Name of Lions Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Club Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* To qualify, the Treasurer shall fulfill at least 10 of the following 12 requirements.
* **Submission deadline**: January 31, 2024.
* Please **email** your form to Lion Tamarra Parker-Stephens at liontamarra@gmail.com.

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| 1 | All International, District and State dues must be paid by the deadlines indicated on LCI invoices. | |  |
| 2 | The Treasurer shall personally attend at least two of the following: | |  |
|  |  | a. Attend at least 2 zone advisory meetings (Feb., Aug., Nov.) |  |
|  |  | b. January 2024 Ohio Lions Winter Retreat |  |
|  |  | c. March 2023 District 13 OH7 Convention |  |
|  |  | d. May 2023 Ohio Lions State Convention |  |
|  |  | e. June 2022 Lions International Convention |  |
|  |  | f. September 2023 USA/Canada Lions Leadership Forum |  |
| 3 | The Treasurer shall have attended the District 13 OH7 Leadership School in May 2023. | |  |
| 4 | The club shall not be in arrears to Lions Clubs International. | |  |
| 5 | The Treasurer shall give a monthly report of finances at the Club’s business meeting. | |  |
| 6 | The Federal 990 or 990EZ must be submitted to the IRS by annual due date appropriate for your club and shall be recorded in club business meeting minutes. | |  |
| 7 | The Club must charge, sales taxes on non-food items sold by the Club, and must pay those taxes to the State. Relevant transactions must be reflected in Financial records. | |  |
| 8 | The Treasurer shall ensure that the Club’s Incorporation is renewed every five (5) years and be reported in club business meeting minutes. | |  |
| 9 | The club must have an annual audit of the books at the end of each Lions year and documented in club business meeting minutes. | |  |
| 10 | The Treasurer must maintain separate accounting records for club funds that specify Administrative and Service/Charity accounts. | |  |
| 11 | The Treasurer shall assist the President in establishing the club’s annual budget | |  |
| 12 | The Treasurer shall personally foster club morale and camaraderie. | |  |

Name and good Contact phone number of submitting Club Secretary:

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