



Club Treasurer Workshop District 24-L Lions of Virginia 2025-2026 Lion Year

May - June 2025

Presented By Glen T. Logan, Past Council Chair

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With thanks to my Mentors, PCC Phil Schrack & PDG Doug Cross



Learning Objectives



**Understand the responsibilities
of the Club Treasurer.**



**Learn how activity and admin
funds can be raised and used.**



**Learn what Governmental and
Lions Clubs reports to file.**





Club Treasurer Workshop Syllabus

- Treasurer's Functions and Duties
- Accounting Requirements
- Budget
- Financial Reporting
- Membership Categories
- Lions Clubs International and Lions of Virginia State Dues
- Tax Returns and Filing Requirements
- Internal Revenue 501(C)(3) Foundations & LCI Reporting
- Incorporation of Clubs
- Virginia State Sales & Use Tax
- Virginia Nonprofit Fundraising Compliance
- Treasurer's Calendar
- 100% Club Treasurer Award/Certificate

Color Key:

General

LCI

Virginia

Summary



Functions and Duties

The treasurer is the financial officer of the club, and his or her official functions are under supervision of the club president and board of directors.

The treasurer is a member of the club's board of directors. Normally, he/she is also chairperson of the Finance Committee.



Accounting Requirements

- Establish and maintain separate bank accounts for administrative and activities/charity funds.
- **Administrative Account** – Record receipts from member dues and disbursements for administrative purposes in the administrative bank account. Disbursements include state and international dues, administrative expenses, year-round membership program, meals, office or other administrative expenditures.
- **Activity/Charity Account** – Deposit receipts and issue disbursements resulting from public fundraisers the activity bank account.



Accounting Requirements

(cont.)

- **Payment Authorization** – The Board of Directors approval of annual budgets authorizes the Club Treasurer to make disbursements within limits of the approved budget*. The Board should be notified if any projected expenditure will exceed the limits of the approved budget.
- **Audit** – The audit committee is responsible for conducting an annual audit of the books of the Club Treasurer at the end of each Lion Year. The Chairperson submits the audit report to the Board of Directors. Audits should include tracking from original transactions through financial reports.

* Budget approval should be documented in minutes of the Board Meeting and available for review by General Membership.



Accounting Requirements

(cont.)

- Recording Receipts and Disbursements – Receipts and disbursements are recorded in a manner to prepare club financial reports. This can be accomplished using PC based accounting programs (e.g. Quickbooks), spreadsheets (e.g., Excel), or manually using a thirteen-column pad (along with a green eyeshade, lol).
- Check Book Reconciliation – The activity/charity and administrative check books are reconciled against the bank monthly.



The Club Budget(s)

- Preparation of the club budget is one of your major responsibilities; you share it with the Finance Committee and often with the club president. A wisely constructed budget will make all the difference whether the club will be solvent at the end of its fiscal year.
 - *Each club should have two budgets, an administrative budget and an activities/charities budget.*
 - It is important to keep in mind that a budget does not give “authority” to spend money, it is simply a guide to spending. Nevertheless, once the directors approve the budget, every effort should be made to adhere to it.
 - ***Under no circumstances may the net income of club projects be used in any manner whatsoever for administrative expenditures.***
- ☐ ***Recommend the club establish two bank accounts and two sets of books: one for its administrative fund (dues, tail twister fines, door prizes, income, etc.); the other for your activities fund (monies from projects and community activities).***



