



LIONS CLUBS INTERNATIONAL
DISTRICT 410W
RULES OF AUDIT
2019-2020

DISTRICT 410W RULES OF AUDIT

Table of Contents:	Page
1. CABINET MEMBERS ATTENDING MEETINGS	2
2. MULTIPLE DISTRICT CONVENTION	2
3. PROJECT ACCOUNT EXPENDITURE	3
4. REGION AND ZONE CHAIRPERSONS EXPENSES	3
5. CABINET SECRETARY AND TREASURER	4
6. FIRST VICE DISTRICT GOVERNOR	4
7. DISTRICT GOVERNOR	4
8. DISTRICT GOVERNORS DISCRETIONARY FUND	4
9. SUBMISSION OF CLAIMS	5
10. PEACE / ESSAY CONTEST	5
11. DUES FOR THE YEAR	5
a) INTERNATIONAL DUES.....	5
b) MULTIPLE DISTRICT DUES	6
c) DISTRICT 410W DUES.....	7
d) DISTRICT 410W CLAIM FORMS.....	8

1. CABINET MEMBERS ATTENDING MEETINGS:

a) Travel:

Cabinet Officers from Namibia, Garden Route, Northern Cape and Lions Clubs more than 250km distance will be reimbursed for attending two cabinet meetings during the fiscal year. Cost of travelling is the cost of an economy class airfare to the venue of the meeting, or travelling in own car at a rate of R2-00 per km travelled. Maximum cost payable for travelling by own car cannot exceed the travel cost of an economy class airfare to the venue of the meeting. A maximum of two nights' accommodation, at a rate of no more than R500 per night can be claimed. Toll fees will be refunded on production of toll slips with the claim. Members are encouraged to travel in groups, where ever possible, to contain costs.

First 60 kms round trip for instance "cannot claim for 300KM ,need to subtract the 60km of before claiming for 240 KMs ".Item 7 Finance Committee 2nd CABINET MEETING 2019 / 2020 – FRIDAY 11th OCTOBER 2019

2. MULTIPLE DISTRICT CONVENTION:

a) Cabinet Officers:

The District and Multiple District Convention registration costs for Cabinet Officers will be paid by the District, provided that they submit reports to Cabinet/Convention Meetings, have successfully held meeting and attended at least two of the first three Cabinet meetings during the current fiscal year. Cabinet Officers from Namibia, the Garden Route and Northern Cape need only to attend one of the first three cabinet Meetings. After payment of the above the Cabinet Officers will be required to attend the last Cabinet Meeting at the venue of the Multiple District Convention. If a Cabinet Officer does not attend the last Cabinet meeting, he/she will forfeit the above benefit and the registration cost will become the individual responsibility of the Cabinet Officer.

b) Cabinet Secretary, Cabinet Treasurer, and Resolutions, Constitutions and Bylaws Chair:

Convention costs will be reimbursed by the District as follows:

i) Single tariff accommodation for three days. Where accommodation is shared (double) then the cost will be adjusted to 50% of the double tariff.

ii) Cost of travelling is the cost of an economy class airfare to the venue of the meeting, or travelling in own car at a rate of R 2-00 per km travelled. Maximum cost payable for travelling by own car cannot exceed the travel cost of an economy class airfare to the venue of the meeting. Toll fees will be refunded on production of toll slips with the claim.

3. PROJECT ACCOUNT EXPENDITURE

a) Recovery of Project Expenses:

All direct costs incurred in the running of a project may be paid out of the project proceeds. Indirect determinable costs incurred by members in the running of a project may be recovered from the project proceeds. These costs must be legitimate expenses, should (if possible) be supported by invoices and may include the following: Transport/Travel expenses, Telephone, Stationery and postages. The use of a NPO/PBO number in order to claim a percentage of the project proceeds for administration is in direct conflict with the Lions International Policy and may not be legitimately claimed or utilised as a reason for reimbursement

b) Travelling expenses when promoting Projects:

Where a Cabinet Officer uses his/her motor vehicle in the course of promoting a project, the officers may claim travel costs at **the rate of R2-00 per kilometer**. Toll fees supported by toll vouchers may be claimed. Members are encouraged to travel in groups, where ever possible, to contain costs. Legitimate claims for Portfolio Chairmen's travelling expenses, when promoting a project, can be claimed from the Contingency Fund. The time period in claiming the costs incurred will be capped at one month thereafter and all claims to be submitted on attached Claim form.

