

# Fort Vancouver Lions Policy and Procedures Manual



# **Fort Vancouver Lions Club Policies And Procedures**

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# Policy for Providing Free Lunches

Complimentary lunches to be provided as follows:

1. Speaker – One or more lunches, at the discretion of the program chair.
2. New prospective members at a member's request. One time only.
3. Piano player – One lunch per meeting for a club member who provides piano accompaniment for a meeting.

# Financial Policy

1. **Tail Twister and Lion Tamer** (Auction proceeds, happy bucks, and miscellaneous cash collected at meetings.)
  - A. Tail Twister or Lion Tamer, as applicable, should count--and Treasurer verify and record in writing--amount collected. The written record of the total shall be initialed by the Tail Twister or Lion Tamer, as appropriate.
  - B. Treasurer assumes responsibility to deposit in bank.
2. **Project Proceeds**
  - A. Project chair, co-chair or other designated Lion member and a Club officer to verify funds, differentiating between cash and checks. (This may be any other club officer, except the Treasurer.)
  - B. Either the Project chair (or designee) or the verifying officer tenders funds to the Treasurer who also verifies and agrees to the total amount before assuming the responsibility for the funds, by signing the receipt indicating agreement.
  - C. If there is a discrepancy found at this point, it will be noted and initialed by both persons. Any other additional exceptions should also be noted.
  - D. Receipt is to be retained by the Treasurer.
  - E. Treasurer assumes responsibility for bank deposit
3. **Financial Accounts and Signatories**
  - A. Signatories for all financial accounts are to be identified each year and modified as required.
    1. Checking and savings accounts for Administration (Admin), Foundation and Restricted funds are held at the Columbia Credit Union. A debit card is also associated with the Admin checking account.
      - a. The authorized signatories by Club position are as follows.
        - i. Admin checking and savings accounts: President, Secretary, Treasurer, and Past President (“the Executive Board”).
        - ii. Foundation checking and savings accounts: The Executive Board.
        - iii. Restricted checking and savings accounts: The Executive Board.
        - iv. Debit card: Treasurer.
      - b. The Columbia Credit Union is our financial institution of record. The current Treasurer has the flexibility to choose which branch of the Credit Union he/she wants to be the primary branch. Newly authorized signatories must go to the financial institution branch selected by the Treasurer and comply with that branch’s security requirements to be added as an authorized signatory.

2. The Club holds an investment account at Vanguard Funds representing Admin assets.
  - a. Vanguard Funds account signatory: Treasurer and any individual appointed by the Board.
3. The Club has one PayPal account used to facilitate receipt of revenue for Administrative and Foundation accounts.
  - a. Club PayPal account responsibility: Treasurer.
  - b. Funds received by the PayPal account are to be transferred to the appropriate checking account (Administrative or Foundation) by the Treasurer.
- B. Account authorized spending restrictions.
  1. Use of the bank debit card is allowed for transactions less than \$500 with the exception for payment of International dues.
  2. Checks written in amounts greater than \$500 require two signatures.
4. **Designated (“Restricted”) Funds**
  - A. Funds designated as restricted are not to be mixed with any funds that are not so designated.
  - B. Restricted Foundation funds are to be held in an account registered as a Foundation account; a separate account from the account for the non-restricted funds held by the Foundation.
  - C. Restricted Administration funds, if any, are to be held in an account registered as an administration account; a separate account from the account for the non-restricted funds held by the Administration fund.
  - D. No distributions are to be made from the Restricted Funds Account(s) other than those authorized by the terms set by the applicable restrictions.
  - E. The Treasurer is to report the balances and activities of all restricted accounts separately when presenting any report listing Club assets and/or distributions.
5. **Process for Annual Internal Observation of the Admin and Foundation Financial Activity**
  - A. Determine observation committee members. The observation committee will have a minimum of two (2) committee members and are to be designated by the Club President. (Neither current nor immediate past Treasurer and/or Secretary are to serve.)
  - B. Acquire current copy of Policies and Procedures
  - C. Get financial data by working directly with the Treasurer
  - D. Make sure funds are applied correctly to the specific accounts: Administrative (club) account, Foundation (nonprofit) account.

