



Lions Club District 13 OH-5 Audit Report for 2023-2024

Structure: A financial review was completed on the financial records of Lions District 13 OH-5 for fiscal year July 1, 2023 through June 30, 2024. The district utilizes two bank accounts. The first is the Administrative Account which holds money in six different funds as shown in the chart below. The second account is the Philanthropic Account which holds funds raised by the Memorial Tournament and used for charitable purposes. Donations from the Philanthropic Account were made via withdraws transferred to Administrative Account and then checks written from the Administrative Account (resulting in pass-through). Both accounts and all funds were included in this review. Complete bank statements and detailed ledgers for both accounts were provided for the review.

LCIF Community Grant: A grant of 16,686.00 was received and a temporary fund was created within the Administrative Account. Of this 13,033.32 was used for expenses associated with the community project and the unused 3,652.68 portion was returned to LCIF. This project was started and completed within the fiscal year.

Findings: Beginning and ending balances on both accounts were verified and found accurate. A complete audit could not be performed as check images and receipts were not provided. Therefore, verification of each individual line item could not be completed. However, the detailed ledger provided adequate reassurance of accuracy. Specific findings for each account are provided below. As one can see in the summary chart there was an improvement in the financial stability of the administrative fund, convention fund, and GLT fund. The 2023-2024 administration should be congratulated on this achievement. Also see recommendations at the conclusion of this report.

	Balance on July 1, 2023	Balance on June 30, 2024
Administrative Fund	16,995.30	22,290.70
Convention Fund	2,425.38	5,888.91
GLT – Leadership Fund	772.76	1,126.40
GST – Service Fund	250.00	250.00
GMT – Membership Fund	23.97	23.97
Disaster Relief Fund	56.16	56.16
Administrative Account Total	20,523.57	25,862.86
Philanthropic Account Total	29,952.40	30,353.63

Administrative Account: Bank statements show a beginning balance of 29,340.06 with outstanding checks from 2022-2023 totaling 8,816.49 (checks 1640, 1671, 1673, 1676, 1677, 1679, 1709, 1742, 1743, and 1745) leaving a verified balance of 20,523.57. Throughout 2023-2024 there were 83 credits totaling 73,788.78 (58 bank deposits, 6 transfers from Philanthropic, 18 deposits via “square” and 1 direct deposit). Also, there were 59 checks written totaling 73,112.88. Bank statements show an ending balance of 30,015.96 with outstanding checks totaling 4,153.10 (checks 1799, 1800, 1806, 1807, 1808, 1809) equaling a verified total of 25,862.86.

Philanthropic Account: Bank statements show a beginning balance of 29,952.40. Throughout the year income included \$15,000.00 Muirfield Memorial donation and 3.62 in interest. There were a total of six transfers to the administrative account totaling 14,602.39. This leaves a balance of 30,353.63 as verified by the June 2024 statement.

Compliance: A complete financial review includes checking on the completion of the governmental filing requirements of the organization. District 13 OH-5 has filed the following returns for fiscal year ending June 30, 2024:

- 990-n return with the IRS
- Charitable Registration return with the Ohio Attorney General
- Negative Unclaimed Funds return with the Ohio Department of Commerce
- Incorporation status is active until next renewal date of 06-24-2026

Recommendations:

- Check images and receipts should be included in any audit. Most banks provide images on a separate report from the statements. If the bank does not provide check images, the cabinet treasurer could photocopy the check prior to sending.
- While acknowledging that there are multiple ways to create financial reports, it is recommended to use the checkbook balance as a starting position on reports. By using the statement balance, one is double-reporting the expenses of uncleared checks.
- There has not been any activity in the GST, GMT, and Disaster Relief funds for several years. The cabinet should consider eliminating these two funds resulting in simpler record keeping and reporting. The remaining \$330.13 between these three funds could simply be reallocated to the administrative fund.
- The Philanthropic Account with its 30,000.00 balance is only earning 0.01% interest. The cabinet should investigate an account with a better return.

Financial review performed by Lion Steve Kaplan
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