



2024.07.12

The Club Officers
Lions Club of Colombo Royalty

Subject: Handover of Documents for the 2024/2025 Term

Dear Club Officers,

I hope this message finds you in good spirits.

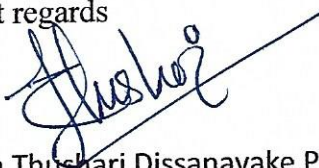
As part of the transition for the 2024/2025 term, I am handing over the following documents to the new office bearers:

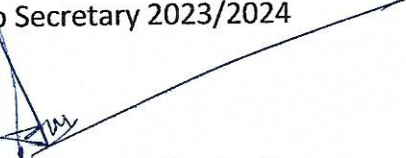
1. **Club Monthly Meeting Minutes:** Comprehensive records of monthly meetings.
2. **Club Director Board Meeting Minutes:** Detailed minutes from the board meetings.
3. **Club Audited Accounts (1st July 2023 to 30th June 2024):** Financial statements for the specified period.
4. **Projects Reports:** Documentation and reports of completed and ongoing projects.
5. **Gong & Gavel:** The ceremonial tools for meetings.
6. **Club Banner:** The official banner for the club.
7. **Attendance Sheets:** Records of attendance for both monthly and board meetings.

Please ensure these documents are reviewed and properly filed for future reference. Should you have any questions or require further clarification, do not hesitate to contact me.

Thank you for your attention to this matter and for your continued dedication to the club.

Best regards


Lion Thushari Dissanayake PMAF
Club Secretary 2023/2024


Lion Prishantha Jayakodi
Club President 2024/2025

President

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