

Helpful Hints for Kiwanis Club Treasurers

Kiwanis International Dues: \$42.00 per member annually.

Every Kiwanis club must pay dues or \$42.00 annually for every active and senior member. This dues payment is payable according to the club's anniversary date. The anniversary date is the date the club was originally organized. The club's anniversary date and key number can be found in the Kiwanis International Directory or you may contact the Florida Kiwanis Office at 407-324-9800 to obtain the information. Payments are mailed to Kiwanis International, 3636 Woodview Trace, Indianapolis, IN 46268-3196. The name of the club and the club's key number, which begins with the letter K followed by five numbers must be submitted with payment.

Dues are waived for two years for former members of recognized Kiwanis Service Leadership Programs, joining Kiwanis, regardless of their age. Former membership in Key Club, CKI, Builders Club and K Kids qualify for the two year waiver.

Board Action Required: Club Secretaries receive a membership roster according to Kiwanis' 3 cycle billing. It is the responsibility of the Club Secretary and Club Treasurer to review these rosters with the Club's Board of Directors. Any member additions or deletions to the membership roster must be approved by the Board and recorded in the Minutes of the Club's Board of Directors. No club officer may make these additions or deletions without Official Board action. Once the Board has approved the action, this action obligates the club to payment of International dues, District dues, Kiwanis Magazine subscription fee and Liability Insurance for each member. These combined payments total \$92.00 per member. All of these payments are made directly to Kiwanis International in one check.

Exceptions to Payment: Kiwanis International Life Members are exempted from paying the \$42.00 International dues. Kiwanis International Life Members must still pay for the magazine subscription and liability insurance. Club billings to Kiwanis International Life Members shall be discounted by \$42.00. Note: It is possible to be an International Life Member and not a District Life Member. Life Member status should be indicated on the member's permanent roster.

Recommended Accounting: Pay \$42.00 per member from the club's administrative account.

Kiwanis International Magazine Subscription Fee: \$8.00 per member annually.

This subscription fee covers 6 issues annually. This payment is submitted with the payment of International dues.

Exceptions to Payment: Every member is required to pay this fee with the exception of married couples. Married couples may notify Kiwanis International in writing of their desire to receive only one issue of the magazine.

Recommended Accounting: Charge \$8.00 per member to the club's administrative account. Honorary subscriptions presented to classrooms, libraries, city offices, etc. may be charged to the club's service account, if these subscriptions are for educational purposes.

Kiwanis International Liability Insurance: \$12.00 per member annually.

This insurance covers clubs in the United States. Clubs pay per member for this coverage, which is submitted with the payment of International dues. Clubs are authorized to allocate payment from revenue of fund-raising (service account) projects.

Recommended Accounting: Charge \$12.00 to club's service account.

Board Action Required: No action required unless the Board chooses to make the entire payment from club's administrative account.

Florida Kiwanis District Dues: \$30.00 per member annually.

Every Florida District Kiwanis club must pay annual dues of \$30.00 for every active and senior member. Florida District dues are waived for two years for former members of a Kiwanis Service Leadership Program, joining Kiwanis under the age of 27. Former membership in Key Club, CKI, Builders Club and K Kids qualify for the two year waiver.

Board Action Required: Club Secretaries receive a membership roster according to Kiwanis' 3 cycle billing. It is the responsibility of the Club Secretary and Club Treasurer to review these rosters with the Club's Board of Directors. Any member additions or deletions to the membership roster must be approved by the Board and recorded in the Minutes of the Club's Board of Directors. No club officer may make these additions or deletions without Official Board action. Once the Board has approved the action, this action obligates the club to payment of International dues, District dues, Kiwanis Magazine subscription fee and Liability Insurance for each member. These combined payments total \$92.00 per member. All of these payments are made directly to Kiwanis International in one check.

Exceptions to Payment: Florida Kiwanis District Life Members are exempted from paying the \$30.00 District dues. Club billings for Florida Kiwanis District Life Members shall be discounted by \$30.00. Note: It is possible to be a District Life Member and not

an International Life Member. Life Member status should be indicated on the Member's permanent roster.

Recommended Accounting: Pay \$30.00 per member from the club's administrative account.

Kiwanis International New Member Add Fee:

Fees (Total Combined Payment) are to be paid to Kiwanis International for both Kiwanis International and Florida District fees:

New-member graduated enrollment fee schedule, effective 4/1/2010

No credit or refunds would be allowed for members deleted during the year.

