**End-of-Lions-Year Information Turnover Items**

Recommend using this checklist for the end-of-Lions-year turnover of information to and for newly elected club officers, especially club presidents, VP’s, treasurers, membership chairperson, LCIF Coordinator, Directors, and, specifically, club secretaries.

Note:  Next year’s officers will be able to log on to MyLCI in July ***only*** if their office, name, address, phone number and e-mail address have been entered in to the incoming officers file.

**Communications and Club Records**

1. Update club information about meeting times and location current on MyLCI
2. Update club member information, name, address, phone and e-mail current on MyLCI
3. Update club roster and contact information to provide to officers and committee chairpersons
4. Identify webmaster and back-up person for the clubs’ [www.e-clubhouse.org/sites/](http://www.e-clubhouse.org/sites/) xxx
5. Identify person monitoring the club’s e-mail account
6. Identify club Facebook site administrator
7. Review names of current/previous committee members
8. Review status of club Centennial and Legacy projects
9. Review service activity reports on MyLCI
10. E-mail *Canyon State Lion* with adds and drops of members
11. Prepare the club’s calendar of events for the next year. (Info will be posted on district website and the *Canyon State Lion*.)
    1. District Kick-off meeting
    2. District cabinet meetings
    3. MD21 Mid-Year Leadership Conference
    4. MD21 convention dates
    5. Determine officer installation date and contact installing Lion
    6. Contact District Governor-Elect with optional dates for scheduling DG official visit
12. Officer training for President, VP, Treasurer and Secretary using the on-line courses available on <http://www.lionsclubs.org/>
13. Verify location of the actual club charter, club paraphernalia, club properties, club vehicles and/or storage
14. Update location of club’s mailing address/key to post office box and PO Box rent status
15. Verify the physical location of club records including minutes and correspondence
16. Current year secretary drop members on MyLCI on MMR prior to June 30th in advance of LCI and district dues billings.

**Club Finances**:

1. Verify status of tax filings to preclude the revocation of 501(C)4 and/or 501(c)3 tax exempt status
2. Review status of club’s finances
3. Verify/change names and authorized signers of bank savings and checking accounts
4. Prepare budgets for anticipated obligations
   1. Admin account
      1. Include registration fees for district cabinet meetings for President, VP, Secretary & Treasurer from the Admin account
      2. Include PO Box rent fees
      3. LCI and District dues
      4. Bonding
   2. Service account
      1. Review fundraisers and related expenses
      2. Donations to LCIF
      3. Donations to MD21 projects
         1. Lions Camp Tatiyee
         2. Arizona Lions Sight and Hearing
         3. Lions Foundation of Arizona
         4. Melvin Jones Lions International Memorial
      4. Special Project - Arizona Lions Vision Center
      5. Donations to 21-B projects
         1. Arizona Lions Eyeglass Recycling Terminal (ALERT)
         2. C. Kirby Smithe Lions International Youth Exchange
      6. Club specific service projects