Sample Admin Budget

ANY LIONS CLUB ADMINISTRATION BUDGET FOR THE YEAR JULY 1, 2010 TO JULY 31, 2011

	ACTUAL PRIOR YEAR	BUDGET 2010-2011
INCOME		
MEMBERSHIP DUES	2,500	2,745
FINES	300	300
DRAWS-50/50	250	250
YEAR END PICNIC	175	200
SPECIAL PROJECT-CORN ROAST	125	200
MISCELLANEOUS INCOME	200	0
	<u>3,550</u>	<u>3,695</u>
EXPENSES		
DUES		
INTERNATIONAL	1,125	1,140
MDA	365	435
DISTRICT	175	210
	<u>1,665</u>	<u>1,785</u>
CLUB BULLETIN	625	600
DINNERS-GUESTS	95	100
MEMBERS WELFARE	125	200
PO BOX RENTAL	125	125
SECRETARY/TREASURER EXPENSES	170	185
CLUB SUPPLIES	300	500
CLUB CHRISTMAS PARTY	100	0
DISTRICT CONVENTION	100	100
WEB HOSTING	100	100
MISCELLANEOUS	185	0
	<u>3,590</u>	<u>3,695</u>
EXCESS OF INCOME OVER EXPENSES	(40)	0
BANK BALANCE		
JULY 1	685	645
JUNE 30	<u>645</u>	<u>645</u>
<u>DUES INCOME SUMMARY</u>		
28 regular members @ \$90	2,520	
2 affiliate members @ \$112.50	<u>225</u>	<u>2,745</u>
<u>DUES EXPENSE SUMMARY</u>		
INTERNATIONAL		
27 regular members @ \$40	1,080	
3 family members @ \$20	<u>60</u>	<u>1,140</u>
MDA-30 members @ \$14.50		435
DISTRICT -30 members @ \$7.00		<u>210</u>
		<u>1,785</u>

Suggestion-Affiliate members dues 25% more than regular members as affiliates do not attend meetings and thus do not contribute to fines and draws.

Dollar amounts will vary for each Club depending on their membership and their activities.

Budget amounts are usually set based on prior years experience and known factors.



Sample Club Activities Budget

ANY LIONS CLUB FUNDRAISING BUDGET
FOR THE YEAR JULY 1, 2010 TO JUNE 30, 2011

	-----ACTUAL 2009-10-----			2010-11	
	FUND RAISING	BINGO	NEVADA	TOTAL ACTUAL	BUDGET
INCOME					
NEVADA TICKETS-NET			\$14,185	14,185	\$14,000
BINGO-NET		\$21,125		21,125	20,000
NEW PROJECT				0	1,500
DANCE	\$1,580			1,580	1,500
SHOPPING SPREE				0	1,000
COMEDY NIGHT	450			450	0
EASTER BUNNIES-NET	1,555			1,555	1,500
CHRISTMAS CAKES-NET	1,250			1,250	1,200
ENVIRONMENTAL RECYCLING	1,375			1,375	1,500
	6,210	21,125	14,185	41,520	42,200
EXPENSES					
BANK CHARGES (NET OF INTEREST)	15			15	0
DONATIONS-SEE LIST	4,000	20,000	15,000	39,000	42,000
DONATIONS IN NAME OF GUEST SPEAKERS	500			500	500
DIABETES AWARENESS			800	800	1,000
DISTRICT HEARING	300			300	300
DOG GUIDE WALK	165			165	200
EFFECTIVE SPEAKING PRIZES ETC.	325			325	350
MISCELLANEOUS	220			220	0
PEACE POSTER CONTEST	250			250	500
SCHOOL AWARDS	500			500	500
VISION SCREENING	25			25	100
YOUTH EXCHANGE	100			100	100
YOUTH OUTREACH			450	450	450
YOUTH SPORTS TEAM SPONSOR			300	300	600
	6,400	20,000	16,550	42,950	46,600
EXCESS OF INCOME OVER EXPENSES	(190)	1,125	(2,365)	(1,430)	(4,400)
BANK BALANCE-BEGINNING	2,325	2,250	3,560	8,135	6,705
BANK BALANCE-END	\$2,135	\$3,375	\$1,195	\$6,705	\$2,305

Note

Budget amounts are usually set based on prior years experience and known factors.



Financial Report

Most of your time at a board meeting will be taken up preparing and explaining the financial statements you prepare for the directors and other club officers. You should also present a quarterly report to the club general membership. A financial statement should be sent to Lions Clubs International at the end of each semi-annual period. The statement form you prefer to use is up to you.

You will save yourself a lot of questioning from the board if you take time to make the financial statements as clear and accurate as possible. Although you are not responsible for the financial decisions and policies regarding spending or receiving of money, you are responsible for making accurate and timely transcriptions of financial data for everyone to understand.

