 19.4.3 Be independent of the Club; and
 - 19.4.4 Hold appropriate qualifications and/or have sufficient experience to enable the Auditor to conduct an audit of the Club.
- 19.5 The Treasurer must deliver the Club's Books of Account to the Auditor before the end of July in each year.
- 19.6 The Auditor's report must be tabled at a General Meeting of the Club held before 1 October in each year
- 19.7 Each Club should submit to the 201C1 District Treasurer, no later than 21st October in each year, a brief Auditor's Report.

PDG Colin Staples
Cabinet Treasurer 201C1
24 Noolinga Way
SALISBURY NORTH SA 5108

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The Club Treasurer

The Club Treasurer shall:

- *Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the board of directors;*
 - *Pay out monies in payment of club obligations only on authority given by the board of directors. All cheques and vouchers shall be signed by the treasurer and countersigned by one other officer, determined by the board of directors;*
 - *Have custody and keep and maintain general records of club receipts and disbursements;*
 - *Prepare and submit monthly and semi-annual financial reports to the international office of the association and the board of directors of this club;*
 - *Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the board of directors.*
- *Standard Form Lions Club Constitution and By-Laws Art. VIII (D) (5).*

7.1 Introduction

A Lions club should be run as a business with its financial affairs properly planned, documented and reported. The club treasurer is the accounting officer of the club and should ensure that its financial affairs are organised, recorded, and reported in a businesslike 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.

7.2 Duties of Club Treasurer

The treasurer is the financial and accounting officer of the Lions club and his/her official duties are under the supervision of the club president and the board of directors.

A more detailed statement of those duties is:

- Receiving all monies, which are to be promptly banked into the accounts approved by the board of directors.
- Issue cheques in payment of club obligations on the authority of the board of directors.
- Ensure that the club's financial transactions are correctly recorded into separate accounts maintained for administration and activities.
- Prepare and submit financial reports for board and club meetings on a regular basis (monthly).

- Serve on the club finance committee, usually as chairman.
- Prepare the financial budget for the year.
- Maintain a ledger of money owing and received for each club member.
- Ensure that the books are audited and that all necessary reports have been lodged with district cabinet and others as required.
- Hand over to his/her successor all books, documents, club property and ensure bank account signatories have been changed at the bank.
- Work closely with his/her successor to ensure a smooth changeover.

The above is a brief outline of duties, however it is by no means all the duties that should be performed by the club treasurer. A more detailed description of the administration of club finances and the role of the club treasurer is contained in this chapter.

7.3 Administration Manual & Constitutions

It is recommended that club treasurers should have access to the following publications:

- Multiple District 201 Club Administration Manual (this manual)
 - The International Association of Lions Clubs Constitution and By-Laws Publication LA1, an amended version of which is published in July of each year following the International Convention
- The text of this publication can also be found on the Lions Clubs International Internet site.
- <<http://www.lionsclubs.org/>>*
- Standard Form Lions Club Constitution and By-Laws publication LA - 2, as amended from time to time by Lions Clubs International, distributed to all clubs and also available on the Lions Clubs International Internet site (above)

Most Australian Districts have versions that also comply with local legislation for their State or Territory - refer to Chapter 4.3 of this manual. This will normally be the State version of Publication LA -2 referred to above which will incorporate the requirements of State legislation. Contact your Cabinet Secretary for details of availability.

- Multiple District 201 of Lions Clubs International Inc. Constitution and By-Laws. Reissued each year by the Multiple District office following the Multiple District 201 Convention

These are the rules under which our organisation is governed. Whilst not expected to know all the rules and details covered in these, the treasurer should have a good understanding of the financial rules, particularly as they apply at the club level.

The treasurer should act as a watchdog to ensure that the club does not either knowingly or inadvertently step outside the bounds of the various constitutions, nor incur any liability outside the resources of the club.

The majority of Lions clubs in Australia are incorporated under State legislation and the treasurer should also have an understanding of the requirements regarding charitable collections and fund raising organisations as they apply in that state.

If the club is not incorporated, consideration should be given to correcting this situation, since the lack of incorporation may mean that personal liability for the club affairs may apply to individuals in certain cases.

Whilst incorporation is not necessarily a total protection to individual members, it is a very valuable first line of protection. The majority of Lions Districts in MD201 require that clubs be incorporated under the relevant state or territory legislation.

Further information regarding these requirements can be obtained from the cabinet treasurer of each district. It should always be remembered that our clubs are bound not only by Lions constitutions, but also by state/territory and commonwealth legislation.

7.4 Approval of Expenditure

All expenditure must have prior approval of the board of directors or club, which should be recorded in the minutes of the meeting as a motion. The only exceptions are the payment of International, Multiple District and District Dues and Insurances, which may be paid and ratified at the next meeting (authority for these payments is provided by the appropriate constitution).

Motions that commit the club to expenditure **must** include the commitment value in the motion. The treasurer should not allow the club to pass any motion that is not specific as to the financial commitment of the club, nor should the club make commitments that are beyond the club's financial resources.

7.5 Accounting Systems

The books of account for a club should consist of:

- Cheque books for each bank account
- Deposit books for each bank account
- Receipt books for Administration and Activities accounts (and any sub-accounts)

- Cashbooks separated into income and expenditure for both administration and activities accounts
- Bank statements (monthly) for every account operated by the club
- A member's ledger to record membership dues, cakes, mints and other individual liabilities etc.
- Other records, depending on the individual requirements, programmes and activities of the club.

There are various ways of arranging and maintaining club accounting records.

The Lions MD201 Standard Accounting System is available from MD201 Newcastle Office and is perfectly acceptable. It is, however bulky and not always the most convenient method of managing club financial records. There are other options available that may suit some clubs and treasurers better.

Multi-column cash books are readily available from stationers and provide the advantages that they are bound and more portable and in addition, the treasurer can determine the column headings which would be most appropriate to the activities of that club.

7.6 Use of Computer Accounting

The use of personal computers is becoming more prevalent amongst the more computer literate club treasurers, but unless the club purchases its own computer and accounting software it can also create problems.

