

Minutes
Budget and Finance Committee Meeting
3:00 p.m. – 5:25 p.m., Thursday, October 28, 2010
District 6000 Administrative Office
Pella, Iowa

1. The meeting was called to order by PDG Diana Reed, Chairman, at 3:00 p.m.
2. PDG Susan Herrick, Acting Secretary, ascertained that a quorum was present.

The following were in attendance:

Gov. 07-88 Diana Reed, Chair	Gov 04-05 Bill Tubbs*
Gov. 08-09 Susan Herrick, Acting Secretary	Gov. 05 –06 Corliss Klaassen
Gov. 09-10 Cal Litwiller, Secretary (Absent)	Gov. 06-07 Del Bluhm (Absent)
Gov. 10-11 Gary Welch	Gov. 11-12 Donald Patterson
Kathy Strum, Treasurer – (Absent)	Gov. 12-13 Terry Geiger*
Gov. 03-04 Dennis Skinner (Accountant)	Bill Corwin (CPA Reviewer)

Michael Schmitz, Chair, District Website/Technology – joined meeting for the last item of business

Carolyn Scharff (District Admin.)*

Note* = Ex-Officio

3. Chair Reed called for approval of the agenda. There were no additions to the agenda.
4. Chair Reed called for approval of the March 2, 2010 minutes. PDG Herrick made the motion to approve the minutes. PDG Skinner seconded the motion. The motion passed.
5. Under old business District Administrator Scharff reported that with the assistance of Michael Schmitz, Chair of the District Website/Technology Committee, a Dell laptop computer was purchased for under \$2,000 and the computer is loaded with WiFi and Adobe standard that will handle writeable forms, as well as a two year service contract, for a total of approximately \$2,095. She also reported that the document feeder on the existing copier is inconsistent and she is presently tallying the number of copies that she is handling. Our current time and materials service cost on that machine is \$157 for the first hour and Midwest Office Technology would charge \$125 for the first hour.

PDG Herrick, Chair of the District Polio Plus Challenge Committee reported that the current Polio Plus contributions from DDF and Clubs and the District as of October 31, 2010, are \$290,454.03, with the DDF total for all program years at \$67,599.80 and the Polio contributions from Clubs and District at \$222,854.80. She reported that each of the Assistant Governors have been given tally sheets for each of their clubs that report their contributions for this Rotary year, the total contributions since December 1, 2007, and the

goal that was set for each club to reach their portion of the Challenge. There is an Iowa Energy game set for Saturday night, January 22, 2011 that will benefit the Polio Challenge. There was some discussion about the inaccuracy of the Challenge Goal that had been reported as \$278,000 which has already been surpassed but should actually have been \$378,000, based on the sum of \$2,000/club. PDG Herrick will write a notice of the corrected amount for the next Newsletter.

6. New business started with a discussion regarding Generic Name Badges led by District Administrator Scharff who pointed out that she did not require a new name badge with each new Governor and that she had purchased a Generic Badge that would serve through the years. The Committee advised Scharff to take reimbursement from District Office Expenses.

Regarding District Banners, Scharff was directed to purchase 100 new banners. The Committee will consider designing a new banner in the future, perhaps by soliciting designs from District Rotarians. Before reordering new District pins the Committee suggested that we include adding Iowa – USA in the upper blue section of the pin.

The Committee decided to continue with the established tradition regarding the cost for the gift given to the outgoing District Governor at the District Conference.

7. CPA Reviewer Bill Corwin presented a Preliminary Draft of the District Financial Statements, noting that the final Statements will be available for the December 7, 2010 meeting after corrections and additions are made. Corwin presented a clear opinion of the finances of the District. The tax return will be signed and submitted by November 15, upon the return of PDG Litwiller to the United States. DGE Patterson made a motion to accept the Preliminary Draft of the Financial Statements. PDG Skinner seconded the motion. Motion carried.
8. PDG Dennis Skinner, Accountant, presented the September 30, 2010, District 6000 balance sheets for the District and for the Humanitarian & Educational Foundation, Inc. In a discussion regarding the Contingency Fund monies left from the 2009-2010 Rotary Year in the amount of \$9,600, PDG Herrick made a motion that \$5,000 be allocated to the District Humanitarian Fund and \$4,600 be allocated to the Youth Services Fund. PDG Skinner seconded the motion. Motion passed.
9. Discussion was held regarding the financing of small clubs for attendance at the Rotary International Convention in New Orleans, Louisiana, May 21–25, 2011. Having been offered \$5,000 from a District Rotarian to send PE's of clubs who cannot afford to send those individuals to the International Convention, the District was asked to add \$2,500 to that sum. PDG Del Bluhm did a thorough study of the smaller clubs in the District and gathered information from each of the nine smallest clubs. The Rotary Clubs of Coon Rapids, Decatur County, Iowa City Downtown, Marengo, and Tipton all indicated that they were willing to send their PE's to the International Convention and would support their attendance with help from the District. A motion to table the discussion until after

looking at financing Multi-District PETS and the DGE's budget at this meeting was made by DGE Patterson. PDG Herrick seconded the motion. Motion passed.