Month New Member Enrolled	Kiwanis Int'l Dues	Florida District Dues	Total Combined Payment
October	\$62	\$25	\$87
November	62	25	87
December	60	25	85
January	54	25	79
February	48	25	73
March	42	25	67
April	36	25	61
May	30	25	55
June	24	25	49
July	18	25	43
August	12	25	37
September	6	25	31

Board Action Required: Club Secretaries shall submit all applications for membership, once they have been recommended by the Membership Committee at the next scheduled meeting of the Club's Board of Directors. No one shall be admitted to membership by the Club's Board of Directors until the membership application has been reviewed and recommended by the Membership Committee, the Membership Initiation Fee has been paid by the applicant and the applicant has attended a pre-induction orientation.

Board Approval of New Members must be reflected in the Official Board Minutes. The Board should not approve anyone for membership until they have been properly considered; their payment received; and their orientation conducted.

Exceptions to Payment: The Kiwanis International New Member Add Fee is waived for former members of recognized Kiwanis Service Leadership Programs joining Kiwanis regardless of their age. Former membership in Key Club, CKI, Builders Club and K Kids qualify for the waiver. Any former member, in good standing, of a Kiwanis Club who is transferring from another Kiwanis Club while his/her dues are currently paid and has left the club within the last 6 months shall also be exempted from the New Member Add Fee.

Recommended Accounting: Pay the New Member Add Fee from the club's administrative account. Fee is to be submitted to Kiwanis International together with the District New Member Add Fee of \$25. For the exact amount that should be submitted to Kiwanis International, please see the graduated enrollment fee chart below.

Florida District New Member Add Fee: Initial one-time \$25.00 administrative fee.

Fees (Total Combined Payment) are to be paid to Kiwanis International for both Kiwanis International and Florida District fees:

New-member graduated enrollment fee schedule, effective 4/1/2010

No credit or refunds would be allowed for members deleted during the year.

Month New Member Enrolled	Kiwanis Int'l Dues	Florida District Dues	Total Combined Payment
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April	36	25	61
May	30	25	55
June	24	25	49
July	18	25	43
August	12	25	37
September	6	25	31

Exceptions to Payment: The Florida District New Member Add Fee is waived for former members of recognized Kiwanis Service Leadership Programs joining Kiwanis, prior to age 27. Former membership in Key Club, CKI, Builders Club and K Kids qualify for the waiver. Any former member, in good standing, of a Florida District Kiwanis Club who is transferring from another Kiwanis Club while his/her dues are

currently paid and has left the club within the last 6 months shall also be exempted from the New Member Add Fee.

Recommended Accounting: Pay \$25.00 New Member Add Fee from the club's administrative account. Fee is to be submitted to Kiwanis International together with the International New Member Add Fee (See graduated enrollment chart above).

Board Action Required: The required Board action has been covered under International New Member Add Fee.

Florida District Club Convention Assessment: Annual club assessment of \$60.00

Florida District Bylaws provide for an annual Club Convention Assessment of \$60.00. This is a club assessment, not an individual assessment. This convention assessment is provided for in the Bylaws of the Florida District. This assessment must be paid concurrently with the Annual dues, magazine subscription and liability insurance payments.

Exceptions to Payment: None

Recommended Accounting: Pay \$60.00 Annual Club Convention Assessment from the club's administrative account.

Club Dues and Meal Obligations:

Board Action Required: The Club's Board of Directors shall establish the membership induction fee, club dues and club meal costs. The fees established by the Board shall be approved by a 2/3 vote of the active and senior members of the club, following appropriate written notification (minimum of 14 days) of the intention to establish the costs of membership.

Exceptions to Payment: None, unless approved by the Board. Any variances to established fees, must be approved by 2/3 of the club's membership.

Recommended Accounting: Dues have been discussed elsewhere in this information. Members' meals must be paid from the club's administrative account, if collected and paid by the club. Meal payments for prospective members must be paid from the club's administrative account. Meal payments for members of Service Leadership Programs, speakers, teachers, parents, civic and governmental leaders may be paid from the club's service account.

Other Club Assessments:

The Board of Directors of the Club shall have no authority to assess members any charges other than those prescribed in the District and International Bylaws and

previously outlined in these helpful hints. While club members may be encouraged to sell tickets or participate in club fundraisers, participation shall be totally at the individual member's discretion. Member assessments may be suggested by the Board and following 14 days written notice may be approved by a 2/3 vote of the members in attendance, provided a minimum of 1/3 of the total active, senior and privileged members are in attendance. Once approved these assessments become mandatory.

Division Assessment: Voluntary participation varies by division.

