

ADMINISTRATIVE REMINDERS

TO: Pennsylvania Kiwanis Club Presidents and Secretaries for 2011-12

FROM: Kevin E. Thomas, District Executive Director

RE: Administrative Reminders

DATE: October 1, 2011

1. Any former member of a Kiwanis Service Leadership Program/Sponsored Youth Organization who joins Kiwanis has International dues waived for two years regardless of age. The new member (or its club on behalf of the member) must pay the Kiwanis International Magazine subscription, the Liability Insurance premium and Local Club Dues.
2. Dues, magazine and insurance fees per member for the 2011-12 year:
International Dues: \$42.00
Kiwanis Magazine: \$ 8.00
Liability Insurance: \$12.00
District Dues: \$30.00
Total: \$92.00
3. When adding a new member to your club's roster, your club pays Kiwanis International and the Pennsylvania District Graduated dues for that new member. What the club pays depends on the time of the year. Please see the enclosed schedule. All payments for new members get sent to the Kiwanis International office in Indianapolis.
4. All Kiwanis Clubs and club foundations must file some version of the IRS 990 non-profit tax form. Most clubs, can file form 990-N, which is available on line only through the IRS website; clubs with higher levels of income will have to file form 990-EZ or 990. For most clubs, the appropriate form must be filed by Feb 15th. By law, no club or club foundation is exempt from filing the appropriate 990 form. If a club does not file the appropriate form 990 for 3 consecutive years, it will lose its non profit status.
5. For clubs that are struggling with their administrative account but have a healthy service account, I'd like to offer the following tip or suggestion. When paying your dues invoice to Kiwanis International, take the entire \$12.00 per member cost of liability insurance fee from your service account. The insurance is needed because we are out in the community doing service so it can be treated as project cost just as any other project cost. Bottom line to help administrative account, take \$80.00 per member from the administrative account and \$12.00 per member from the service account when paying your dues invoice. Of course if your club administrative account is healthy, you can take all monies for dues, magazine and insurance from that account.

6. There is one administrative account myth I want to dispel: You may place a certain percentage (usually the figure thrown about is 10%) of any fundraiser you have in administrative account. **That simply is not true and is not permissible or even legal.** You may not place a flat amount of any fundraiser in the administrative account.
7. All clubs are asked to submit their monthly reports on line via the KiwanisONE reporting system; **information on the system is enclosed with this memo.** Paper forms or any report form other than one submitted on line will not be considered an official monthly report. Four tutorial videos have been established on line to help you get started and provide direction/guidance. Here is the direct link to the videos:

<http://www.kiwanisone.org/Pages/Resources/default.aspx?PageID=235>

If after viewing the videos you are still having problems, perhaps you can get in touch with a secretary in your division that has and is using the system. If that is not possible or does not work, get in touch with Robin or myself in the District office. We will try our best to help. And if we can't resolve the problem we will get in touch with Scott Smith, the administrator of system.

Cc Lt. Governors, District Board of Trustees; District Chairs

Graduated Enrollement Fee Schedule

<u>Month New Member Joins Club</u>	<u>Enrollement Fee</u>
October	\$ 92.00
November	\$ 92.00
December	\$ 85.00
January	\$ 79.00
February	\$ 68.00
March	\$ 62.00
April	\$ 51.00
May	\$ 45.00
June	\$ 34.00
July	\$ 28.00
August	\$ 17.00
September	\$ 11.00