

The International Association of Lions Clubs

District 14B - Policy No. 202

Policy to Define the Duties of the District Cabinet Treasurer

PURPOSE: The purpose of this policy is to set forth the duties and responsibilities of the Cabinet Treasurer as outlined by Lions Clubs International, Multiple District 14; District 14-B Constitution and ByLaws and Policy Manual.

GENERAL: He/she shall act under the direct supervision of the District Governor. His/her specific responsibilities shall be to:

1. Further the Purposes of this association;
2. Perform such other functions and acts as may be required of the treasurer by directives of the International Board of Directors
3. Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:
 - a. Assist the District Governor in consultation with the First and Second Vice District Governors in preparing a district administrative budget.
 - b. Arrange facilities for banking and disbursement of all district funds.
 - c. Secure bond for the District Governor, Cabinet Secretary, Treasurer and any cabinet officers who handle money. The cost of the Surety Bond shall be paid annually.
 - d. Receive all funds from the District Governor, Cabinet officers, Club Officers and deposit said funds in the appropriate accounts.
 - e. Maintain proper and accurate records of the Administrative and Charity Accounts.
 - f. Review the income and expenses incurred for the District Fall Rally, District Spring Party and Cabinet meetings

with the District Coordinator of Activities to ensure that the activities are within the budget.

- g. Assist the District Governor to operate within the approved District Administrative budget.
- h. Prepare a financial report for each district cabinet meeting and a final report at the end of the year, summarizing the income and disbursement of all district accounts.
- i. Present the books to the Audit Committee for audit within 30 days of the end of the fiscal year and upon completion of the audit, release all records, which are, pertain to the office of the Treasurer to his/her successor.
- j. Make recommendations for improving the control of income and expenditures that may result in more efficient operation of the district
- k. Checks shall require two (2) of the three (3) signatures (District Governor, District Secretary, District Treasurer) for any expenditures of \$500 or more and only one (1) signature for expenses less than \$500 to pay bills submitted for payment.

Policy No. 202
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