10 and 11. DGE Patterson distributed copies of his budget along with Summary Estimates, Budget Assumptions, and North Central Multi-District PETS Assistance Guidelines. (See attached) Patterson suggested that contact be made by each of the AG's to their Presidents-Elect by December 7 regarding their willingness and ability to attend the Multi-District PETS in 2011. PDG Reed, Assistant Governor Coordinator, said that she would get the information to the AG's by November 1 and give them a deadline of November 30 to make the contacts with their Presidents-Elect. DGE Patterson plans a meeting on February 19, 2011, in Washington, Iowa, with the Assistant Governors and the Committee Chairs. Consideration of support of the Assistant Governor's attendance at the Multi-District PETS was suggested by DGE Patterson.

A motion was made by DG Welch, seconded by DGE Patterson to un-table the discussion of the small clubs attendance at the Rotary International Convention. Motion passed. DG Welch made a motion that the District take \$2,500 from the contingency fund to finance five small clubs for attendance at the New Orleans Convention. The motion was seconded by PDG Klaassen. Motion carried. A sub-committee of Bluhm, Welch, Patterson, and the contributing Rotarian was formed to monitor the process of the financing of those clubs' attendance.

PDG Tubbs asked for assistance with the cost of the award plaque for the Paul Hellwege Guardian of Integrity Award. The Committee asked Tubbs to bring a quote for that plaque to the December 7 meeting.

Michael Schmitz, Chair of the District Website/Technology Committee, suggested that the District contract for off-site back-ups of our corporate files. A Mozy Home Account could be arranged for \$4.95/month or \$54/year. On a motion by PDG Herrick, seconded by PDG Klaassen, the District will contract for off-site back-up of our corporate files. Motion passed.

The next meeting of the Budget and Finance Committee will be Tuesday, December 7, 2010, at the District 6000 Administrative Office.

PDG Skinner made a motion to adjourn the meeting. Meeting adjourned at 5:25 p.m.

Respectfully submitted,

PDG Susan Herrick, Acting Secretary

BUDGET ASSUMPTIONS

- Income will remain the same with potential shrinkage due to reduction in membership.
- Expenditures will increase mostly due to the commitment the District may want to take on for additional planning and training.

Additional Training:

- Reimbursement of AG's and trainers at NCMDP
- Small club grants for RI Convention
- Financial support of Clubs for President Elect Training at NCMDP
- Additional support for technology

Additional Planning:

- Club visioning
- Club succession planning

SUMMARY ESTIMATES

	11/12 BUDGET	9/10 ACTUAL	NOTE
INCOME	\$145,000	\$145,000	
EXPENDITURES			\$24,000
DE Administrative Expense	\$20,000	\$20,000	
District Office Expense	\$32,500	\$29,000	\$3,500 Administrator wages & travel
DGE Administrative Expense	\$15,000	\$15,000	Administrator wages & travel
DGN Expense	\$2,500	\$2,500	
DGNDO Expense	\$500	\$500	
Assistant Governors	\$15,000	\$4,500	\$10,500 Multi District Pets
Required Meetings	\$13,000	\$10,500	\$2,500 DGE/RI Convention
October Expense	\$5,500	\$5,500	
Services to Youth	\$5,000	\$5,500	
Committee Expense	\$12,000	\$6,000	\$6,000 Public Image Grant
Foundation	\$1,000	\$1,000	
Supported Functions	\$12,000	\$10,500	\$2,000 Revenue/Expenses on Dist Conf
TOTAL	\$134,000	\$110,500	