Dreamville Lions Club Administrative Budget Lion Year 20xx-20xx

Receipts

Dues	\$4,125	
Meals	\$7,245	
50/50	\$ <u>720</u>	
Total		\$12,090

Disbursements

International Dues	\$2,150	
State Dues	\$1,350	
Meals	\$7,245	
Supplies	\$ <u>300</u>	
Total		\$11,045

<u>Non-Allocated Funds</u>		\$1,045
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Membership Categories

Section 1. MEMBERSHIP CATEGORIES

- (a) **ACTIVE:** A member entitled to all rights and privileges and subject to all obligations which membership in a Lions club confers or implies. Without limiting such rights and obligations, such rights shall include eligibility to seek, if otherwise qualified, any office in this club, district or association and the right to vote on all matters requiring a vote of the membership; and such obligations shall include regular attendance, prompt payment of dues, participation in club activities and conduct reflecting a favorable image of this Lions club in the community. As provided in the Family Membership Program criteria, qualifying family members shall be Active Members and be entitled to all rights and privileges thereof. As provided in the Student Member Program criteria, qualifying student, former Leo and young adult members shall be Active Members and be entitled to all rights and privileges thereof. This membership category shall be included in the club delegate formula calculation.
- (b) **MEMBER-AT-LARGE:** A member of this club who has moved from the community, or because of health or other legitimate reason, is unable regularly to attend club meetings and desires to retain membership in this club, and upon whom the board of directors of this club desires to confer this status. This status shall be reviewed each six months by the board of directors of this club. A Member-at-Large shall not be eligible to hold office or to vote in district or international meetings or conventions but shall pay such dues as the local club may charge, which dues shall include district and international dues. This membership category shall be included in the club delegate formula calculation.
- (c) **HONORARY:** An individual, not a member of this Lions club, having performed outstanding service for the community or this Lions club, upon whom this club desires to confer special distinction. This club shall pay entrance fees and international and district dues on such a member, who may attend meetings, but shall not be entitled to any privileges of active membership. This membership category shall not be included in the club delegate formula calculation.
- (d) **PRIVILEGED:** A member of this club who has been a Lion fifteen or more years, who, because of illness, infirmities, advanced age or other legitimate reason, as determined by the board of directors of this club, must relinquish their active status. A Privileged Member shall pay such dues as the local club may charge, which dues shall include district and international dues. They shall have the right to vote and be entitled to all other privileges of membership except the right to hold club, district or international office. This membership category shall be included in the club delegate formula calculation.
- (e) **LIFE MEMBER:** Any member of this club who has maintained Active membership as a Lion for 20 or more years and has rendered outstanding service to this club, their community, or this association; or any member who is critically ill; or any member of this club who has maintained such active membership for 15 or more years and is at least 70 years of age may be granted Life Membership in this club upon:
 - (1) recommendation of this club to the association,
 - (2) payment to the association of US\$650.00, or its equivalent in the respective national currency, by this club in lieu of all future dues to the association.

A Life Member shall have all privileges of active membership so long as they fulfill all obligations thereof. A Life Member who desires to relocate and receives an invitation to join another Lions club shall automatically become a Life Member of said club. Nothing herein shall prevent this club from charging a Life Member such dues as it shall deem proper. Former Lioness members, who are now Active members of their Lions clubs or who become Active members of a Lions club on or before June 30, 2007, may apply all of their prior Lioness service toward Life membership eligibility. Lioness members who become Active members of a Lions Club after June 30, 2007, will not be eligible for Lioness service credit for the purposes of Life membership eligibility. This membership category shall be included in the club delegate formula calculation.



Membership Categories (cont.)

- (f) **ASSOCIATE MEMBER:** A member who holds their primary membership in another Lions club but maintains a residence or is employed in the community served by this club. This status may be conferred by the invitation of the board of directors and shall be reviewed annually. The club shall not report an Associate Member on its Membership and Activities Report.

