

Budget & Finance Committee Minutes
3:00 – 4:30 PM Thursday, October 13, 2011
District 6000 Administrative Office
Pella, Iowa

Gov 08-09 Susan H. Herrick (Chair)
Gov 09-10 Cal Litwiller
Gov 10-11 Gary Welch (Secretary)
Kathy Strum (Treasurer)
Gov 03-04 Dennis Skinner (Accountant)

Gov 04-05 Bill Tubbs*
Gov 07-08 Diana Reed
Gov 11-12 Donald Patterson
Gov 12-13 Terry Geiger

Carolyn Scharff (Administrator)*

Note: *Ex-Officio

1. Call to Order Herrick
2. Ascertainment of Quorum Welch
Present were Susan Herrick, Cal Litwiller (by Phone), Gary Welch, Dennis Skinner, Bill Tubbs, Diana Reed, Don Patterson, Terry Geiger and Kathy Strum. A Quorum was present.
3. Approval of Agenda Herrick
Moved by Terry Geiger, 2nd by Diana Reed. Motion passed by voice vote unanimously.
4. Approval of Feb. 22, 2011 Minutes Herrick
Correction on Item 9 change Tuesday to Thursday. Moved by Denny Skinner and 2nd by Diana Reed. Motion passed by voice vote unanimously.
5. Items of Old Business Herrick
Replacement of Office Copy Machines Skinner
Carolyn indicated things are going well, and what issues there have been, were covered by warranty.
District 6000 By-Laws & P/P Reed
It is an informational item and will go to Executive Committee for discussion.
2011-12 Budget Clarification Patterson
Clarification of Carolyn's hours and hourly pay. She would like to have more hours rather than the full 5% increase. We will increase work hours to 1120 and reduce the increase to 3%. The net results will be she will receive the same total pay for the increased hours worked.
Clarification for Budget and Finance meeting 10-13-11
Summary of District Administrator Budgeted Hours and Wage:
2010-11 - The budget amount for line item 30, District Office Expense, District Administrator/Clerical was \$17,600 (1,100 hours at \$16/hour). At the end of the Rotary year, Carolyn was 13.75 hours over budget. One item

that may have contributed to the overage was taking and distributing minutes of the NCPETS planning meetings.

2011-12 - The budget amount for line item 30, District Office Expense, District Administrator Wages is \$18,480, which is intended to indicate (1,120 hours at \$16.50/hour). This might help keep within the budget and may allow some time to assist PDG Don Goering with updating the publication "Rotary...The Iowa Influence".

- 6. Items of New Business Herrick
 - Review of Financial Statements Herrick
 - Presentation. Corwin

Corwin indicated that \$5000 is board restricted funds for the Club Extension Committee on page 4 in Net assets. The Financial Statement Preliminary Review was reviewed in detail by the committee. The final report will be provided later. It was recommended to post the district 6000 Tax Form 990 on the District website.

Moved to accept preliminary draft 2010-11 by Denny Skinner and 2nd by Don Patterson. Motion passed on voice vote unanimously.

Since we have met the 25% rule set down by the Policy and Procedures there is \$6675 excess contingency fund will be split between the sub account in HEF to accounts in the Humanitarian Fund and Youth Services. Moved by Diana Reed and 2nd by Denny Skinner. Motion passed on voice vote unanimously.

To provide clarification of expenditures that exceed the budget the Budget and Finance Committee has adopted a procedure that allows the District Treasurer to pay any and all expenditures that exceed the budgeted amount by 20%. Any expenditure that exceeds the 20% must come before the Budget and Finance Committee for approval. If it is determined upon a final review of the finances of District 6000 that a particular budgeted line item has exceeded the 20%, the Budget and Finance Committee will assess the appropriateness of the expenditure and approve or not approve the expenditure. The Budget and Finance Committee will use in its assessment whether the particular section of the budget is over or under budget as well as the overall over or under budget amount. Denny Skinner and Bill Corwin noted that these guidelines had been followed over the past Rotary year with approval for all expenditures for 2010-11.
 - Zone reimbursement Welch

The Regional Zone Foundation Seminar is for District leadership, and PDG's. The District will pay the Registration Fees as a courteous to encourage their attendance and continued involvement in the District.
 - Preliminary Budget 12-13 Geiger

DGE Terry Geiger's budget was reviewed by the committee and provided recommend changes under DGE Geiger's budget.
 - PR Grant Report Tubbs and Patterson

PDG Bill Tubbs presented the application for the Public Relations Multidistrict Grant Application Form for 2011-12.

Review of District Financials Skinner

PDG Denny Skinner reviewed the Balance sheet for the 2010-11 District budget and the net budget is under within expected budget even though there were a number of expenses approved by the Budget and Finance committee that were not in the original budget.

7. Other Topics Requiring Attention Herrick

Procedure for paying bills Litwiller

- PDG Cal Litwiller is recommending that District Governor approve all bill before a check is written. It is recommended that “Laser Fish” be available to the District Governor for additional information.
- PDG Diana Reed moved that Kathy Strum go “on line” to download the credit card bill to eliminate late charges and pay with a check. The documentations and procedure will be reviewed for the next two months to see how it works. Denny Skinner will be responsible to monitor this process and make recommendations to the board as to whether it works effectively. 2nd by DGE Terry Geiger. Motion passed with voice vote unanimously.

8. Next Scheduled Meeting Herrick

December 15, 2011 at 3:00 District Office in Pella

9. Adjourn Herrick

PDG Diana Reed moved to adjourn, 2nd by PDG Susan Herrick. Motion passed by voice vote unanimously.

Respectfully submitted by PDG Gary Welch