The Division Lt. Governor may suggest a budget to the Division Council for his/her operational expenses. Clubs are encouraged to honor the request after it has been approved at the first council meeting of the administrative year. However, it should be clearly understood that any division assessment shall be totally voluntary. A Club's Board of Directors may elect not to pay the assessment, as a Division has no authority to enforce an assessment on clubs.

Divisions may only recommend to the clubs that they participate in sharing the operational expenses of the Lt. Governor and the Division activities.

Board Action Required: The Club's Board of Directors shall direct the Treasurer whether to submit full, partial or no payment. This payment is discretionary, although recommended if the leadership of each club approves the initial recommendation.

Exceptions to Payment: This obligation is totally voluntary.

Recommended Accounting: If approved by the Club's Board of Directors. Pay Voluntary Division Assessment from the club's administrative account.

Florida Kiwanis Foundation Annual Giving Campaign: Requested payment of \$5.00 per member. Clubs with fewer than 20 members are encouraged to make a minimum contribution of \$100.00.

Every member of a Kiwanis Club in the Florida District is also a member of the Florida Kiwanis Foundation, the charitable arm of the District supporting Service Leadership Programs and Club and Division Grants. A request for a minimum voluntary contribution of \$5.00 per member is made annually of every club.

Board Action Required: The Club's Board of Directors shall direct the Treasurer whether or not to issue a check made payable to the Florida Kiwanis Foundation. The Board shall determine the amount of the contribution it wishes to make on behalf of the club. If approved checks should be mailed to: Florida Kiwanis Foundation, 5545 Benchmark Ln., Sanford, FL 32773. Contact the office at 407-324-9800.

The Foundation has many other giving programs. One of the most popular is the Sustaining Member Program which requires a minimum contribution of \$25.00 per

member. The funds are directed to the Florida Kiwanis Foundation, 5545 Benchmark Ln., Sanford, FL 32773. Contact the office at 407-324-9800..

Exceptions to Payment: This obligation is totally voluntary.

Recommended Accounting: The amount of payment authorized by the Club's Board of Directors shall be taken from the Club's Service Account. The Board could direct the funds to be taken from the Administrative Account, but it is not recommended.

Kiwanis International Foundation Annual Giving Campaign:
Requested payment of \$5.00 per member. Clubs with fewer than 20 members are encouraged to make a minimum contribution of \$100.00.

Every member of a Kiwanis Club is also a member of the Kiwanis International Foundation, the charitable arm of the Kiwanis supporting a wide range of programs. A request for a minimum voluntary contribution of \$5.00 per member is made annually of every club.

Board Action Required: The Club's Board of Directors shall direct the Treasurer whether or not to issue a check made payable to the Kiwanis International Foundation. The Board shall determine the amount of the contribution it wishes to make on behalf of the club. If approved checks should be mailed to: The Kiwanis International Foundation, 3636 Woodview Trace, Indianapolis, IN 46268-3196.

The Foundation has many other charitable giving programs. Call 1-800-Kiwanis and ask to be directed to the International Foundation.

Exceptions to Payment: This obligation is totally voluntary.

Recommended Accounting: The amount of payment authorized by the Club's Board of Directors shall be taken from the Club's Service Account. The Board could direct the funds to be taken from the Administrative Account, but it is not recommended.

Member Obligations and Deletions of Members for Non-Payment of Dues, including Board Consideration of Financial Hardship

It shall be the joint responsibility of the Club Secretary and Club Treasurer to report the current financial standing of every member of the Kiwanis Club at each Board Meeting. The names of members more than 30 days in arrears and the amount of their outstanding obligations shall be reported to the Board for action.

Board Action Required: The Club's Board of Directors shall direct the Treasurer and Secretary to contact the delinquent member in writing with a request for payment in full, prior to the next monthly meeting of the Board.

No Club Officer may waive or reduce a member's obligation without the express direction of the Board of Trustees. The Board's action shall be recorded in the Official Board Minutes. In this challenging economic period, flexibility is encouraged to retain quality members who have fallen on hard times. The Board may make payment adjustments or forgive obligations of members when financial situations merit.

Leaves of Absence and Senior Membership:

Board Action Required: No club officer may grant a leave of absence or Senior Membership, regardless of the circumstances, without the recorded approval of the Board of Directors. It shall be the responsibility of the Club Secretary to bring any requests for a leave of absence or Senior Membership to the attention of the Board. It shall be the responsibility of the Treasurer to report the requesting party's financial standing with the club. No member in arrears shall be granted a leave of absence or Senior Membership until the delinquencies have been rectified or forgiven.