The club financial records need to be passed on from year to year, and it should be remembered that next year's treasurer may not have access to a computer or be computer literate.

Many "home-made" accounting systems using spreadsheets etc do not provide an adequate "audit trail" for the auditor to follow. Purpose designed accounting software is readily available and use of such software is strongly recommended if computerised accounting is to be used.

If the treasurer intends to use computer options, the monthly reports produced must be printed as a hard copy, and that copy should become the club's permanent record.

Of course, it is also important that regular back up copies of "soft" accounting records are maintained during the year, as is good practice with any computer work. The treasurer should seek guidance from a knowledgeable person as to how this is best done.

7.7 Manual Accounting

The examples given at the end of this Chapter show a simple but effective way to organise the club's cash books. These examples can be applied to the MD201 Standard Accounting System, a manual system using a multi-column analysis book purchased from a stationer, or set up as a spreadsheet on a computer system.

The main features of such a system which should apply to any cash book system used for Lions accounting are:

- Separate bank accounts **MUST** be maintained for Administration and Activities transactions. For each bank account operated, there must be separate sections for payments and receipts. For example, a typical club would have payment and receipt sections in the cash book for both Administration and Activities accounts.
- Each cash book entry must be referenced back to a cheque number or series of cash receipts that should be reconcilable or agree with the entries on the bank statements.
- The amount "Total Cheques" or "Total Banked" at the end of each month should agree with the total of the amounts under each category thus providing self-balancing.
- As a "YTD" (year to date) total is maintained, it is a simple matter to determine at any time what the club's financial position is; either in total or under particular categories of income and expenditure.
- The monthly and year to date totals also make it very simple to prepare a financial statement for the board of directors or the club showing the current month in question and the year to date performance. A monthly bank reconciliation should be carried out between the cash books and the bank statements (see Section 7.30).

7.8 Receipts and Banking

Pre-printed consecutively numbered receipts (a separate set for each account) should be issued for all money received, which should be banked intact without any deductions. The amount banked should agree to the total of receipts issued, and agree in total to the amount shown in the relevant cash book.

It may not be practicable to follow the above procedure at a busy club meeting when cash is accepted from a large number of members for meals and other purposes. In this event a cash record sheet should be maintained for each meeting with separate columns for Administration and Activities monies. Such monies should then be separately banked, and the record sheets maintained as a part of the cash book records of the club.

You should not make cash payments to members or others at any time, to do so means that you completely remove the audit trail through bank statements etc. All payments should be made using cheques.

Banking should be carried out without delay as failure in this regard may negate any "Loss of Cash" Insurance - note the requirements stated in the insurance section of the Multiple District 201 Directory. .

Some clubs have separate bank accounts for some large activity projects, but remember that this is not necessary from an accounting standpoint. However, it is sometimes justified for large projects, particularly where different signatories are required for some practical reason.

It is strongly recommended that the treasurer is a controlling signatory for all accounts operated by the club.

7.9 Payment of Accounts

All payments should be made by cheque wherever possible. Never use presigned cheques, since this represents a security risk.

Every bank account should require two signatories to operate, and it is prudent to arrange for at least three signatories such as the president, treasurer, and secretary.

In circumstances where it is necessary to pay amounts by cash, do not under any circumstances deduct the cash from amounts received for banking. The best way to handle these circumstances is for the treasurer to maintain a small petty cash float from which minor amounts may be paid, together with a petty cash docket system or book which records disbursements.

When the petty cash float becomes low it can be reimbursed by a cheque transfer from the relevant account. The cheque should then be listed (or coded) to the relevant expense categories in the Cash Payments book.

An invoice (or in the case of reimbursement, a receipt) should support all payments. Such a support document, if available, should be attached to a simple "Request for Cheque" as per the example below. The cheque request should preferably be authorised by a third party at the time of payment to avoid duplication..

REQUEST FOR CHEQUE	
Person requesting:	Date:
Reason:	
Authority:	Cheque No:

7.10 Financial Statements

Monthly financial statements should be submitted to each board of directors meeting and to one club meeting per month.

The Financial Statement should show all income and expenditure of the club (in summary) for the preceding month and preferably also for the year to date, and should contain a bank reconciliation.

An example of a suitable statement and reconciliation format for the Lions Club of Everytown is given at the end of this Chapter.

Such statements and reconciliations must clearly sets out, for both Administration and Activities accounts, all income for the month and the year to date; and also show the current bank account position.

This regular (preferably monthly) statement is then made available to all club members so that they know the current financial position of the club. Many clubs adopt the practise of including the financial statement in the club's monthly bulletin.

In addition to the overall club financial statement, clubs which have a major projects may also prepare a statement regularly for that project, especially where that project has a separate bank account. For the protection of both the club and the treasurer, it is strongly recommended that the club President sight and sign the bank statements and a bank reconciliation on a regular monthly basis.

At the end of the Lions year a set of audited accounts is to be forwarded to the cabinet treasurer and also to the relevant government regulatory bodies as applicable to each state or territory.

7.11 Budget

At the commencement of the financial year a budget for the administration account income and expenditure should be prepared and submitted to the first board of directors meeting. The Finance committee and not solely the treasurer should prepare the budget. Included in the budget would be the determination of club fees for the following year.

It is advisable that a separate budget be prepared for all known activities of the club. The treasurer, president and vice-presidents with knowledge of existing and proposed programs would normally prepare this budget for the year.

The activities budget is usually far less detailed than the administration budget but can assist greatly in deciding which projects that the club may take on in the forthcoming year.

Once in place it can help project chairmen know what income and expenditure the board and club consider to be reasonable for an individual project.

Obviously such a budget is only a guide and circumstances will always arise that have not been foreseen in setting the budget.

Such additional projects should not be rejected purely because they do not appear in the budget. Always remember that budgets do not automatically give approval for expenditure.

Even if an item of expenditure has been budgeted, it still must be approved via a motion in the minutes before such expenditure can be made.

At the conclusion of any project (or progressively for longer term projects) a report should be prepared detailing the cost and income of the project.

