

## CHAPTER II

### BUDGET AND FINANCE

- A. The Vice Council Chairperson of the MD19 Council of Governors shall appoint, with the approval of Council Members of the next fiscal year's Council, a Chairperson of the Budget & Finance Committee for the next fiscal year and also appoint members to fill such vacancies as are due to occur at the end of the present fiscal year.
- B(i). At the Annual Meeting, the MD19 Budget and Finance Committee shall present to the Council of Governors for their consideration and approval, a balanced budget for the next fiscal year based upon the actual April 30<sup>th</sup> Lions membership total. By Mid-January, the MD19 Budget and Finance Committee will then present a revised budget for the Council of Governors' consideration and approval using the actual December 31 membership figures to more accurately portray the second half of the fiscal year. Any increase in the 'total MD Expense Budget' for any reason, must be made and approved by the Budget and Finance Committee and the Council of Governors. If approved, the action must require off-setting income and/or reduction in some other expense item(s). The approval by the Council of Governors requires that the 'revised' MD19 budget remain in balance.
- (ii). The approval of the proposed MD19 Balanced Budget for the following fiscal year shall be voted by the Council of Governors with the exception that the District Governors Elect would vote in place of the Immediate Past District Governors at the Spring Council of Governors' Meeting. In addition, the Vice Council Chairperson Elect will vote on this item in the place of the Immediate Past Council Chairperson.
- C. The per capita tax levied upon the members of Multiple District 19 shall be found in the Multiple District Constitution & By-Laws, Article VII, Section 5, and shall be payable in US Funds, per member billed semi annually based upon the club membership as carried upon its rolls on June 30 and December 31 and reported to MD19 upon its June and December Monthly Reports under members at close of month. The dues for members reported as dropped or added on the July and January MMR's will be credited or charged to the club if the MMR is received in the Multiple District 19 Office on or before July 31 and January 31. The per capita tax shall be billed to clubs located in the U.S. in U.S. Funds. The per capita tax shall be billed to clubs located in Canada in both U.S. funds and in the Canadian equivalent, computed using as an exchange rate, the exchange rate used by Lions Clubs International in billing International dues to Canadian clubs. The monthly per capita tax shall be appropriated to the various funds in the following manner:
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| Multiple District Operations  | 89% |
| Convention Fund (Article VII, Section 2 Constitution and By-Laws)     | 3%  |
| District Operations (Article VII, Section 4 Constitution and By-Laws) | 6%  |
| Multiple District 19 Reserve Account                                  | 1%  |
| Multiple District 19 Building Reserve Account                         | 1%  |
- D. The MD19 Executive Secretary/Treasurer shall not exceed any budgeted line item without the approval of the Budget and Finance Committee in conjunction with the Council.
- E. The MD19 Executive Secretary/Treasurer shall provide members of the Budget and Finance Committee with a balance sheet and an actual and a budget income and expenditure statement for the immediately preceding month, no later than twenty (20) days following the end of said month.
- F. The Executive Secretary/Treasurer will provide the current District Governors with their District Escrow Account totals by September 30th and at the Winter Council Meeting.
- G. The Executive Secretary/Treasurer will provide the current District Governors with a monthly printout of their District Operations Account no later than 20 days following the end of the month.
- H. The MD19 Executive Secretary/Treasurer shall direct an annual 'Standard Accountant's Review' of the MD19 accounting records for the preceding year to be completed no later than October 1<sup>st</sup> of each year, with copies of said 'Standard Accountant's Review' to be mailed to all members of the Council and all members of the Budget and Finance Committee upon receipt of the Review.
- I. The MD19 Executive Secretary/Treasurer shall make no changes to the procedure of accounting, without the prior approval of the MD19 Council and the Budget and Finance Committee. The financial statements and the operating budget shall be prepared in such a way that they are easily understandable. The line items shall be arranged to be similar between the actual operating records and the budget to facilitate comparisons.
- J. Expenditures from the MD19 Reserve Account may be made at the direction of the MD19 Council of Governors or, in an emergency situation, with the approval of at least three of the following: Council Chairperson, Vice-Council Chairperson, Immediate Past Council Chairperson, the Budget and Finance Committee Chairperson and the Executive Secretary/Treasurer. Emergency approval may be made by *conference call*, FAX, Email, or courier service to all five approvers. Full details of the emergency situation and the action taken will be provided to the Council of Governors at their next meeting. Non-emergency expenditure recommendations must have the Budget and Finance Committee's recommendation and receive approval of the Council of Governors before any expenditure.
- K. The MD19 Annual Leo Conference will be held at a time and place different from the MD19 Annual Convention. The MD19 Leo Chairperson will act in cooperation with the MD19 Executive Secretary/Treasurer as the Conference

Chairperson. \$500.00 will be made available to the MD19 Leo Chairperson to cover preliminary expenses incident to the planning and preparation of the Conference. These funds are to be included in the budget as an expense and will be returned to the MD19 Convention Reserve at the close of the Conference. Any profit from the Annual Leo Conference will be sent to the MD19 Office. An MD19 Leo Conference Reserve will be created from these funds and preliminary expenses for future Leo Conferences will be paid from this reserve whenever possible.

- L. The MD19 Extension Chairperson shall be reimbursed in accordance to MD19 Rules of Audit for expenses up to \$500.00 incurred for a successful extension. Payment will be made to the Extension Chairperson by the Executive Secretary-Treasurer upon the completion of a successful extension effort in the following manner:
  - 50% of the expenses, up to \$250.00 will be paid by the District in which a club is being organized providing that the District Cabinet gives their approval and the approval is given prior to an extension effort. The expenses may be paid out of any district account selected by the district.
  - 50% of the expenses up to \$250.00 will be paid by the multiple district.
- M. By December 31<sup>st</sup> of each year, the seated District Governor may request Lions Clubs International to put on Status Quo any club that is over 12 months in arrears in MD19 dues.