

Cabinet officers – Finance-related matters

Expenses

The vast majority of expenses for District-related activities are reimbursed from the **MDA Treasurer** under the MDA Rules of Audit. The following link is provided:

<http://mdalions.org/pages/Directory/Expense>

- 1) Expense form in both pdf (for printing) and Excel (for submission) is on this site. The basic details for expense submission are noted on the expense form.
- 2) The 'Rules of Audit' are outlined in the MDA Policy & Procedures Manual – refer pages 54-56 and 64.
- 3) Expense Claims should be submitted to the District Governor for approval and forwarding to the MDA treasurer.

District A-15 Items of Interest

- 1) Meals at Cabinet meetings- District Officers may claim a max of \$12 through MDA for the cost of a Cabinet meeting. The host club generally charges more than \$12.
 - a. The District Treasurer will pay the host Club for meals for All Cabinet members and Committee Chairs.
 - b. The District Treasurer will collect \$12 per person from the Zone Chairs, Region Chairs & VDGs on the night of the Cabinet meeting to help defray District expenses.
 - c. Any difference between \$12 and the actual cost of the meal is absorbed in the District Admin budget.
- 2) Pins - Each Region Chair & Zone Chair will receive 25 Governor Pins at the beginning of the Lions year. These are to be sold at various Lions events (Club meetings etc) at \$6.00 per pin –proceeds of \$150 should be turned over to the Cabinet Treasurer BEFORE the Annual District Convention.
- 3) Other Expenses – occasionally there may be expenses incurred by a Cabinet Officer on behalf of a District Committee or some other function (at the request of the District Governor) that is NOT covered by MDA; e.g. Region Chair makes additional visits to a Club as part of Membership of Leadership committee activities – THESE EXPENSES should be claimed through the District – on the District Expense form through the District Governor to the Cabinet Treasurer.
 - a. Link to District site for forms is <http://a15lions.org/pages/Directory/A15Pubs>

Questions – Peter Oswald, Cabinet Treasurer, 519-537-0683 or ct@a15lions.org