7.12 Insurance

Full details of the Lions insurance program together with the contact details for the Multiple District 201 insurance broker are published in the current edition of the Multiple District 201 Directory. Any enquiries on insurance matters should be referred to the brokers representative or a member of the Insurance committee. Further details can be found in Chapter 9 of this manual.

It is important, however that members have an understanding of the requirements of our insurance policies and the need to protect our policies.

To protect our insurance cover we need to keep in mind the following:

- Each project must be authorised by a specific motion at a club meeting and recorded in the minutes.
- A project attendance record must be maintained showing all Lions (and non-Lions) who participated.
- The participation of "voluntary workers" in a project must be specifically authorised by a club Officer before Insurance cover takes effect.
- Persons below the age of 15 years are not used as voluntary workers.
- Motor vehicles or trailers are not covered for onroad operation - they must be separately insured.
- Any activity which is "not legal" is almost certainly not insured.
- It is expected that anyone carrying out a task is qualified or skilled in that task. For instance, if a club is to carry out a demolition project, then you must have a person with appropriate skills directing operations. If this is not done, difficulty may be experienced with any insurance claim.

- Adequate safety precautions must be used at all times, including the wearing or use of safety equipment where necessary. The club should appoint a safety officer. Refer to Chapter 9 of this manual for advice regarding such an officer.

7.13 Dues

Three levels of dues are charged to each club on a semi-annual basis. Clubs then charge dues to their members which include International, Multiple District, and District elements. All dues payments except club dues are subject to alteration or amendment by a convention resolution.

Club dues are set from a budget prepared before the start of the fiscal year. The three levels of dues are:

7.13.1 Lions Clubs International Dues

International dues and other items are invoiced directly to the club by Lions Clubs International in **\$US** (United States currency). For MD201 clubs, a statement is received each month which details the subject of the charge, the amount in \$US, a conversion factor and the amount in \$A. International dues are fixed by the International Convention, charged per head of membership and invoiced in January and July of each year, excluding Life and Associate members for whom no International dues are payable.

This statement should be reconciled and paid immediately by an administration account cheque made out to Lions Clubs International in \$A and forwarded to your District or Cabinet Treasurer. The club treasurer does not require board or club approval for this action which has constitutional authority.

Do not post any dues remittance directly to the International Office or to the MD201 office in Newcastle. All dues payments are to be made via your District cabinet treasurer

It should be noted that Lions Clubs International fixes a median exchange rate in \$US - \$A for all transactions on a monthly basis. This exchange rate is quoted at the top of your monthly statement and may well differ from published exchange rates.

You should not amend the amounts to be paid at any time – if there is a discrepancy that you cannot resolve, contact your Cabinet Treasurer who will be able to advise you.

It will often be found that differences in the exchange rate between the date of a club payment and the date of receipt will cause minor outstanding credit or debit balances on your next monthly statement.

These credits or debits may not be amended – the account must be paid as invoiced. Experience has shown that such balances generally tend to cancel out as a result of exchange rate variations in the medium term.

7.13.2 Multiple District 201 Dues and Insurance

Multiple District dues are charged to clubs through their cabinet treasurer on a half yearly “per head of membership” basis.

The district or cabinet treasurer then invoices clubs, generally also including the district dues, in January and July of each year.

Once again these accounts should be reconciled and paid immediately by an administration account cheque made out to your District and forwarded to your cabinet treasurer. It should be noted that multiple district dues are levied for Life members of the club.

Insurance fees are invoiced to the club annually on July 1st, generally on the same invoice as the multiple district and district dues. A large part of the insurance fees are payable from the activities account, and a separate activities account cheque should be issued for these sums. The amount payable from each account will normally be specified by your district treasurer to whom any queries should be referred.

Some additional insurance covers are arranged via the MD201 Insurance broker and will be invoiced directly to your club – these amounts **ONLY** should be paid direct to the broker.

7.13.3 District Dues

Each district charges district dues to cover the cost of running the district administration on a half yearly “per head of club membership” basis. These dues vary from District to District. Some districts also include a fee for district projects to be used at the discretion of the district cabinet.

Such dues are charged on July 1st and January 1st in each Lions fiscal year, generally in association with multiple district dues. It should be noted that district dues are levied for Life members of the club.

7.14 Club Dues

Club dues are charged to each member to cover a share of the administrative costs for the club during the year according to the prepared budget; and also to recover, from individual members, International, Multiple District, and District dues paid by the club on behalf of each member.

Within MD201, club dues are generally levied twice yearly, and vary from club to club.

Many clubs relieve the amount of club dues payable by fundraising amongst club members. Club treasurers should carefully read Para 7.14 and 7.15 in this Chapter and ensure that their club complies with the International Association policy in this connection.

It will be appreciated that, for most clubs, the required prompt payment of International and Multiple District/District dues will need prompt collection of club dues from members. For this reason it is very important that club dues are fixed in good time prior to the beginning of the Lions fiscal year, enabling the club treasurer to promptly issue dues invoices to members.

When budgeting for club dues, it must be remembered that life members are not liable for International dues, but Multiple District and District Dues will still be charged to the club for such members. Inevitably, these dues for life members have to be recovered from other members unless the club chooses to charge reduced dues to Life members.

Many Life Members prefer to continue paying dues as a donation to the club, but this is of course a personal choice by the member concerned.

7.15 Effect of late payment of Accounts

Clubs are required by the Lions Clubs International Constitution to pay all dues promptly on receipt. Delay in payment can place the club and district in bad standing with Lions Clubs International. Penalties can apply to clubs who fail to meet their financial obligations by the due dates. These include:

- Any club with an International account of more than US\$50.00 which is 90 days or more overdue at the opening of the District or Multiple District conventions is ineligible to vote at that convention.
- Any club that has not paid its District or Multiple District Dues prior to District Convention will be ineligible to vote at that convention.
- It is currently a requirement of the Club President's award and District Governor's award that clubs shall have no unpaid overdue balances over US\$50.00 owing to Lions Clubs International as at 31st March within their year of office.
- Lions Clubs International may charge a late payment fee of 1% per month for accounts more than 90 days overdue.

Some districts also have financial penalties for late payment of dues.