An Associate Member may be eligible to vote on club matters, at meetings where they are present in person, but may not represent the club as a delegate at district (single, sub-, provisional and/or multiple) or international conventions. They shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignments through this club. International and district (single, sub-, provisional and/or multiple) dues shall not be assessed on the Associate; PROVIDED, however, nothing shall prevent this club from assessing an Associate such dues as it shall deem proper. This membership category shall not be included in the club delegate formula calculation.

- (g) **AFFILIATE MEMBER:** A quality individual of the community who currently is not able to fully participate as an Active member of the club but desires to support the club and its community service initiatives and be affiliated with the club. This status may be conferred by the invitation of the club's board of directors.

An Affiliate Member may be eligible to vote on club matters at meetings where they are present in person, but may not represent the club as a delegate at district (single, sub, provisional, and/or multiple) or international conventions.

They shall not be eligible to hold club, district or international office, nor district, multiple district or international committee assignment. An Affiliate Member shall be required to pay district, international and such dues as the local club may charge. This membership category shall be included in the club delegate formula calculation.

- (h) **DISCOUNTED MEMBER:** A member of this club who pays discounted dues as a result of their family membership status, student status or participation in any other discounted membership program offered by the association who desires to retain membership in this club and meets the qualifications for discounted dues. The membership status shall be verified by the board of directors of this club. A Discounted Member shall be eligible to hold office in district or international meetings, but shall pay such dues as the local club may charge, which dues shall include district and international dues. This membership category shall not be included in the club delegate formula calculation.

[Above section effective January 1, 2024]



Dues

- Lions Clubs International (LCI)
 - LCI invoices clubs twice a year based on membership rolls as of 30 June and 31 December each year
 - Effective 1 July 2025, LCI dues are \$50/year for Regular Member and \$25/year for Family Members
 - Invoices are due and payable by 31 July and 31 January, respectively
 - Dues are prorated by month for new members joining during the year; a \$35 one-time “initiation fee” also applies
- Lions of Virginia (Multiple District 24)
 - State Secretary/Treasurer mails Invoices to club Treasurers based on membership rolls as of 31 October*
 - \$16/member – no proration, due and payable by 31 December

*** Please ensure the Treasurer’s email and mailing address are correct in the Lion Portal to receive invoices and other financial information**



Tax Issues and Regulations affecting Lions Clubs

- Exemption for LCI and Charter Clubs: Lions Clubs International is exempt from federal income taxation under 501(C)(4) of the Internal Revenue Code. When a Lions club receives its charter from LCI, it is granted 501(C) (4) tax-exempt status under **LCI Group Exemption Number 0239**.
- IRS 501(C) (4) provides the tax exemptions for “(c)ivic leagues or organizations not organized for profit but operated exclusively for the promotion of social welfare.” However, LCI and its chartered clubs are not “charitable organizations,” as defined by IRC and donations made to LCI and local clubs are not tax-deductible under IRC 170.



Tax Issues and Regulations (cont.)

- Contributions to 501(C)(4) organizations are NOT deductible as charitable contributions for federal income tax purposes.
- Filing Requirements: Most small tax-exempt organizations whose gross receipts are normally \$50,000 must file Form 990-N.
- When to file: Forms 990, 990-EZ and 990-N must be filed by the 15th day of the 5th month after the end of the organization's annual accounting period.
- A Lions Club or District who fails to file timely a Form 990, 990-EZ or 990-N, can have their exemption revoked by IRS. Note, the Pension Protection Act allows eligible small organizations with \$50,000 or less or less to relief allowing eligible small organizations to regain their tax-exempt status retroactive to the date of revocation and pay a reduced application fee of \$100 rather than the typical \$400 or \$850 fee.