	A	B	C	D	E	F	G
1	ROTARY INTERNATIONAL DISTRICT 6000						
2	Budget Worksheet						
3		Based on 4,234 members @\$30.00/member		11-12 Budget	10-11 Budget	09-10 Actual	08-09 Actual
4							
5	INCOME						
6							
7	District dues			\$125,600	\$127,020	\$125,600	\$116,765
8	Rotary International District Governor			\$17,000	\$14,500	\$17,181	\$14,913
9	Rotary International Assistant Gov Tng			\$1,500	\$1,600	\$1,487	\$1,487
10	Rotary International GETS			\$0	\$600	\$0	\$395
11	Interest income			\$800	\$700	\$799	\$904
12	Miscellaneous income			\$65	\$0	\$65	\$91
13	Total income			\$144,965	\$144,420	\$145,133	\$134,555
14							
15	EXPENDITURES						
16							
17	DG Administrative expense:						
18	Bank Charges (Credit Card)			\$0	\$350	\$2	\$65
19	Monthly letter			\$4,500	\$4,500	\$4,575	\$4,449
20	Postage			\$200	\$500	\$234	\$2,138
21	Printing/copies			\$400	\$300	\$445	\$0
22	Stationery/supplies			\$400	\$2,100	\$386	\$665
23	Telephone and FAX			\$1,500	\$2,500	\$1,515	\$1,943
24	Travel			\$11,000	\$10,500	\$11,232	\$10,517
25	District web page			\$1,800	\$2,000	\$1,788	\$1,788
26	Memorials			\$100	\$200	\$100	\$200
27				\$20,000	\$22,950	\$20,278	\$21,765
28							
29	District Office Expense						
30	District Administrator/Clerical(1100x\$16)			\$18,480	\$17,600	\$18,244	\$16,524
31	Rent			\$5,700	\$5,700	\$5,700	\$5,700
32	Telephone			\$800	\$700	\$831	\$600
33	Internet Service/Repair			\$200	\$400	\$207	\$812
34	Postage			\$300	\$900	\$266	\$844
35	Stationery and Supplies			\$300	\$500	\$298	\$881
36	Payroll Taxes			\$1,500	\$1,400	\$1,452	\$1,323
37	DA Travel			\$1,500	\$550	\$421	\$511
38	Office Equipment			\$1,000	\$1,000	\$0	\$629
39	Office Insurance			\$1,000	\$1,000	\$0	\$838
40	Utilities			\$1,700	\$1,200	\$17,005	\$1,605
41	Office Furniture/Signage			\$0	\$100	\$0	\$479
42				\$32,480	\$31,050	\$29,123	\$30,746
43	DGE Administrative expense:						
44	Directory			\$4,000	\$4,500	\$4,147	\$3,609
45	Postage			\$600	\$100	\$572	\$475
46	Printing/copies			\$800	\$100	\$780	\$0
47	Stationery/supplies			\$300	\$700	\$297	\$150
48	Theme promotion			\$4,000	\$3,000	\$3,935	\$2,976
49	Telephone & FAX			\$2,000	\$300	\$1,967	\$0
50	Travel			\$3,500	\$2,500	\$3,513	\$649
51				\$15,200	\$11,200	\$15,211	\$7,859
52							
53	DGN expense:						
54	Postage			\$0	\$50	\$0	\$0
55	Telephone & Fax			\$0	\$100	\$0	\$0
56	Travel			\$0	\$1,500	\$2,458	\$1,762
57				\$2,450	\$1,650	\$2,458	\$1,762
58							
59							

	A	B	C	D	E	F	G
60	ROTARY INTERNATIONAL DISTRICT 6000						
61	Budget Worksheet						
62		Based on 4,234 members @\$30.00/member		11-12 Budget	10-11 Budget	09-10 Actual	08-09 Actual
63							
64	DGND expense:						
65		Postage		\$0	\$50	\$0	\$0
66		Telephone & Fax		\$0	\$50	\$0	\$0
67		Travel		\$0	\$200	\$420	\$0
68				\$300	\$300	\$420	\$0
69							
70	Assistant Governors						
71		Printing		\$0	\$250	\$0	\$3
72		Training & team development		\$4,000	\$3,500	\$3,650	\$2,315
73		Travel		\$1,000	\$2,700	\$817	\$698
74		NCMDP \$7,500 (IS) \$2,500 (S Trainers)		\$10,000			
75				\$15,000	\$6,450	\$4,467	\$3,016
76							
77	Required meetings:New York						
78		Zone Institute DG(three nights)		\$7,500	\$1,700	\$7,286	\$8,220
79		Zone Institute DG-Elect(four nights)			\$1,800		
80		Zone Institute - DG- Nominee(four nights)			\$1,800		
81		Zone Institute District Trainers(four night)max			\$1,800		
82		Zone Institute District Foundation Chair(four)			\$1,900	\$390	
83		Zone Nom-08/Council on Leg-07		\$500	\$0	\$349	\$0
84		Zone Found Sem		\$500	\$600	\$0	\$0
85		RI Convention (DGE)		\$3,000	\$3,000	\$0	\$3,005
86		RI Convention (DGN) (Maximum)		\$1,000	\$1,000	\$2,000	\$1,000
87		Zone Assessment		\$500	\$500	\$500	\$500
88				\$13,000	\$14,100	\$10,525	\$12,725
89							
90	Other expenses:						
91		Review & tax return		\$0		\$4,450	
92		Liability insurance & bonds		\$0	\$5,400	\$828	\$3,050
93				\$5,300	\$5,400	\$5,278	\$3,050
94	Service to youth;						
95		Youth exchange retreat		\$3,000	\$2,800	\$3,104	\$2,945
96		Youth exchange program admin		\$4,500	\$3,400	\$4,529	\$3,677
97		YE outbound - receipts		(\$4,000)	(\$2,500)	(\$3,850)	(\$2,325)
98		YE District Conference exp.		\$1,500	\$2,000	\$1,452	\$388
99		RYLA		\$0	\$0	\$0	\$0
100		Youth exchange officer conf.		\$0	\$2,000	\$0	\$0
101		SKRYE fee and meeting		\$200	\$1,200	\$200	\$0
102				\$5,200	\$8,900	\$5,435	\$4,685
103							
104	Committee expense:						
105		Budget and finance		\$0	\$50	\$0	\$0
106		Community Service-St.Plan.Ad Hoc		\$0	\$0	\$0	\$0
107		Extension		\$0	\$500	\$269	\$30
108		Fellowships		\$0	\$0	\$0	\$0
109		Friendship exchange		\$0	\$300	\$0	\$300
110		Disaster relief		\$0	\$100	\$0	\$0
111		District trainer		\$2,000	\$750	\$566	\$0
112		Nominating		\$100	\$100	\$91	\$63
113		Vocational Service		\$0	\$0	\$0	\$0
114		Public Image		\$10,000	\$3,350	\$5,260	\$3,000
115		Other		\$0	\$0	\$0	\$0
116				\$12,100	\$5,150	\$6,186	\$3,393
117							
118							
119							
120							