These penalties may appear harsh, however it must be remembered that neither Lions districts nor Lions Clubs International are in a position to fund the obligations of individual clubs. Because of the past problems it has been necessary to bring in these penalties.

7.15.1 Accounting Policy (April 2002)

However, as at April 2002 the following accounting policy is used by Lions Clubs International:

"Any club with a balance outstanding of US\$50 or less does not have to pay until their balance reaches that amount. If your balance is below US\$50 you are still in good standing. The computer program that generates monthly invoices suppresses the invoice if the balance is less than \$US10.00. However, if there is an enclosure or some information to be sent with the Invoice, it will be sent."

Clubs are recommended to clear invoice balances promptly, bearing in mind exchange rate variations.

7.16 Administration vs Activities

All monies associated with club activities must always be kept separately from club administration funds.

It is a policy of Lions Clubs International and MD201 that separate bank accounts must be used for Activities and Administration monies.

7.16.1 Administration Funds

relate solely to the running of the club for its members.

Transactions that fall into this category include:

- Membership dues.
- Club meeting income and expenditure.
- Any expenditure relating to direct administration of the club.
- Any transactions or activities conferring any benefit to the members of a Lions club.

7.16.2 Activities Funds

relate 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.

There has also been a move towards clubs generating their own income to help to reduce the cost of membership. This practice is acceptable provided the money is not raised from **the public at large**. Any funds raised from the public under the banner of Lions must go into the activities account and be treated as public money held in trust for charitable purposes.

It has also been suggested that if Lions raise money through their labours then this can be put towards Administration. If this money was raised from the public then again it must go into the Activities Account.

Any funds that clubs are able to raise internally or through friends, relatives etc and **not involving the public at large** can support the club administration account.

Such support must be conditional upon those persons from whom the funds were raised being aware at the time that this was the intention of the particular fund-raising exercise.

Our ethics include the phrase

“To give them freely of my time, labour and means”.

These few words in our ethics are quite clear, and together with the policy of the International Association indicate that we cannot use public money to “subsidise” our Administration.

We should consider the “perception” of the public as well as the legalities of the issue – if the public “perceives” that we are supporting fund-raising activities by our work – then the result must go to Activities.

Legitimate expenses can be charged to the Activities account from the Administration account, or directly.

These include, but are not limited to:

- Cost of meals for a guest speaker who has been invited to the club to talk about a project or potential project of the club (even if the club decides not to proceed with the project)
- The direct costs of auditing the activities accounts. The audit procedure is to account for public money
- Insurances relating to activities and projects are payable from the Activities account. If in doubt, refer to your cabinet treasurer
- Postage, telephone and any other expenses which can be clearly identified to projects. Such expenses must be clearly quantified and supported by documentation. Percentage

deductions without supporting documentation are not regarded as appropriate.

The following are examples of expenses which are definitely **NOT** chargeable to the Activities account:

- The cost of drinks or refreshments etc after a project.
- The costs of a membership drive, or the costs of training or anything which provides a benefit to club members.
- Providing any meal, drinks, or other benefit to members at any Lions functions.

It is important to remember that any charges from administration to activities must be documented as genuine expenses that relate to specified activities and must be reasonable. Any charges that are questionable or considered “over the top” are totally outside the bounds of Lions Clubs International policy.

Remember - we must not benefit Lions members or clubs by way of funds raised from the public.

7.17 Lions Clubs International Policy – Public Funds

The policy of the International Association indicates that we cannot use public money to “subsidise” our club administration costs, or extend any benefit or dues reduction to our members.

Over the years that Lions clubs have operated in Australia, there have frequently been discussions as to whether we can properly utilise part of activities funds, raised from the public, to assist with the administrative costs of our clubs. Many suggestions have been made that seem at first sight to be reasonable, but the facts are quite clear in that we must take notice not only of our constitution, but also the legal requirements of the Australian taxation and charities authorities.

The policy of the International Association is as follows:

“The Articles of Incorporation of the International Association of Lions Clubs state that the association is organized, among other things, “to govern all such chartered clubs so that they shall be non-political, non-sectarian, not for profit of the individual club or its individual members.”

Therefore, the Articles of Incorporation of the International Association of Lions Clubs expressly forbid that any part of the net earnings from activities shall benefit an individual Lion or Lions clubs.

Since the association, to facilitate administration of individual Lion and Lions clubs creates districts, this prohibition, by implication, runs to district administrative expenses as well.

The wisdom of this prohibition is clear. To finance and fulfill their basic function of service, Lions clubs ask the public to patronise fairs, raffles, shows and the like, and to purchase products infinite in variety.

This public support is sought, and given, on the mutual understanding that the net funds raised thereby will go to finance some community need. Consequently, any diversion of such funds to other purposes constitutes a breach of faith with the contributing public.

The prohibition in the article quoted exists to prevent any such breach and to protect and preserve the image of Lions Clubs International. Therefore, the use of any such funds to finance convention trips, politics or candidates, or administrative dues, deficits or expenses at the club, district or international level is a breach of faith and an express violation of the basic document of the association. This means that there shall be no public solicitation of funds to defray administrative expenses of a Lions club."

A club that offends against this policy could be held in violation of the Charter from Lions Clubs International.

Remember that at all times that we are handling public money given to us on trust to use for the purposes for which it was collected.

At all times, clubs should remember that whilst legitimate expenses may be charged against projects, these must be supported by the relevant accounts or supporting documentation.

To the above requirements of International policy must be added those of the relevant Charities legislation in your state; and the conditions upon which all Australian community service clubs are granted exemption from taxation on income by the Australian Taxation Office.

Basically our tax-exempt status under Section 50-10 of the Income Tax assessment legislation relies on the fact that we must not extend any financial benefit to our members as a result of their membership.

Under Australian legislation, income derived from "personal exertion" such as delivering phone books is presently tax exempt since we are a club established for community service purposes.

When an organisation such as a Lions Club carries out such a task for the public and in public view, then the public (and the tax man!) has every right to assume that the proceeds are being devoted to charitable purposes.

If a club diverts that income to provide a benefit to members such as reduced dues, then they could potentially open the tax-exempt status of the whole organisation to challenge.

