

## Minutes

Budget and Finance Committee Meeting  
3:10 p.m. – 4:35 p.m. Tuesday, March 2, 2010  
District 6000 Administrative Office  
Pella, Iowa

1. The meeting was called to order by PDG Del Bluhm, Chairman at 3:10 p.m.
2. PDG Susan Herrick, Secretary, ascertained that a quorum was present.

The following were in attendance:

Gov. 06-07 Del Bluhm, Chair	Gov. 04-05 Bill Tubbs*
Gov. 07-08 Diana Reed (joined later)	Gov. 10-11 Gary Welch
Gov. 08-09 Susan Herrick, Secretary	Gov. 11-12 Donald Patterson
Gov. 09-10 Cal Litwiller	Gov. 12-13 Terry Geiger*
Kathy Strum, Treasurer	Gov. 03-04 Denny Skinner, Accountant
Carolyn Scharff, District Administrator	*Ex-Officio

3. Chair Bluhm called for approval of the agenda. Herrick was added as an additional presenter to item 4 and Skinner was added as an additional presenter to item 14b.
4. Chair Bluhm called for the approval of the December 2, 2009 minutes. Item 5 was corrected to read “District CPA Bill Corwin reported that the Tax Return was filed with the **IRS and the State of Iowa.**” PDG Denny Skinner made the Motion to accept the minutes as corrected. DGND Donald Patterson seconded the motion. The motion passed.
5. There were no items of old business.
6. PDG Denny Skinner, District Accountant, having previously sent the current Rotary year 09-10 Financials to the Budget and Finance Committee via e-mail discussed that report noting that the budget quarterly financials are currently being sent out to the District members and are also posted on the District website for the sake of transparency. Expenditures are within the budget parameters but he noted that the PR budget and the audit and tax return line items will be over budget.
7. District Administrator Carolyn Scharff recommended that the Committee purchase a new laptop computer and not spend \$160 to repair or add a WiFi module to the older laptop. She was also directed by the Committee to add a WiFi router to the office computer.
8. The cost of out sourcing color copies for the notebooks for the AG/Leadership training ran \$58.03 for those copies and \$22.47 for larger black and white copies. Color was used on the covers and Governor’s goals. Carolyn’s comment was that the current copier is not an optimum copier.

9. The Shazam services which we are using for the WestBank checking account for the purposes of accepting credit card payments requires a Certificate of Compliance that assures safe practices. Scharff obtained that Certificate this year and will have to renew that Certificate on a yearly basis. In order to get the Certificate of Compliance she had to write a Security Policy that assures safety of records and Accountant Skinner advised keeping those records for a six-year period and then shred them.

10. The Budget and Finance Committee Subcommittee reported on their Teleconference Call of January 26, 2010. This report covered items 10 – 13 of the Agenda. The following recommendations of the Subcommittee were approved by the Budget and Finance Committee for recommendation to the Executive Committee:

4. a. It was recommended that committee chairs be emailed the budget, so they are aware of the amount budgeted for their committee during the Rotary Year.
  - b. Reimbursements should be submitted within 60 days of expense. The absolute deadline for submission of reimbursements would be August 31 for expenses from the previous Rotary year. (expenses submitted after the August 31 date do not reflect positively on the budget, and are difficult for accountants and auditors to handle)
  - c. Reimbursements are made in the Rotary Year that the event occurred and after the event occurs. This may not be the year when the registration for the event occurs.
5. a. In the Policies and Procedures, draft Oct. 16, 2008, section IV, C, 1. it states:  
“It is the general policy of District 6000 that if purchases or activities are expected of the District Governor, the District Governor-Elect or the District Governor Nominees by Rotary International or by District tradition, then the District should pay such expenses either directly or via reimbursement. It is understood that the specific requirements of these offices may change considerably from one District Governor to the next.”
- b. In light of the above Policy and Procedure, the following recommendation was made:  
“The District Treasurer is authorized to pay expenses submitted, which are over budget up to 120% of a particular annual budget item. If expenses exceed 120% of a particular line item in the current budget, the Budget and Finance Committee will be expected to take action on the expense.”

PDG Denny Skinner made a motion to approve the recommendations of the Budget and Finance Subcommittee. Kathy Strum seconded the motion. Motion carried.

14. Regarding the presentation of the 2010-2011 Budget at the District Assembly, the following points were suggested to be included in the presentation that will be given by Budget and Finance Committee Chair with the aid of the District Accountant:

It is the belief of PDG Bill Tubbs that District 6000 dues are below 50% of the Districts in our Zone. Administrator Carolyn will research this point and report back to PDG Del. The 2010-11 budget is published on the website and copies of the budget will be available at District Assembly for attendees that include the financials of 2008-09, 2009-2010, and 2010-11.

Since postage for mailing the District Newsletter was an issue of discussion at the last District Assembly, point out that there has been a 58% savings by using a bulk mailing permit for the Newsletter.

Financial reports are sent out quarterly to District 6000 Club Presidents, Club Secretaries, Club Executive Secretaries and Assistant Governors.

District Assembly attendees will vote on the Policies and Procedures Manual.

15. The schedule of future Budget and Finance Committee meetings will be:

Thursday, October 28, 2010, at 3:00 p.m. at the District Office

Tuesday, December 7, 2010, at 3:00 p.m. at the District Office

Tuesday, February 22, 2011, at 3:00 p.m. at the District Office

The meeting was adjourned at 4:35 p.m.

Submitted by PDG Susan Herrick, Secretary