- E. Areas for Annual Internal Observation (for both accounts):
1. Monthly Treasurer's Report: Profit and Loss Report, and Balance Sheet. (Reconcile with bank statement and deposits)
  2. Bank Statements
  3. Check vouchers which are printed with each check.
  4. Deposit Slips.
  5. Invoices or other expenditure documentation.
  6. Pay Pal Account- Get access- download history of transactions and observe for any discrepancies
  7. Restricted Funds
  8. Practices to be noted from these reports
    - a. Money cannot be transferred from Foundation account(s) to Admin account(s).
    - b. Money can be transferred from Admin account(s) to Foundation account(s).
    - c. Restricted funds have been used only for their designated purpose and have not been mixed with any other funds.
    - d. Money raised from the public events identified as fundraisers are posted to the Foundation account.
    - e. Money raised internally or from services provided by Club members without a stated purpose should be posted to the Admin account.
    - f. Compliance with written procedures for payments from Admin and Foundation accounts. (Example: checks over \$500.00 should have two signatures.)
    - g. Money paid from Foundation must be in compliance with current procedures.
    - h. Committee members should note their findings to the Treasurer prior to issuance of the final report. The objective here is to make sure that the findings are accurate.
    - i. Issue final report and present to the Club Board and fellow observation committee members for approval and inclusion into the minutes.

**The report should be on club letterhead and use the following format**

*FORT VANCOUVER LIONS CLUB*

*Date* \_\_\_\_\_

*We the members of the annual internal observation committee of the Fort Vancouver Lions Club performed an internal observation of club financial records for fiscal year dated \_\_\_\_\_ to \_\_\_\_\_, sampling \_\_\_\_\_% of expenditures and \_\_\_\_\_% of deposits to make sure the club policies on expending finances and the handling of club monies were being followed.*

*The committee finds the financial records of Fort Vancouver Lions Club and Foundation to be in proper order. Discrepancies/exceptions noted (and resolved) included: \_\_\_\_\_.*

*The committee commends those persons administering the club funds for their efforts and attention to detail.*

\_\_\_\_\_  
*Committee Chair, printed name*

\_\_\_\_\_  
*Committee Chair, signature*

\_\_\_\_\_  
*Committee Member, printed name*

\_\_\_\_\_  
*Committee Member, signature*

# Policy for Budgeting

The task of the Finance and Budget Committee is to present to the Board a fiscal year budget that balances expected revenue and expenses of the Club's financial resources--both Administrative and Foundation funds--without depleting existing account balances. Members of this committee should include Club members who have a good understanding of the financial operations of the Club.

The process for arriving at a budget for the fiscal year is:

1. In May of each year the President will appoint a Chair for the Finance and Budget Committee.
2. The Chair of the Committee selects committee members.
3. There is no requirement to repeat the same budget as the previous year, but Committee members can simplify the process by using the budgeted and actual results for the previous year as a starting point.
4. The Committee is to solicit input from each Vice President to identify any known changes that affect the budget. Vice Presidents are to communicate with project chairs regarding budget requirements or adjustments. Vice Presidents may also receive input directly from members for those activities that fall within the VP's area of responsibility.
5. Notice is to go out to all Club members that the Finance and Budget Committee is preparing the budget for the coming year and that they are seeking feedback. Such feedback is to be sent in writing to the appropriate Vice President who is responsible for fundraising or service projects. The input from Club members is to be considered for potential changes to the budget for the current year. The Committee is not required to accept or adopt the ideas presented by membership but rather these ideas should be considered for their merits. It should be noted that new ideas may not have been proposed to or approved by the Board. Such member feedback may include:
  - A. Ideas as to potential new sources of funds (fundraisers) and new uses of funds for both the Administrative Fund and the Foundation accounts.
  - B. Areas of existing sources and uses of funds we may want to increase or curtail.
6. Once a simple majority of the Finance and Budget Committee has agreed to a budget, notice is to go out again to all members that the proposed budget is to be presented by the Committee for discussion at a Board meeting. This notice identifies the specific date, time, and location; that any Club member is welcome to attend that



Board meeting; and that a copy of the budget will be provided to any member upon request to the Committee Chair.

7. Club members attending the Board meeting during which the budget is to be considered are each allowed a 2-minute period to briefly offer comments. After comments are concluded, the Board may discuss the member comments before a vote is taken to approve the budget.
8. The Board is to honor the work of the Committee as much as possible, but the Board has the authority to modify the budget presented. The Board then takes a vote to adopt (or not) the final budget which may include revisions to the original budget submitted by the Finance and Budget Committee.
9. The budget process should be completed by July 31.