However, if a club raises money from its own members in a manner which does not give rise to any public perception that funds are being raised for charitable purposes, then in these circumstances only such funds could be used to reduce dues.

Information on the current (April 2002) taxation status of Lions clubs is available from "The Club Pack" published by the Australian Taxation Office and available for download from

[<http://assist.ato.gov.au/>](http://assist.ato.gov.au/)

It should be remembered that the whole taxation situation was fundamentally affected by the introduction of the Goods and Services Tax in July 2000.

7.18 Goods & Services Tax

7.18.1 Introduction of the GST

The Goods and Services Tax (GST) was introduced in Australia on July 1st 2000. The legislation supporting the introduction of the GST has now replaced the previous Sales Tax legislation.

It is important to recognise that the status of Lions and similar community service organisations such as Rotary, etc has not changed with the introduction of the GST. Lions, as a "traditional service organisation" was not previously, and is still not recognised as a "Charitable entity" under the Income tax assessment legislation, and this fact controls much of the Australian Tax Office policy towards our organisation.

To quote a recent ATO statement: "A charity is an organisation whose dominant purpose is the carrying on of charitable purposes. Charity has a legal meaning for taxation purposes, which differs from how it is used in ordinary language."

This ruling gives rise to a situation in which Lions is regarded as a "charity" under State legislation for the control of charitable collections etc, and yet do not have charitable status under ATO policy.

The broader based Goods and Services Tax now has more impact on our activities, and detailed discussion of the new legislation is beyond the scope of this manual.

ATO policy in regard to Clubs and similar organisations is found in the ATO publication "ClubPack", copies of which are available from ATO sources and may be downloaded from the ATO website www.taxreform.ato.gov.au/.

7.18.2 Taxation on Club Income

Lions Clubs remain exempt, under Section 50 -10 of the Income tax assessment legislation, from taxation on their income.

7.18.3 Do Clubs need to Register for ABN/GST?

7.18.3.1 ABN Registration

The Australian Business Number (ABN) is a new single identifier that businesses and non-profit organisations use in their dealings with the ATO. You need an ABN to register for GST and other elements of the New Tax System.

Whilst there is no direct requirement for Lions Clubs to register for an ABN if they do not propose to register for GST, many clubs have found it convenient to register, since it makes dealing with commercial organisations easier.

A simple example of this is a club selling Lions Christmas Cakes to a company for that company to present to employees at Christmas. Without an ABN, the Lions Club is perceived by the company as liable for deduction of the "No ABN withholding tax" from the payment made for the cakes.

The club is able to complete a special form declaring it's income tax-exempt status, and to provide this to customers in lieu of an ABN; but this can be a tedious individual procedure for each customer. The possession of an ABN makes this procedure unnecessary and considerably simplifies this type of transaction.

The possession of an ABN does not entail any additional work for club officers, other than the maintenance of correct contact details with the ABN register. Eventually, it is planned that the various State numbering systems for incorporated bodies will disappear in favour of the ABN register.

Registration for an ABN is a simple procedure, You can register:

- electronically through the Business Entry Point (BEP) at <www.business.gov.au>,
- on a paper form by mail - phone the ATO on 13 24 78 for an application, or
- through any tax agent.

7.18.3.2 GST Registration

Lions Australia sought professional advice in February 2000, and a report was prepared which clarified our position at that time and up to the present (September 2002).

- ◆ A club is required to register for GST only if it's annual or projected turnover is in excess of \$100,000 per annum.

- ◆ It should be noted that most Lions Clubs do not have this level of turnover. Only a few of our larger clubs which operate extensive projects may fall within the compulsory registration criteria, and consequently will have to register for GST.

Where there are special circumstances, such as a major project causing the \$100,000 reporting threshold to be exceeded, it is recommended that clubs seek expert advice prior to taking any action. A good first move is to contact your Cabinet Treasurer.

At all times, it should be remembered that taxation law is subject to frequent change, and you should ensure that you are operating within the latest rulings. Should you have any doubts, do not fail to contact your Cabinet Treasurer, or a professional accountant.

The general situation is that, for the majority of Lions clubs, the advantages of registration for GST are minimal in comparison with the costs and complexity of compliance with GST legislation, and that clubs should not register for GST.

7.18.4 How does GST affect Lions Clubs?

The following is a summary of the significant facts concerning ABN and GST registration as they apply to Lions Clubs who have NOT registered for GST, in accord with the advice above.

- Lions Clubs cannot avoid the payment of GST. In principle this situation is no different to the former Sales Tax legislation. However the taxation level, although broader based, is much reduced.
- Lions Clubs remain exempt from Income tax on all their income under Section 50 – 10 of the Income Tax Assessment legislation.
- Lions Clubs will mostly be "non-registered suppliers" and cannot charge GST on their supplies, since they have no requirement to remit GST to ATO. The club cannot issue a Tax Invoice to a supplier and for this reason it may be convenient to register for an ABN to avoid difficulties – see 7.17.3.2.
- Whether or not registered for GST, clubs have the responsibility of withholding the "No ABN withholding tax" from a supplier that does not provide them, as customers, with an ABN when invoicing you for goods or services.

The club is then obliged to register to submit such taxation payments. It is recommended that, to avoid this complication, clubs make a policy of dealing only with entities having an ABN,

- As previously, a club may not issue a donation receipt for purposes of tax deductibility. Such a receipt may only be issued by an entity having status as a “deductible gift recipient (DGR)” which requires GST registration and DGR qualification by the ATO. DGR qualification, in turn, requires that the entity has “charitable” status under taxation law, and unfortunately Lions clubs do not have that status.
- In connection with the above, it should be noted that the position of Lions Foundations, Institutes, etc supported by many Districts is quite different - many are registered for GST, will have “ATO charitable” status and have DGR qualification from the ATO. It is suggested that gifts from the public with expectations of tax-deductibility should be directly routed to an appropriate Foundation or Institute for receipting by that entity.
- Membership dues/fees are “payments in return for services” and are subject to GST. As the Multiple District is obliged to register for GST in view of turnover qualification; it is also obliged to charge GST on the Multiple District element of dues as invoiced to members via Lions clubs.
- Sponsorships are usually payments in return for the service of advertising or other benefits, and will be subject to GST paid by the sponsor. Sponsors will be able to claim an input tax credit in respect of their donation, and their net position will be unchanged. Generally, most sponsors will uplift their sponsorship to allow for the effect of GST on the sponsored body. Note however that GST is not payable where donations are given “free of commitment for the return of services”.