Internal Revenue Code 501(C)(3) Charitable Foundations

- A Lions Foundation formed in accordance with IRC 501(c)(3) would be eligible to obtain a 1023 exemption number from the IRS which would qualify a contributor's donation as tax deductible as allowed by law. Other benefits available to a 501(C)(3) include exemption from property and sales taxes.
- Incorporation of Lions Clubs:
 - Advantages
 - People can donate the Foundation and get a tax write off
 - Opens many doors for Lions Clubs to raise money tax free
 - Tenure of a corporation is perpetual in nature
 - Individual Club members are not liable, individually or severally in suit against the Club. Liability is limited to the capital or assets of the Club.
 - Disadvantages
 - Lions Club needs to Incorporate
 - Apply for the tax Classification
 - Cost: Fees for Incorporating and 501(C)(3) filing.
 - Creates the need to have another set of books, records and a second tax return to file.
 - Preparation
 - Call legal department at Lions Clubs International or go online and request **"Application for use of Lions Name and/or Emblem; and/or the marks "Lions," "Lions International" or "Lions Clubs International".**
 - Obtain from IRS form 1023, Application for Recognition of Exemption (under section 501 (C)(3) of the Internal Revenue Code) along with instructions for this publication.



Incorporation of Lions Clubs

- Many clubs may wish to incorporate their club in their local state or jurisdiction. This is something that will benefit the club and is encouraged by LCI.
- Authorization to Incorporate: Before a club is incorporated, they must submit their proposed Articles of Incorporation to LCI Legal Department for approval. The following conditions must be met before incorporating.
 1. The Articles of Incorporation must contain a jurisdictional statement that states that the club is subject to international Constitution and By-Laws;
 2. The Purposes enumerated must remain the same as those in the International Constitution and By-Laws;
 3. The Name of club should be the same as LCI records.



Incorporation of Lions Clubs (cont.)

- In the Commonwealth of Virginia, register with the State Corporation Commission (SCC), <https://www.scc.virginia.gov/>



- Fees and an Annual Report are due on or before the last day of the 12th month after incorporation or issue of a certificate of authority, and by that date each following year.



State Sales & Use Tax

Virginia Law allows exemptions for purchases of tangible personal property used or consumed by the club. Examples: office supplies, computers, office furniture, food, meals, catering services, items used for fundraising, and items purchased to pursue the mission or purpose of the organization.

Lions of Virginia Tax Exemption Certificate

- **The Virginia Department of Taxation requires each Lions Club to obtain an individual Club tax exemption.**
- **Effective 2019, Clubs can no longer use the Lions of Virginia state exemption.**
- **Using your Club EIN, please visit and register with Virginia Department of Taxation – Nonprofit**
- **https://www.npo.tax.virginia.gov/VTOL_External_Entity/NPOLogin.seam**

Virginia State Sales Tax Exemption is valid for five years.



Virginia Tax

An official website of the Commonwealth of Virginia [Here's how you know](#) ▼



Find a Commonwealth Resource



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Problems](#)

Search Results

Your search results are listed below.

Look up an organization with approved exemption.

Go

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Company Name	Address	Sales Tax Exemption Number
Sight and Hearing Mobile Screening Unit Lions of Virginia District 24-C	5183 Highview Avenue Stephens City, VA 22655	XXXXXXXXXXXX06292027
Lions of Virginia Multiple Dist 24L	7623 Virginia Avenue Falls Church, VA 22043	XXXXXXXXXXXX04212028
Lions of Virginia Foundation, Inc.	102 Oak Meadow Drive Bridgewater, VA 22812	XXXXXXXXXXXX06272029
Lions Of Virginia District 24-I	1003 Fayette Street Farmville, VA 23901	XXXXXXXXXXXX12092029

[Return To Login Page](#)



Virginia Nonprofit Fundraising License Compliance

To solicit charitable donations from the public in Virginia, Lions Clubs or Lions Foundations are required by law to complete an application with the Virginia Department of Agriculture and Consumer Services (VDACS) Office of Charitable and Regulatory Programs.

These forms can be found on-line at
<http://www.vdacs.virginia.gov/allforms.shtml#charitable>



100% Treasurers Award Application



MULTIPLE DISTRICT 24
20__ - 20__ LIONS OF VIRGINIA
APPLICATION FOR THE 100% TREASURERS AWARD

Application is hereby made for the 100% Treasurers Award for Lion/Lioness

_____, of the _____ Club,

Region _____, Zone _____, who has completed the requirements for the award as indicated below:

1. Served the full term of office or major portion thereof from July 1, _____ to June 30, _____.
2. Recorded the financial transactions of the club correctly in separate Activity and Administrative accounts, properly reflecting the business transacted.
3. Correct and timely payment of State and International invoices (including dues as requested by the State Achievement Awards criteria). Pay no later than 60 days from invoice date.
4. Collected all dues and other fees from members in a timely fashion and advised the Club's Board of Directors of all Lions in arrears in dues and payments.
5. Filed required Federal tax document 501(c)3 or 501(c)4 by deadline.
6. The Treasurer attended one of the following during current term (circle one):
 - a. Sub-District Secretaries and/or Treasurers school (no proxy)
 - b. Secretaries and/or Treasurers School at MD24 State Convention (no proxy).
 - c. Alternate program approved by District Governor.
7. Independent annual audit of Administrative and Activity accounts have been performed and passed.
8. All records have been transferred to the incoming Club Treasurer for the next Lions year and receipt of delivery obtained.

Items 1 through 8 were satisfactorily completed and our Treasurer is recommended for the 100% Treasurer's Award.

President's signature

Date



100% Treasurers Award Application

(cont.)

ITEMS 9 – 10 ON REVERSE SHOULD BE COMPLETED
BY DISTRICT OFFICERS

9. Two Zone/Region meetings were attended by the Treasurer or proxy.

10. District Fall Conference, on _____, 20____, was
attended by the Treasurer or proxy.

Items 9 through 10 were satisfactorily completed, and the Treasurer is recommended for
the 100% Treasurers Award.

Zone or Region Chairperson's signature

District Governor's signature

NOTE: There may be a charge for this award, and a check in the appropriate amount must accompany this application. Contact the District Cabinet Secretary for the current charge. Mail through the Zone Chairperson so as to arrive at the District Governor's address (of the year for which the award is applied) within thirty days following the close of the Lions Clubs International Convention.

This application is available on lionsofvirginia.org at
[https://e-district.org/userfiles/374/file/100%25%20Treasurers%20Award\(1\).pdf](https://e-district.org/userfiles/374/file/100%25%20Treasurers%20Award(1).pdf)



Treasurer's Calendar

Date	Item to be Completed
May 2025	- May 15 deadline to report new club officers to LCI
May 2025	- May 31, last day to file Annual Report to Commonwealth of Virginia State Corporation Commission for all Lions Corporations
May 2025	- May 31, last day to pay and file the Annual Franchise Tax payment to Commonwealth of Virginia State Corporation Commission for Lions Clubs*
June 2025	- Request the President and Board of Directors have the books and records audited prior to being turned over to incoming treasurer.
July 2025	- July 31, 2024, last day to pay LCI Semi- Annual dues
October 2025	- Virginia State Dues Invoices are mailed to Club Treasurer November 1 st
November 2025	- November 15 th – Forms 990, 990-EZ & 990-N are due
January 2026	- January 31 st , second half LCI Semi-Annual Dues are due

* This date may vary – Annual report now due on or before the last day of the



Resources / Contact Information

Treasurer E-Book

<https://www.lionsclubs.org/en/resources-for-members/resource-center>

Additional Training available in the Lions Learning Center (Learn in the Lions Portal) and Lions University (lionsuniversity.org)

PCC Glen Logan

gtlogan53@gmail.com

PDG Doug Cross

dougtcross@comcast.net



Questions

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Learning Objectives



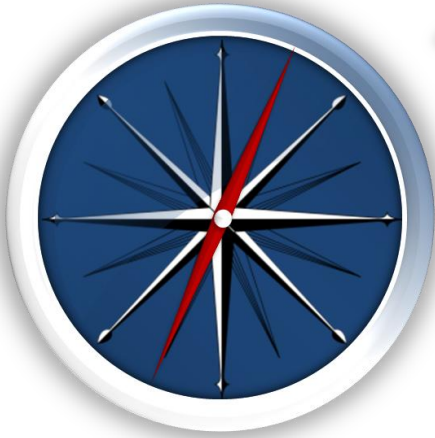
**Understand the responsibilities
of the Club Treasurer.**



**Learn how activity and admin
funds can be raised and used.**



**Learn what Governmental and
Lions Clubs reports to file.**





Congratulations
and Thank You
for serving
as your Club Treasurer

