

## 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 ~~Convention~~, 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 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 as determined on the first day of the current month. The monthly per capita tax shall be appropriated to the various funds in the following manner:
- |   |     |
|---|-----|
| 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 Director 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 Director 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 Director will provide the current District Governors with their District Escrow Account totals by September 30th and at the Winter Council Meeting.
- G. The Executive Director 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 Director shall direct an annual 'Standard Accountant's Compilation' 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 Compilation' to be mailed to all members of the Council and all members of the Budget and Finance Committee upon receipt of the Compilation.
- I. The MD19 Executive Director 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 Director. 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 Director 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 Director 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.

### **Copied from Article VII of Constitution prior to 19 October 2019.**

**Section 3. FINANCIAL OBLIGATION.** ~~No financial obligation, other than as specified herein above, shall be placed upon the clubs by this Multiple District, unless approved by a majority vote of a convention of the Multiple District, or by a vote of the Multiple District Council of Governors. Nothing contained herein shall preclude acceptance by Multiple District 19 of gifts, donations or contributions from Lions, Lions Clubs or other entities.~~

**Section 4. ALLOCATION OF FUNDS TO DISTRICTS.** ~~A percentage of the Multiple District dues levied upon each member per month is hereby appropriated for, and shall be made available to, the respective Districts from which levied, for use by such District. No District or Zone shall levy upon, or collect, any dues or assessments in lieu thereof from its Clubs or Zones. The percentage of the Multiple District dues appropriated for the District Operations Fund shall be specified in the MD19 Policy Manual.~~ These funds shall be used for the administration of the affairs of the individual Districts, including its annual District Conference. Expenditures shall be made on bills presented and authorized by the District Governor to the Multiple District Executive Director to the extent that funds accrue in the District Operations account. Bills for amounts in excess of funds in the District Operations account shall be returned to the District Governor for payment or for District Cabinet authorization to pay from the District Escrow account to its accrued amount. Bills in excess of the total; of both accounts shall be returned to the District Governor for payment. Any unused funds remaining to the credit of any individual District at the close of its year shall become a part of the District's Escrow Account. Expenditures from this account must be authorized by a vote of the individual District's Cabinet. At no time will these funds become a part of the General Fund of the Multiple District without a vote of the individual District's Cabinet. These funds cannot be used for personal expenses of any District or Zone Officer, with the exception of those instances listed in the MD19 Policy Manual.

**Section 5. INVOICING DUES.** ~~The per capita tax for Multiple District 19 dues shall be levied semi-annually. The cost per member semi-annually shall be nine dollars and thirty cents (\$9.30).~~ **twelve dollars and thirty cents (\$12.30), effective 1 January 2020 and twelve dollars and eighty cents (\$12.80) effective 1 January 2022 and thirteen dollars and thirty cents (\$13.30) effective 1 January 2024..** ~~The per capita tax shall be apportioned as prescribed in the Policy Manual.~~

**Section 6. FUNDS FOR STUDENT MEMBERSHIP PLAN.** ~~The per capita administrative tax of Multiple District 19 shall include provisions for a Student Membership Plan as adopted by the International Board of Directors. Eligible students who are less than 30 years old at the semi-annual billing date, as members shall pay a semi-annual per capita tax equal to one half (1/2) of the total amount of the dues. Documentation of student members shall be made through Lions Clubs International utilizing the approved criteria and application form.~~