7.19 Income Tax - Lions Members

To protect individual members from liability for income tax on money earned by physical exertion, any Lions project should always be clearly identified as a club project and minuted as such: and payment should be made directly to the club, not via any member. Minuted authorisation for projects is also an insurance requirement.

7.20 Bank Statutory Charges

Lions Clubs are not generally entitled to any exemption from Stamp Duty charges on cheques; however legislation varies between States.

7.21 Audit

The treasurer is responsible for having the club's books audited at the end of the fiscal year (June 30th for Lions clubs). Most States have applicable legislation. Prior preparation and organisation not only makes the preparation of financial statements easier but also assists the auditor; and it should also help to keep the costs of the audit down.

As Lions clubs are holding public money on trust for the public we must be able to demonstrate to the public that we are complying with legislative requirements.

Having an independent audit helps to demonstrate that we are handling public money correctly. It should always be remembered that the reputation of Lions Clubs International stands or falls by the public perception of how each and every Lions club handles money which is placed in our care.

The club should appoint an auditor at the beginning of each financial year. The auditor should preferably be someone who is a member of a recognised accounting body and should not be associated with Lions in any way other than their role as auditor.

It is necessary to ensure that the auditor meets the requirements under state legislation for incorporated or charitable bodies. Advice should be obtained from the district treasurer if in doubt. In most states, it is now required that Clubs use qualified auditors.

7.22 Preparation for Audit

To the extent that a club treasurer should keep the club's books up to date at all times, the treasurer should be ready for an audit at any time. Your club president and the board are entitled to expect a monthly reconciliation of all bank accounts, and a report on income and expenditure.

If you have a problem, seek the advice of a knowledgeable member with accounting or book-keeping experience; whilst it is not appropriate that such a member be the auditor, there is nothing to stop that member assisting you to prepare for a trouble free audit. Never expect your auditor to find your errors for you - the result may well be a large account!

If the end of the Lions year brings about a flurry of activity to “straighten out the figures” then you should regard this as a criticism of your activities (or the lack of them!) during the year.

Never fall into the trap of stating “it's only thirty cents out, it's not worth worrying about” - the perceived small error may in fact be the resultant of a number of offsetting errors of much greater magnitude. Remember always that your auditor may well charge you for the amount of work which has to be done – it makes a lot of sense to make the auditor's job easy.

The key to being ready for audit is of course to keep organised. The purpose of the following paragraphs is to suggest how this may best be done as routine during the year, and how you may seek to make the auditing task “easy”.

7.22.1 Supporting Documentation

Each financial transaction during the year should have supporting documentation, whether it be invoices or receipts or simply an authority from the board to make a donation, or to pay an account. This supporting documentation should be filed in date order so as to agree with the entries in your cashbook.

It is recommended that you keep at least two lever arch files, one each for the administration and activities accounts, for this purpose.

Some treasurers number the supporting documentation with a "folio" number or sequential reference number, which is referred to the entry in the appropriate cash book. Where a large club is involved with many transactions this will be helpful to an auditor.

7.22.2 Authority for Payment

Your auditor will expect to see the appropriate authorities for payment of the club's obligations. For this reason you should be able to produce copies of your club minutes authorising all the payments made during the year. The auditor's authority is the requirements of the various constitutions that cover receipts and payments from/to the club.

An example of a suitable authority is a formal motion and minute "that Activities Account Cheques (say) 592 – 613 listed on the attached financial report be authorised for payment". A separate motion should be passed for each of the club's accounts.

Where a payment is made which cannot be directly supported by an invoice or receipt, such as a donation; then appropriate correspondence and or receipts should be filed to support the payment. In all cases such payments should also be supported by an appropriate resolution of the club, a copy of which should also be filed.

In short, you should file full justification for any payments which will enable the auditor to satisfy himself that the payment was made as part of the proper business of the club, and within the terms of the club constitution.

Cheque books form an important part of your supporting documentation – do ensure that all counterfoils are correctly completed and that the cheque numbers are referenced to the cash book.

The supporting documentation should be referenced in a similar manner, and in this regard the payment authority slips mentioned earlier are a great help.

7.22.3 Receipts

You should ensure that a receipt is given for all monies paid into the club. Such receipts should be sequentially numbered, and form part of the supporting documentation required for audit.

The majority of auditors will qualify their audit report by a statement that they cannot accept responsibility for the accuracy of accounts relating to donations received. Such a qualification is quite normal and relates to the reality that no auditor can guarantee that you have entered all monies that you have received as donations – there is no "audit trail" enabling him to verify such monies.

7.22.4 Bank Reconciliations

Before offering your accounts for audit, you should ensure that your accounts reconcile for the year under audit. It will be found much easier to obtain reconciliation if regular monthly reconciliations have been made during the year. It is always more difficult to resolve problems "after the event".

This section covers the bank reconciliation process and gives examples involving the sample set of accounts shown in Sections 7.25 – 7.29.

This section provides examples of the reconciliation between the monthly bank statement and the club cashbook that should be submitted to the president and board of directors each month. Such action is a protection to both the treasurer and the club.

The objective of bank reconciliation is to verify that the bank balance at the end of a period agrees with the expected bank balance arising from club records.

It should be appreciated that the reconciliation checks not only the bank transactions but also the club cashbook. Such a check, carried out monthly, will reassure the treasurer that his records are correct. It is not wise to wait until the end of the Lions financial year to reveal any errors that may exist.

When you receive the bank statements for the month, these should be associated with previous statements; and you first need to check that the starting balances agree with the previous month.

You should then verify the cheque payments (withdrawals) and deposits for the month against corresponding income and expenditure entries in your cashbook, marking the bank statement and cashbook in pencil where they agree. These items should be totaled and entered at item (1) and (2) on the reconciliation form.

