



## Treasurer / Secretary Cheat Sheet

### Treasurers

#### Dues

All dues are payable upon receipt

#### International

- Paid to LCI – Oakbrook, IL
- 1<sup>st</sup> ½ year – based on membership listed on May “M” report
- 2<sup>nd</sup> ½ year – based on membership listed on November “M” report

#### MD 27 (State) & 27D1 (District)

- Paid to the District Cabinet Secretary
- 1<sup>st</sup> ½ year
  - based on membership listed on June “M” report
  - must include \$4.60 bonding fee
  - due before 10/1
- 2<sup>nd</sup> ½ year
  - based on membership listed on December “M” report
  - due before 4/1

#### Donations

- All donations made through the district should be sent directly to the committee chair.
- Please make committee donations as early in the year as possible

### Secretaries

#### “M” Reports (mo. membership reports)

- Mailed by last day of the month
- Prefer electronic – Send to LCI, District Governor, Vice District Governor, Region Chair, Zone Chair

#### A1 (annual club activities report)

- Recommend tracking activities on a monthly basis
- Annual Report received by 7/15
- Prefer electronic – Send to LCI, District Governor, LCI, District Governor, Vice District Governor, Region Chair, Zone Chair

#### PU101 (club officer report)

- Received by 4/15 to DG; 5/31 to LCI
- Prefer electronic – Send to LCI, District Governor, Vice District Governor, Region Chair, Zone Chair

#### ME20 (member transfer form)

- Mail at time member moves from club area
- Send all copies to LCI

#### IRS Form 990

- Received by 11/15
- Send to IRS
- If you don’t receive a copy from the IRS, you are responsible for getting your own copy

**All clubs must have 2 signatures on all checks written on club accounts.**

**The club treasurer is the only club member that is bonded.**