# Policy for Reimbursement of Convention/Conference and Leadership Training Attendance

## **The board of directors must approve these guidelines for each function**

### **1. International Convention and USA/CANADA Forum**

The club will reimburse the registration fees of those attending the International Convention and the USA/CANADA FORUM. Proof of attendance must be provided.

### **2. MD 19 annual convention**

The President and Secretary or their designees will have \$300 each available to attend the MD19 annual convention.

This money can be used for transportation to the function and to help defray the cost of lodging, meals, and registration. An accounting of expenses is required.

Other members attending the MD 19 Annual Convention will split \$1000 for the function, but no member can receive more than \$100. Proof of attendance must be provided.

### **3. District 19 G Spring Conference**

The President and Secretary or their designees will have \$300.00 each available for them to attend the District 19G Spring Conference. This money can be used for transportation to the function and help defray the cost of their hotel, meals, and registration. An accounting of expenses must be provided.

Other members attending the District 19G Spring Conference will be reimbursed for their registration fee and for the luncheon. Proof of attendance must be provided.

### **4. Lions Northwest Leadership Conference**

Officer registration fees will be paid. Additional funding will be made for club members' registration fees as funds allow.

## Policy for Memorials

The policy of the Fort Vancouver Lions is to split all Memorial contributions equally between the Lions Sight Foundation of Clark County and the Clark County Lions Hearing Foundation.

1. For Fort Vancouver Lions Club Members – including associate members, if approved - the amount of the Memorial contribution will be \$250.00 (\$125.00 to each named Foundation).
2. For the spouse of a member of the Fort Vancouver Lions Club a Memorial contribution will be \$125.00 (\$62.50 to each named Foundation).
3. For non-members and friends of the Fort Vancouver Lions Club a collection can be taken up at a Club meeting to provide funds for a contribution in the deceased person's name.
4. The Board of Directors can decide to make a Memorial contribution on behalf of a Lion member of another club in an amount to be described by the board's action.
5. Family members of the deceased are to be notified by letter on club letterhead of memorial contributions made.

# **Policy for Selection Of Melvin Jones Fellowship Recipients**

## Criterion for Melvin Jones Fellowship

Melvin Jones Fellowships are bestowed on individuals. Each Fellowship requires a \$1000 donation payment to Lions Club International Foundation (LCIF) that specifies purchase of a Melvin Jones Fellowship. From the perspective of Lions Club International Foundation (LCIF), there are no further criteria for application for Fellowship. The award recipient does not have to be a Lions Club member.

An individual, either a member or non-member, may make this LCIF donation specifying Fellowship for himself or herself, or in honor or memory of an individual.

The Fort Vancouver Lions club makes this \$1000 donation per Fellowship award from the Fort Vancouver Lions Club Foundation and uses a selection process to determine the award recipient(s). Each Fort Vancouver Lions Club Fellowship award is based on an individual's current or past contribution to humanitarian and/or public service. There are no further guidelines or limitations for consideration.

## Melvin Jones Fellowship Selection and Award Banquet Processes

By July 1<sup>st</sup> of each year the Fort Vancouver Lions club Melvin Jones Committee Chairman will notify all Melvin Jones fellows within the club of the date of the nominating meeting. The purpose of the meeting is for the Melvin Jones fellows to nominate a slate of deserving recipients each year and determine the number of Melvin Jones awards to be given that year. A secret ballot will then be sent to each Melvin Jones Fellow to vote for the same number of eligible recipients as the number to be awarded that year. It may take more than one secret ballot to reduce the numbers. The results of the final ballot will determine who will receive a Melvin Jones Fellow. This process to select the final recipient(s) will be completed no later than August 31<sup>st</sup>.

In addition to the selection process, the committee is responsible for ordering the plaques from the LCIF and selecting a speaker and a presenter to honor the recipient(s). The fellowship award(s) should be presented within a reasonable amount of time. The presentation event, whether it be a separate banquet to honor the recipient(s) or at another formal gathering, will be decided by the committee. The Melvin Jones committee will work together with that event committee on the details of the program and presentation.