



Lions Clubs International MD105

Appendix A - Annual Reminder Sheet for Club Officers on Important Financial Matters

(With changes in Club Officers each year, it is essential that knowledge is passed on. There are many documents produced to give vital guidance. This sheet is simply a general reminder of important areas of which officers need to be aware. Failure to comply could place a club at financial risk.)

There are important **distinctions between a Lions Club, CIO and Charitable Trust** that it may have formed. Ensure that these distinctions are understood. If in doubt speak to your District Treasurer/Governor, who can refer to MD Officers.

Charitable Incorporated Organisation – please refer all queries in the first instance to Lion Paula Mellows, District 105CE Treasurer.

Do NOT get embroiled in debates on technical matters with:

- Charity Commissioners, Inland Revenue, Customs & Excise.

Refer to District Treasurer/DG/MD Council Treasurer, who will involve the MD Legal Adviser/MD Tax Adviser as needed.

If there is a Charitable Trust, **Club Letterhead and event advertising must meet legally required standards.**

It is vital that the Trustees of any Trust understand their role.

Where there is a Trust **the distinction between the Club's "Fund raising" account and the Trust Account must be understood.**

Other useful guidance on MD Website (www.lionsclubs.co) –

- Data Protection; Lotteries; Selling Second hand goods;

If **Independent Examiners** have any query about how they should carry out their work, they can get guidance from their own professional body, where appropriate.

Note the following guidance given on the MD website –

- Insurance Arrangements; Health & Safety matters.

Monthly Oak Brook Statement – Prompt MONTHLY **payment in sterling** (converted at the rate provided by LCI) to your District Treasurer for onward transmission to LCI Sterling Bank Account in UK is essential to avoid exchange rate &/or late payment penalties. Deviation from the above will result in exchange rate differences and late payment penalties. Payment by US Dollar Cheques/Drafts is not advisable.

It is appreciated that Clubs may pay direct, however, for convenience it is recommended that Clubs pay through their District Treasurer.

District & MD Dues – these are Constitutionally payable to your District Treasurer by 21 July and 21 January each half year. Later payment may incur additional charges.

PCC Philip Goodier – Council Treasurer
April 2025