Recommended Accounting for Leave of Absence: If approved, a Leave of Absence cannot be extended for a period of more than 6 months. The Secretary shall notify the Board and the Membership Committee not later than 30 days before an extension might be requested. A Leave of Absence does not relieve a member of his/her financial obligations. However, the Board may waive a meal assessment, if included in the dues for the period covered by the Leave of Absence.

Recommended Accounting for Senior Membership: If approved Senior Membership is granted for a maximum period of one year. The Club Secretary shall notify the Board and Membership Committee not later than 30 days before an extension of Senior Membership might be requested. Senior membership is a privilege afforded to members who have been in Kiwanis a minimum of 10 years who can no longer attend the majority of club meetings for health or extenuating circumstances. Club Board Members are cautioned that Senior Memberships given too freely often lead to a serious decline in membership attendance and an eventual loss of the Senior member.

Segregation of Funds Service vs. Administrative:

It is the responsibility of the Club Treasurer to assure that funds are properly segregated between the Club's Administrative Account and the Service Account.

All funds raised from the public must be deposited into the Service Account and reinvested in service projects undertaken by the Club. No funds raised from the public, either partially or completely, may be used for Administrative Purposes. This includes funds primarily raised from members. If any member of the public participates all funds must go to the Service Account. The costs of conducting a service activity or a fund raising project may be taken from service funds, but must be accompanied by appropriate receipts and documented to the Board and in the Club's financial accounting system.

Funds may be loaned from the Club's Administrative Account to the Club's Service Account. Funds may not be loaned from the Club's Service Account to the Club's Administrative Account.

The Fiscal Responsibility of the Board and the Treasurer:

The Treasurer although primarily accountable for the safeguarding and proper distribution of funds within the club, serves as directed by the Club's Board of Directors. The Treasurer is not empowered to act independently, without knowledge and direction of the Board. The Treasurer has no authority to make payments to any party without the Board's direction. Recurring budgeted expenses, once approved by the Board, do not require Board authorization, prior to payment. However, all receipts and disbursements must be substantiated and reported at every Board Meeting.

The financial records of the Club shall be available for review by the Board of Trustees upon request.

The Board is responsible for assuring that an Annual Audit of the Club's finances and supporting documentation is conducted within 30 days of the close of the fiscal year. October 1 – September 30. The audit may be conducted independently, or by a Committee composed of Club Members. The Club Treasurer and Secretary may not serve on the Audit Committee.

If a Club has a change in Treasurers, the Board shall conduct and/or direct an Audit within a reasonable period of the change in officers.

Some Clubs divide responsibilities between the Club Secretary and Treasurer. These shared responsibilities do not excuse the Club Treasurer for the principal responsibility for the proper accounting and direction of funds.

All Kiwanis Clubs Required to File Tax Return with IRS Regardless of Income

All Kiwanis Family Clubs (including our Circle K clubs and Key Clubs that maintain separate accounts that are not run through the school) will be required to file either a 990, a 990-EZ or a 990-N E-Postcard filing with the IRS to maintain our non-profit status. Club Treasurers and Directors need to familiarize themselves with the new IRS Guidelines for Non-Profits. Failure to file and/or late filings will result in substantial penalties and the possible revocation/suspension of your non-profit and/or charitable status.

Questions on the new IRS filing requirements should be addressed to Bill Parker at Kiwanis International by calling 1-800-Kiwanis ext.146.

All North American Kiwanis Clubs Are Required to Incorporate

All Kiwanis Clubs must be incorporated and file annually in their state. Florida Kiwanis clubs should go to www.sunbiz.org to verify their registration and to annually renew their corporate filing. The fee is \$61.25 and is due no later than May 1.

Florida Kiwanis Clubs Required to Register with the Florida Department of Agriculture and Consumer Services.

All Florida Kiwanis Clubs must be registered with the Florida Department of Agriculture and Consumer Services under the State of Florida Charitable Solicitations Act. Clubs must initially register and then renew the registration annually prior to the anniversary date of the original application. The application can be found at <http://www.doacs.state.fl.us/onestop/forms/10100.pdf> for general information from the department go to www.doacs.state.fl.us.

Telephone inquiries to the Department of Consumer Services may be directed to 1-800-HELP-FLA (435-7352). You are strongly encouraged to consult your CPA or Attorney regarding any possible issues your club may be facing.

It is important that all clubs be registered and that they do not allow their registration to lapse. There are significant penalties for delinquent renewals. Failure to register a club with the Department of Agriculture and Consumer Services is a felony and clubs can face substantial fines and criminal prosecution. You are strongly encouraged to consult your CPA or Attorney regarding any possible issues your club may be facing.

Revised 9-23-11

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