At the conclusion of this action, you will probably find that a number of entries will not have "reconciled" between the statement and the cashbook. Such entries will fall into one of the following groups:

- ◆ **Bank charges:** These may be account management charges from the bank, chequebook duty, etc. These will need to be entered in your cashbook for the month, in this regard it is helpful to leave some space for such entries during the month's work.
- ◆ **Uncleared cheques and payments;** these will be payment items that have not yet "cleared" through the bank, or may not have been presented to the bank for payment.

The above items should be listed and totalled, and entered at item (3) on the reconciliation form.

- ◆ **Uncleared deposits:** these will be deposit items that have not yet been cleared by the bank for credit to the account.

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The above items should be listed and totalled, and entered at item (4) on the reconciliation form.

At the conclusion of this exercise, carry out the additions and deductions listed on the form, and you should find that the two totals should agree as in the example given – if this is not the case, check your figures carefully to find the error.

Sign and date your reconciliation sheets and submit them to your president and the board for ratification, following which it is recommended that your president should sign the sheet as verification. Copies of these documents should be retained for each period to assist your auditor.

7.23 GST Accounting

Where a club is obliged to register for GST, note that additional accounting records must be kept to facilitate completion and submission of BAS reports, and for retention against possible ATO audits. Whilst these requirements may be met by the provision of additional columns on the sample record sheets shown, it is strongly recommended that professional advice be sought to ensure that current ATO requirements are met.

Useful information is available from the ATO in a booklet entitled "How to keep your business records".

Note that in general, the simple manual "cashbook" system shown is only suitable for small turnover Clubs. When approaching the turnover which requires compulsory GST registration, it will generally be found more convenient to use one of the many computer accounting applications available, which will also have facilities for handling GST.

Lions Club of Everywhere – Bank Reconciliation Administration account for January 2003	
Closing reconciled balance of Bank statement as at December 31st 2002	\$2324.03
(1) Deduct Withdrawals Total of cleared cheques and payments/charges on Bank statement as at Jan 31 st 2003	\$1548.88
(2) Add Deposits Total of cleared deposits on Bank statement as at Jan 31st 2003	\$68.00
Total on Bank Statement as at Jan 31st 2003	\$843.15
Closing Balance in Club accounts as at December 31st 2002	\$661.15
(3) Add uncleared cheques and payments/charges as at Jan 31 th 2003	\$250.00
(4) Deduct uncleared deposits as at Jan 31st 2003	\$68.00
Expected Statement Balance	\$843.15

Lions Club of Everywhere – Bank Reconciliation Activities account for January 2003	
Closing reconciled balance of Bank statement as at December 31 st 2002	\$2197.88
(1) Deduct Withdrawals Total of cleared cheques and payments/charges on Bank statement as at Jan 31st 2003	\$5606.65
(2) Add Deposits Total of cleared deposits on Bank statement as at Jan 31st 2003	\$4694.45
Total on Bank Statement	\$1285.68
Closing Balance in Club accounts as at December 31 st 2002	\$905.68
(3) Add uncleared cheques and payments/charges as at Jan 31 st 2003	\$500.00
(4) Deduct uncleared deposits as at Jan 31st 2003	\$120.00
Expected Statement Balance	\$1285.68

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7.24 Example of Cash Receipts for Administration Account

LIONS CLUB OF EVERYTOWN

CASH RECEIPTS - ADMINISTRATION 2002/2003 JANUARY 2003

DATE	RECEIPT NO.	TOTAL BANKED	DINNER FEES	DUES	CONVENTION	TAIL TWIST	RAFFLE	BULLETIN ADVERT	SALE CLUB T-SHIRTS
6/1/03	103-122	\$894.40	\$240.00	\$600.00		\$22.40	\$32.00		
10/1/03	123	\$250.00			\$250.00				
12/1/03	124	\$50.00						\$50.00	
20/1/03	125-143	\$711.80	\$264.00	\$320.00		\$25.80	\$36.00		\$66.00
TOTAL	JANUARY	\$1906.20	\$504.00	\$920.00	\$250.00	\$48.20	\$68.00	\$50.00	\$66.00
TOTAL	YEAR TO DATE	\$6889.30	\$3614.00	\$2020.00	\$250.00	\$293.30	\$430.00	\$150.00	\$132.00

7.25 Example of Cash Receipts for Administration Account

LIONS CLUB OF EVERYTOWN

CASH PAYMENTS - ADMINISTRATION 2002/2003 JANUARY 2003

DATE	DETAILS	CHQ NO.	TOTAL CHEQUE	DINNER FEES	DIST & MD DUES	INSURANCE	INTERN AT DUES	CONVENTION	BANK FEES	RAFFLE PRIZE	BULLETIN COSTS	POST-AGE	OTHER EXPEND.
5/1/03	HOTEL - DINNER MEETING	451	\$255.00	\$240.00						\$15.00			
9/1/03	INTERNATIONAL DUES	452	\$351.25				\$351.25						
9/1/03	DIST. & MD DUES & INSUR	453	\$581.50		\$525.00	\$56.50							
14/1/03	STATIONERY	454	\$52.00								\$52.00		
16/1/03	POSTAGE	455	\$28.00									\$28.00	
16/1/03	J SMITH(FARES EQUAL.)	456	\$250.00					\$250.00					
19/1/03	HOTEL - DINNER MEETING	457	\$279.00	\$264.00						\$15.00			
31/1/03	BANK FEES	-	\$2.13						\$2.13				
TOTAL	JANUARY		\$1798.88	\$504.00	\$525.00	\$56.50	\$351.25	\$250.00	\$2.13	\$30.00	\$52.00	\$28.00	\$0.00
TOTAL	YEAR TO DATE		\$6524.93	\$3629.00	\$1031.74	\$113.00	\$692.50	\$250.00	\$23.49	\$210.00	\$302.00	\$73.20	\$200.00

