



Lions Club Compliance Check

A compliance check is an internal review to determine whether a Lions Club's activities are consistent with their stated tax-exempt purpose and whether the club is adhering to record keeping and reporting requirements. Answer all questions and check the box in front of all statements that the club agrees with the statement.

- 1 Name of Lion's Club: _____
- 2 Club's Employer Identification Number (EIN): _____
- 3 Club's fiscal year begins on _____ and ends on _____
- 4 Club assets include (check all that apply):
 ___ checking account, ___ savings account, ___ certificate of deposit,
 ___ trailer, ___ building, ___ land, ___ other (describe):
- 5 Total value of all assets at the end of last fiscal year: \$ _____
- 6 The club's gross revenue at end of last fiscal year was: \$ _____
(gross revenue is all income, regardless of source, before subtracting expenses)
- 7 Club is a 501 c 4 exempt organization
- 8 No money raised from the public is used for administrative expenses
- 9 Club maintains separate administrative and activity funds
- 10 Annual budgets are prepared for each fund
- 11 Written financial reports are provided on a regular schedule
- 12 All expenditures are authorized by the Board of Directors
- 13 Receipts are retained for all checks written
- 14 Financial records are kept for a minimum of 7 years
- 15 All financial books and records are audited every year
- 16 The club treasurer has custody of all club funds
- 17 Club treasurer is bonded
- 18 Club does not sponsor high risk activities such as fireworks, dunk tanks, races, & athletic events
- 19 Club files an IRS return every year
- 20 Club pays sales tax when purchasing items for its own use
- 21 Club is registered with the Ohio Attorney General's Office
- 22 Club files an annual return with the Ohio Attorney General
- 23 Club shows as "Current" on the Ohio Attorney General's website
- 24 Club's statutory agent(s) with the Ohio Attorney General is/are:

Recommended at least 3 Lions

over

25 Club is incorporated: YES NO

If YES: also answer questions in Box A

26 During fundraising, the club sells sales-taxable items: YES NO

If YES: also answer questions in Box B

27 Club is partnered with a Branch Club, Leo Club, or Lioness Club: YES NO

If YES: also answer questions in Box C

28 Club also runs a 501 c 3 charitable organization or foundation: YES NO

If YES: also answer questions in Box D

Box A Incorporation

- 29 Club is shown as "Active" on the Ohio Secretary of State's website
- 30 Club's incorporation entity number is: _____
- 31 Club incorporation's next renewal date is: _____
- 32 Club's statutory agent with the Ohio Secretary of State is: _____
- 33 The statutory agent's listed address is current

Box B Sales Tax

- 34 Club collects and submits sales tax
- 35 Sales tax is due and submitted by _____ and _____ (dates)
- 36 Club sends in a return even if there are no sales during the period
- 37 The sales tax rate in our county is: _____ %

Box C Supporting Organization

- 38 Our Club has a ___ Branch Club, ___ Leo Club, ___ Lioness Club
- 39 The supporting club uses the same EIN as the Lions Club
- 40 For all reporting purposes, (IRS, Attorney General, Sales Tax) the Lions Club adds the financial activity from the supporting club to its own activity. The supporting organization reports only to the Lions Club and not to the governmental agency.

Box D Charitable

- 41 The Charitable Organization/Foundation's EIN is _____ (separate from Lions Club)
- 42 This EIN files an IRS return every year
- 43 This EIN is registered with the Ohio Attorney General and files an annual return
- 44 This EIN is incorporated and in "Active" status

A completely compliant club should be able to answer all questions and check every box. If you cannot, please consider making the appropriate changes. For assistance, contact the Compliance Committee.