

## **Administrative Or Service**

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*The following questions are based on the questions most often asked of Kiwanis International and district offices regarding administrative and service accounts.*

1. From which account must Kiwanis International dues, magazine subscriptions, district dues, and district bulletin be paid?
  
- 2a. From which account must the liability insurance premium payable to Kiwanis International be paid?
  
- 2b. From which account can a club authorize payment of the Officers and Directors and the Crime Insurance policies?
  
3. From which account can a club authorize payment of expenses to send members to district and/or International conventions?
  
- 4a. Must the administrative and service accounts be kept separate?
  
- 4b. Must the administrative and service accounts be kept in separate checking accounts?
  
5. Can a percentage of fund-raising revenues be used to fund the administrative account?
  
6. Must the club have an annual review of either account? If so, which account(s)?

## **Administrative/Service cont'd**

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7. Who may sign all checks for the payment of bills?
  
8. Can expenses of Key Club, Circle K, K-Kids, aKtion Club, or Builders Club be paid from the service account?
  
9. Which account can be used to pay for a club bulletin?
  
10. Which account can be used to pay for new-member expenses—new member-add fees, lapel buttons, certificates, etc.?
  
11. Monies received for payment of meals come from which account?
  
12. Payment for the program (speaker's) meal comes from which account?
  
13. Monies raised where only members participate in the fund-raising effort and the public is not allowed to participate may go into what account(s)?
  
14. Expenses for the various service committees' projects should be paid from which account?