First 60 kms round trip for instance "cannot claim for 300KM ,need to subtract the 60km of before claiming for 240 KMs ".Item 7 Finance Committee 2nd CABINET MEETING 2019 / 2020 – FRIDAY 11th OCTOBER 2019

4. REGION AND ZONE CHAIRPERSONS EXPENSES:

At the beginning of the fiscal year, Region and Zone Chairpersons should present budgets to the Finance Committee / Cabinet Treasurer, by the end of August, requesting funds to cover their costs of travelling, etc. to meetings. If the distance travelled is more than 150 km one way, the cost of one night's accommodation at no more than R500, can be claimed, should it be necessary, on the presentation of documentation. Region Chairpersons are allowed one official Indaba. The Zone Chairpersons are allowed one official visit per club, however struggling Clubs can be visited more regularly, plus Zone meetings. All claims to be submitted on attached Claim form.

Cost of travelling is the cost of an economy class airfare to the venue of the meeting, or **R 2-00 per km travelled** in own car. Maximum cost payable for travelling by own car cannot exceed the travel cost of an economy class airfare to the venue of the meeting. Toll fees will be refunded on presentation of toll slips with the claim. The Cabinet Treasurer may accumulate individual claims to the minimum amount of R500 prior to pay-out to lessen the costs with regard to many small payouts.

Travelling together must be encouraged where practical.

All claims for expenses incurred must be submitted to the Cabinet Treasurer well in advance, in order that the quarterly financial statements presented to Cabinet, will correctly reflect the expenditure incurred. Claims should be submitted no later than the end of the month, following

the month the expense was incurred, to be eligible for reimbursement. The last quarter claims must be received before the 30th June. Claims submitted late will not be accepted.

All expenses incurred must be ratified at the first Cabinet meeting, following the incurring thereof, by the Cabinet Treasurer.

First 60 kms round trip for instance “cannot claim for 300KM ,need to subtract the 60km of before claiming for 240 KMs “.Item 7 Finance Committee 2nd CABINET MEETING 2019 / 2020 – FRIDAY 11th OCTOBER 2019

5. CABINET SECRETARY AND TREASURER:

The Cabinet Secretary and Treasurer shall be entitled to receive re-imbusement for costs incurred whilst carrying out their official duties. These include secretarial (cartridges, telephone calls and internet) travelling (at R2-00 per kilometer) and any other costs specifically provided for in the Budget approved by the Cabinet.

6. FIRST VICE DISTRICT GOVERNOR:

The District Cabinet will finance the cost of attendance at the three out-of-district council meetings which will be limited to the cost of a standard return economy class single ticket and the minimum number of night’s hotel accommodation as is necessary for full attendance of the Council Meetings. Early booking of air tickets can result in substantial cost savings. Single tariff accommodation will be reimbursed. Where accommodation is shared (double) then the cost will be adjusted to 50% of the double tariff. Out -of-ordinary expense-claims shall be considered by Cabinet for approval prior to the expense being incurred.

7. DISTRICT GOVERNOR:

The standard practice is that the International office will reimburse all costs relative to the activities of the District Governor. Any costs incurred by the DG which are not recoverable from Lions Clubs International, may be submitted to Cabinet for consideration and re-imbusement if so authorised. Costs of the DG’s blazer, tie (or scarf), blazer badge and PDG collaret are specifically budgeted for under the regalia. The District Governor’s travelling banner will be organised by MD and will be for the account of the District.

8. DISTRICT GOVERNOR’S DISCRETIONARY FUND:

The incumbent District Governor will give a full report, at the fourth Cabinet meeting, of all the money utilised from the District Governors Discretionary Fund. This short financial report should be a summary of all the expenses incurred during the past year. It must be noted that the primary aim of this fund is to financially assist the District Governor in his/her personal expenses to govern the District and to attend the International Convention during his/her term of office. These are expenses that cannot be claimed from Lions Clubs International as sanctioned under the Rules of Audit. All claims are to be fully detailed with supporting vouchers. The Cabinet Treasurer to reflect these claimed expences in the financials statements of the final Cabinet Meeting.

9. SUBMISSION OF CLAIMS

District 410W Constitution

DISTRICT GOVERNOR'S CABINET – By-Laws Article III Section 14 - Expenses

(a) The Cabinet Treasurer shall pay from the District Administration Fund the expenses of all officers and members of District Committees when such expenses are incurred in the discharge of duties for the District as approved by the District Cabinet provided that such expenses are authorized by the District Cabinet. He/she shall, however, not pay expenses, which are not provided for in the Rules of Audit as laid down by Lions Clubs International. All claims are to be fully detailed with supporting vouchers

b) All claims for expenses incurred, regardless of the Fund involved, are to be submitted to the Cabinet Treasurer well in advance, in order that the quarterly financial statements presented to Cabinet, will correctly reflect the expenditure incurred. Claims should be submitted no later than the end of the month, following the month the expense was incurred, to be eligible for reimbursement. This is particularly relevant for expenses for the last quarter which must be received before the 30th June. Claims submitted late will not be accepted.

All expenses incurred must be ratified at the first Cabinet meetings, following the incurring thereof, by the Cabinet Treasurer.

