

# Policy 1004 Treasurers Checklist

## TREASURER'S CHECKLIST

I have put this together as a “reference toolbox” for treasurers and suggest it be placed in front of file, to assist you with reminders and information that may be useful for you. Please contact me if you would like any assistance as you carry out your role.

- LEVIES- DISTRICT: invoices sent out July and January each year
- LEVIES- LCI: payable July and January each year. LCI have introduced a direct debit system for payment which clubs should be using.
- CLUB ANNUAL REPORTS: lodge with Incorporated Societies by 31 December each year.
- CHARITABLE TRUST ANNUAL REPORTS: lodge with Charities Services by 31 December each year.
- Annual Donations to make:
  1. LCIF
  2. LMLCCT (Lloyd Morgan)
  3. LCCT (Lions Clubs Cancer Trust- Cancer Bus)
  4. CAMP QUALITY
- Annual Donations to District 202E Funds:
  1. Christchurch Schools Music Festival
  2. Youth Activities (\$100)
- MEMBERS WELFARE FUND: The District has a fund available for clubs to assist members through circumstances, have difficulty in paying their annual club subscriptions. Details are set out in SOP 1008(b).
- STANDARD OPERATING PROCEDURES (SOPs): These have been formulated over time and are carried forward as reminders for cabinets and clubs. May be helpful to clubs. Refer to website Lions District 202E Document Depository; [www.202e-lionsclubs.nz](http://www.202e-lionsclubs.nz)

Please refer attached with bank account information for the various payments.

Ian Lennie

District Treasurer

30 May 2025

Date	Amendment made	Admin Cmte Actioned	Remarks
20 Jul 24	Rewrite	20 Jul meeting	
29 Nov 25	Treasurers Check List updated	Discussed 29 Nov 25 Cabinet meeting at Oxford.	

**Kantabs.****Management of the District Account**

Recommended that status quo relating to Lions Club of Wigram managing Kantab finances remains until they ( the LC of Wigram) terminate their coordination.

But should the Lions Club of Wigram choose not to want to coordinate this District Project then the District Cabinet shall designate a Club to do the Coordination ex Lions Club of Wigram.

The Lions Club of Wigram is to furnish a detailed updated financial statement of the kantabs account to each cabinet meeting.

When the balance accumulates to \$3000, then the funds are transferred into the Cabinet trust account.

It is the responsibility of each clubs Kantabs coordinator to weigh and name the bags at the top of a waterproof container and ensure aluminium cans are crushed..

Each Club is to email the information to the District Coordinator at Wigram Lions. At email [Kantabs.202E@lionsclubs.org.nz](mailto:Kantabs.202E@lionsclubs.org.nz) (TBC) ( this information will be used to determine the Kantabs award made each year.

Zones 2 and 3 in the North shall continue to send their Kantabs directly. It will be their responsibility for their coordinator to advise the Lions Clubs Wigram of the weight and amount (for the competition) All funds from the Zones 2 and 3 are banked directly into the District Charitable Trust account.

It is proposed that Metalcorp and Sims in Blenheim bank proceeds from the lions scrap metal directly into the 202E District Charitable trust 03-0703-0036114-00 (Moved at the March 2025 Cabinet Meeting.)

**Kan-Tabs – here are the rules!**

We collect

- **Only aluminium**
- Kan-tabs
- Wine bottle tops
- Aluminium cans (crushed)
- Any scrap aluminium

We **do not** collect

- Beer bottle tops
- Steel
- Pull tags with steel wire
- Bread tags

Points to note

- **Do NOT** collect beer bottle tops
- **Do not mix** Kan-tabs with wine bottle tops and cans, keep them all in separate containers.
- Remove the Kan-tabs from the cans
- Crush the cans (do not just squeeze them – crush them down to base)
- When we find “**contamination**” [eg beer bottle tops], we **reject** the whole bag!
- Collect wine bottle tops – check that there is nothing else but wine tops in the bag
- Remove pull tags from RTDs and ginger beer etc that have a steel ring – check with a magnet
- All containers to be **Weatherproof bags, etc. Please No paper bags and cardboard boxes, please no “Biodegradable” plastic bags**, They fall apart.

- Please leave some Club ID with your drop-off at Hornby or Shirley

Date	Amendment made	Admin Cmte Actioned	Remarks
23 Nov 24	Cabinet Admin		
22March	Cabinet	Proposed to direct debit into Cabinet Charitable Trust account, An email address for coordinator required suggested Kantabs <a href="mailto:.202E@lionsclubs.org.nz">.202E@lionsclubs.org.nz</a>	
29 Nov 25	Points to note, added about weatherproof containers	At this stage it appears that Wigram will collect moneys from dealers then pass it on to the District Trust account, for dispersing to Kidney Society Canterbury.	Dave Smith Wigram Lions gave a run down on how the process will work. There is a name change required which Wigram will decide in due course.