Chapter 7 - Club Treasurer

7.26 Example of Cash Receipts for Activities Account

LIONS CLUB OF EVERYTOWN CASH RECEIPTS - ACTIVITIES 2002/2003 JANUARY 2003

DATE	RECEIPT NO.	TOTAL BANKED	MINTS	CAKES	CASH A - CAN	BANK INTEREST	BINGO	SCHOOL FETE	RAFFLE	GARAGE SALE
5/1/03	401	\$365.20					\$365.20			
6/1/03	402-418	\$1445.30	\$125.30	\$1200.00					\$120.00	
8/1/03	419	\$260.00			\$260.00					
12/1/03	420	\$385.60					\$385.60			
14/1/03	421	\$520.00								\$520.00
19/1/03	422	\$320.15					\$320.15			
20/1/03	423-438	\$1040.60	\$240.60	\$800.00						
27/1/03	439	\$365.10					\$365.10			
31/1/03	-	\$12.50				\$12.50				
TOTAL	JANUARY	\$4714.45	\$365.90	\$2000.00	\$260.00	\$12.50	\$1436.05	\$0.00	\$120.00	\$520.00
TOTAL	YEAR TO DATE	\$17487.09	\$1802.48	\$4200.00	\$845.21	\$38.10	\$9061.30	\$380.00	\$460.00	\$520.00

7.27 Example of Cash Payments for Activities Account

LIONS CLUB OF EVERYTOWN CASH PAYMENTS - ACTIVITIES 2002/2003 JANUARY 2003

DATE	DETAILS	CHQ NO.	TOTAL CHQ.	BANK FEES	MINTS	CAKES	BINGO EXPEN	RAFFLE PRIZE	YOUTH OF YR	YOUTH EXCH.	OTHER EXPEN	DRUG AWARE	DONAT. LIONS	DONAT. OTHER
5/1/03	BINGO SUPPLIES	456	\$260.00				\$260.00							
8/1/03	MD CAKES	457	\$3600.00			\$3600.00								
8/1/03	MD MINTS	458	\$165.00		\$165.00									
12/1/03	J SMITH BINGO EXP	459	\$121.35				\$121.35							
12/1/03	AUST LIONS FOUND	460	\$500.00										\$500.00	
16/1/03	XYZ HIRE COY	461	\$30.00							\$30.00		(GARAGE SALE)		
20/1/03	COMMUNITY NEWS	462	\$25.00								\$25.00	(GARAGE SALE)		
22/1/03	LIONS SAVE SIGHT	463	\$500.00										\$500.00	
22/1/03	ROYAL FLYING DRS	464	\$500.00											
31/1/03	HALL HIRE - BINGO	465	\$400.00				\$400.00							
31/1/03	BANK FEES	-	\$5.20	\$5.20										
TOTAL	JANUARY		\$6106.55	\$5.20	\$165.00	\$3600.00	\$781.35	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$1000.00	\$500.00
TOTAL	YEAR TO DATE		\$16396.65	\$48.00	\$885.00	\$3600.00	\$5793.65	\$300.00	\$185.00	\$150.00	\$805.00	\$100.00	\$2500.00	\$2030.00

Chapter 7 - Club Treasurer

7.28 Example of Treasurer's Report to Club/Board of Directors - January 2003

ADMINISTRATION ACCOUNT	JAN	YEAR TO DATE
INCOME		
Club Dues	\$920.00	\$2020.00
Dinner Fees	\$504.00	\$3614.00
Tail Twisting	\$48.20	\$293.30
Dinner Raffle	\$68.00	\$430.00
Bulletin Advertising	\$50.00	\$150.00
Sale Club T-shirts	\$66.00	\$132.00
Convention-Fares Equalization	\$250.00	\$250.00
TOTAL INCOME	\$1906.20	\$6889.30
EXPENDITURE		
International Dues	\$351.25	\$692.50
District & MD Dues	\$525.00	\$1031.74
Insurance	\$56.50	\$113.00
Dinner Costs	\$504.00	\$3629.00
Dinner Raffle Cost	\$30.00	\$210.00
Bulletin Costs	\$52.00	\$302.00
Convention-Fares Equalization	\$250.00	\$250.00
Postage	\$28.00	\$73.20
Audit Costs	\$0.00	\$200.00
Bank Fees	\$2.13	\$23.49
TOTAL EXPENDITURE	\$1798.88	\$6524.93
NET PROFIT/(LOSS)	\$107.32	\$364.37

Bank Balance Administration Account

\$843.15

Bank Balance Activities Account

\$1285.68

Bank Balance Term Deposit –
Activities

\$5000.00

ACTIVITIES ACCOUNT	JAN	YEAR TO DATE
INCOME		
Mints	\$365.90	\$1802.48
Cakes	\$2000.00	\$4200.00
Cash-A-Can	\$260.00	\$845.21
Bingo	\$1436.05	\$9061.30
School Fete	\$0.00	\$380.00
Raffle	\$120.00	\$640.00
Garage Sale	\$520.00	\$520.00
Interest Received	\$12.50	\$38.10
TOTAL INCOME	\$4714.45	\$17487.09
EXPENDITURE		
Mints	\$165.00	\$885.00
Cakes	\$3600.00	\$3600.00
Bingo	\$781.35	\$5793.65
Raffle	\$0.00	\$300.00
Youth of The Year	\$0.00	\$185.00
Youth Exchange	\$0.00	\$150.00
Garage Sale	\$55.00	\$55.00
Maintenance Lions Park	\$0.00	\$250.00
Drug Awareness Seminar Costs	\$0.00	\$100.00
Audit Fees	\$0.00	\$500.00
Bank Fees	\$5.20	\$48.00
Donation Save Sight	\$500.00	\$500.00
Donation Help to Hear	\$0.00	\$500.00
Donation Cancer Institute	\$0.00	\$500.00
Donation LCIF	\$0.00	\$500.00
Donation ALF	\$500.00	\$500.00
Donation Royal Flying Doctors	\$500.00	\$500.00
Donation Red Cross	\$0.00	\$500.00
Donation School Library	\$0.00	\$530.00
Donation Red Shield Appeal	\$0.00	\$500.00
TOTAL EXPENDITURE	\$6106.55	\$16396.65
NET INCOME/(DISBURSEMENTS)	(\$1392.10)	\$1090.44