	A	B	C	D	E	F	G
121	ROTARY INTERNATIONAL DISTRICT 6000						
122	Budget Worksheet						
123		Based on 4,234 members @\$30.00/member		11-12 Budget	10-11 Budget	09-10 Actual	08-09 Actual
124							
125							
126	Rotary Foundation:						
127		Annual giving		\$0	\$200	\$0	\$0
128		Group Study Exchange		\$200	\$1,000	\$222	\$2,214
129		Scholarship		\$500	\$250	\$498	\$203
130		Other TRF Comm (DSG Com)		\$0	\$0	\$0	\$0
131		Alumni		\$0	\$0	\$0	\$0
132		Permanent fund		\$200	\$0	\$175	\$0
133		Grants, International		\$0	\$270	\$0	\$278
134				\$900	\$1,720	\$895	\$2,695
135							
136	Supported functions:						
137		Foundation Seminar					
138		Receipts					
139		Expenditures		\$3,000	\$2,500	\$3,330	\$2,944
140		Net		\$3,000	\$2,500	\$3,330	\$2,944
141							
142	District PETS conference:						
143		Receipts				(\$360)	(\$107)
144		Expenditures		\$6,500	\$4,000	\$6,531	\$6,361
145		Multi-District PETS (one time expense)			\$2,250	\$0	
146		Net		\$6,500	\$6,250	\$6,171	\$6,254
147	District conference:						
148		Receipts				(\$32,762)	(\$31,132)
149		Expenditures			\$10,000	\$30,468	\$39,975
150		Net		\$0	\$10,000	(\$2,293)	\$8,843
151							
152	District assembly:						
153		Receipts					
154		Expenditures		\$3,000	\$3,500	\$3,197	\$2,926
155		Net		\$3,000	\$3,500	\$3,197	\$2,926
156							
157							
158	Meeting fees (included in receipts) offset						
159							
160		Total supported functions		\$12,500	\$22,250	\$10,405	\$20,967
161							
162		Expenditures			\$131,120		\$112,663
163							
164							
165		Contingency fund (approx. 10%		\$13,500	\$13,200	\$3,470	\$1,599
166		of above expenses)					
167							
168		Total expenditures		\$147,930	\$144,320	\$114,150	\$114,262
169							
170		Other income/expenses(Restricted Funds)				(\$3,361)	(\$1,088)
171							
172		Excess (deficit) of Income over					
173		expenditures from operations			\$100	\$30,983	\$19,205
174							
175		Excess (deficit) of total income					
176		over total expenditures			\$100		\$19,205
177							
178		Transfer to Humanitarian Service Fund					
179							
180		Increase (decrease) in					
181		unrestricted net assets			\$100	\$27,621	\$19,205

NCMDP Assistance Guidelines

- AG's will begin soliciting PE commitments for March 4-5, 2011 beginning in November 2010.
- AG's will probe for reasons if club's PE cannot attend:
 1. Other commitment?
 2. Too many overnights (2) interfering with family activities, work?
 3. Club cannot afford or will not pay for expenses (est. \$500)?
 4. Club will not support Multi District concept?
 5. Who did AG speak with?
 6. How much (\$) assistance is being requested?

District will have all clubs committed or request for assistance made by 12/31/10.

District will work within budget (preferred \$4,000 – can stretch to \$7,000) and make decision by 1/31/11.

Any future assistance will depend on available District budget.