SECTION 17 – Distribution of income/property

The District's income and property are not distributable to its members or office bearers except as compensation for expenses incurred on behalf of the District.

10. PEACE / ESSAY CONTEST:

Winning entry will receive the same monetary amount as the Peace Poster entries for prize money. R2000 for the Child and R2000 for the School.

Item: 11.16 Peace Poster and Partially-Sighted Essay Competition, 3rd Cabinet Meeting 2018/2019.

11. DUES FOR THE YEAR:

a) INTERNATIONAL DUES:

PAYABLE HALF YEARLY ON OR BEFORE 30th SEPTEMBER AND 31ST MARCH.

The International dues for any newly inducted member during the fiscal year will be billed as per you're My-LCI in the following month and is due on presentation.

Clubs that have outstanding International Dues in accordance with The District Constitution, will not be eligible to vote at District and Multiple District Convention.

Direct deposits: International Association of Lions Clubs

The bank details are as follows:

Bank: First National Bank, Adderley Street, Cape Town.
Branch No: 201409,
EFT Transactions: 250655
Account No: 50260087653

Reflect only the abbreviated Club name and reference number as a reference and the amount in respect of International Dues. E.g. Kirstenbosch KBOSCH027687

Please ensure that a copy of the deposit is emailed to the District Office for forwarding on to International.

Please note that the exchange rate (ZAR to the US\$) is set by the Lions Clubs International Office at the end of the month for the next month. The exchange rate appears on the latest statement from International and can be obtained from the District Office or by going onto the International website under finances.

NO CREDIT ON DROPPED MEMBERS:

Semiannual International dues are billed on July 1st and January 1st based on the membership stats shown on International Headquarters records as the 30th June and 31st December.

b) MULTIPLE DISTRICT DUES:

PAYABLE ANNUALLY ON OR BEFORE 31ST AUGUST

Please note that Multiple District Tax for both periods are payable on the membership figure as at the end of the previous financial year – 30th June. Life Members pay a once off R35.00 fee and thereafter do not incur MD dues

Please note that the exchange rate (ZAR to the US\$) is set by the International office at the end of the month for the next month. The exchange rate appears on the latest statement from International and can be obtained from the District Office or by going onto the International website under finances.

Clubs that have outstanding dues will not be eligible to vote at District and Multiple District Convention.

Direct deposits: Lions Clubs International District 410W

The bank details are as follows:

Bank: First National Bank, Adderley Street, Cape Town.
Branch No: 201409,
EFT Transactions: 250655
Account No: 50260087653

Reflect only the abbreviated Club name and reference number as a reference and the amount in respect of Multiple District Dues. (E.g. KBOSCH 27687)

Please ensure that a copy of the deposit is faxed/emailed to the District Office.

c) DISTRICT 410W DUES:

(i) Administration

1) District Dues shall be payable as laid out in By-Laws Article VIII of the District 410W Constitution.

2) District Administration Fund tax determined at R390.00 for the fiscal year 2020/2021, effective from 1st July 2020. Item 14 MINUTES OF DISTRICT 410W BLUE CRANE CONVENTION 2019/2020

3) Interest on overdue accounts from delinquent clubs would be charged at 1% per month following the payment months of August and February.

District Dues will be determined and voted on at the annual District Convention.

(ii) Direct deposits

For direct deposits, the bank details are as follows:

Bank: First National Bank, Adderley Street, Cape Town.

Branch No: 201409,

EFT Transactions: 250655

Account No: 50263054881

Reflect only the abbreviated Club name and reference number as a reference and the amount in respect of District Dues. Please ensure that a copy of the deposit is faxed /emailed to the District Office.

INTERNET TRANSFERS COST LESS AND ARE THEREFORE PREFERRED!!

d) DISTRICT 410W CLAIM FORMS

LIONS CLUBS INTERNATIONAL - DISTRICT 410W REIMBURSEMENT REQUIRED EX ADMIN/PROJECTS FUNDS		
LION:	DATE:	AMOUNT:
ADMIN:		
KM travelled @ R2.00 per KM:		
Accommodation:		
Airfare:		
Other: (Please specify)		
TOTAL:	0	
Reason/Motivation _____ _____		
PROJECTS:		
KM travelled @ R2.00 per KM:		
Accommodation:		
Airfare:		
Other: (Please specify)		
TOTAL:	0	
Reason/Motivation _____ _____		
Only EFT's will be done. Please attach supporting documents for all claims.		
Credit to my bank account:	TOTAL:	<u>0</u>
Name: _____		
Bank: _____		
Branch code: _____		
Account No: _____		
DONATION TO DISTRICT ADMIN/PROJECT ACCOUNT	TOTAL:	<u> </u>
Signature of Claimant: _____		
DISTRICT GOVERNOR _____		