

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
- **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 1007.
- **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
- **CLUB DONATIONS:** Clubs are asked to report to the District Treasurer annual donations made. Refer to SOP 1002.
- **MILEAGE REIMBURSEMENT:** Set at 75c per km (May 2026)
- **GIFT TO OUTGOING DG:** Prezzy Card \$250 to be presented at May cabinet meeting (set 2019)

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

Ian Lennie

District Treasurer

Date	Amendment made	Admin Cmte Actioned	Remarks
2 Aug 26	Rewrite	Treasurer Ian	