

CLUB OFFICER ACTION CHECKLIST
(July 1, 2006 - June 30, 2007)

CLUB TREASURER'S RESPONSIBILITIES	COMPLETE BY	COMPLETED
Along with club president and secretary, receive and review audit report of all club finances of prior year from club Audit Committee (usually the Finance Committee.)	JUL 15	
Attend Club Officers Training Session.	TBA	
Attend organization meeting of the LY 2006-2007 Board of Directors to establish club goals, approve budget, and set calendar of club activities and fund raisers.	JUL 15	
Receive and distribute all club financial transactions and keep accurate and complete records of these transactions. Give copies of all transactions to club Secretary for his/her records. Maintain Club Administrative and Activities accounts in 2 severed accounts and ensure the separation of these accounts	MONTHLY	
Be prepared to give financial reports at all Club and Board of Directors meetings.	MONTHLY	
Distribute copies of club budget for the year to all club members. Detail on a quarterly basis the projected financial activities of both the Administrative and Activities Accounts for the club during the upcoming Lion Year.	JUL 31	
Submit payments of all International, State, and District per capita dues.	AUG 31	
Try to attend District Conference and encourage others to attend. Be ready to have checks prepared for District "Parade of Checks."	TBA	
Sponsor new member(s).	ON-GOING	
Complete dues billing for all club members.	DEC 15	
Issue semi-annual dues receipts.	JAN 1	
Try to attend WV Lions Leadership School and encourage others to attend.	JAN (TBA)	
Submit payments of all International, State, and District per capita dues.	FEB 28	

Send club's contribution to WV Lions Sight Conservation Foundation.	APR 15	
Send club's contribution to Lions Club International Foundation (L.C.I.F.)	APR 15	
Try to attend WV Lions State Convention and encourage others to attend	APR (TBA)	
Issue semi-annual dues receipts.	JUN 15	
Complete all financial records of your club (including the payment of all outstanding bills) for review by your club's Audit Committee. Collect all records and pass on to your successor, if applicable.	JUN 15	
Distribute copies of closing budget to all club members showing all transactions of both the Administrative Account and the Activities Account detailed on a quarterly basis for the entire Lion Year.	JUN 30	