

# **Rotary District 6000 Budget and Finance Committee Meeting**

**December 14, 2023, 9:00 a.m.**

**In personal attendance at the Pella District Office:** Steve Dakin (Chair), Steve Wieneke (Secretary), Erna Morain, Dennis Drager, Dave Cook, Norlan Hinke, Tim Trudeau (Treasurer), and Bill Bruce.

**Attendance via zoom:** Jean Sheets (Accountant)

**Absent:** Alka Khanolkar and Jack Bell

**Guests:** Matthew Corwin and Carolyn Scharff

Meeting was called to order by Chair PDG Steve Dakin at 9:00 am. Ascertain Quorum, PDG Steve Wieneke verified a quorum was present.

Approval of Agenda, DG Dennis Drager motion, 2<sup>nd</sup> by PDG Erna Morain motion carried.

Approval of Minutes from the September 21, 2023, meeting, DG Dennis Drager motion, 2<sup>nd</sup> by PDG Erna Morain.

## **Financial Reports:**

**Accountant and Treasurer's Report:** Jean Sheets led a discussion and shared her computer screen on financial statements of receipts and disbursements for the year ending June 30, 2023. Jean also reported that the general ledger has been reconciled through November 30, 2023.

## **District Financial Statements:**

Jean and Tim Trudeau forwarded the required financial records to Matt Corwin. Lyle and Matt have been working to complete our end of year reports and are making general entry adjustments as needed. Matt Corwin presented a comprehensive financial statement review and provide all members attending in person a hard copy of the end of year report that summarized the operational budget for the July 1, 2022 – June 30, 2023, membership year.

Jean reported that we have received many expense reimbursement requests for travel performed by district leaders for Rotary Zone Institute expense reports, and for district conference expenses.

Tim Trudeau reported that two Rotary Clubs in District 6000 (Keosauqua and Lenox) have not paid their district dues at this time. Carolyn stated that she planned to email these club Presidents and ask them to pay their dues asap. Board members also recommended DG Dennis call club Presidents and ask them to pay their dues immediately. As we have done in the past, this is recorded in the minutes and the names of clubs that have not paid dues will continue to be published in the minutes of future meetings.

**Old Business:**

DGE Dave Cook presented his revised "2<sup>nd</sup> DRAFT" of his 2024-2025 proposed operational budget. Dave provided a very thorough explanation of his analysis and insights he took into consideration when developing his proposed budget. Dave discussed the addition of some line items and made recommendations of certain expenditures to be adjusted.

Carolyn Scharff, District Administrator, presented changes recommend by Bill Bruce on how to clarify and streamline our district conference registration cancellation policy. Carolyn provided members of this committee with suggested changes to her proposed recommendations made at our last meeting. The revised policy which will be used for all paid registration events follows as the third page of these minutes. Motion and amendment made by Tim Trudeau and 2<sup>nd</sup> by Bill Bruce.

All Rotarians were reminded that leaders need to submit expense reports for travel completed that the DG budgets in their annual operational budget, so it does not skew projected and actual expenses.

Members of the B&F Committee once again spoke about the importance of our organization maintaining a 9–15 month operational savings as a cushion to be considered a financial health management strategy. Motion was approved by Norlan Hinke and 2<sup>nd</sup> by Steve Dakin.

In future years it is recommended that future DGE's submit their first operational draft of their budget in December and the second and final budget to be approved in February. This helps the DGE to better determine more realistic numbers in developing their budget. The only concern about this is that the DGE budget must be approved and forwarded to clubs and PEs at least 10 days prior to conducting our District Annual Business meeting.

**New Business:**

After Matt Corwin presented his financial statement review, there was discussion among members about adopting a tax basis report on income comprehensive which was approved by Bill Bruce and 2<sup>nd</sup> by Norlan Hinke.

Prior to the B&F Committee Meeting, Jean Sheets asked if it would be possible to move these meetings to be held between the 15<sup>th</sup> and 30<sup>th</sup> day of the month. She is very busy the first 2 weeks of each month. The B&F Committee members were not opposed to moving our meetings to later in the month. It was recommended that we move our meetings to the 4<sup>th</sup> Thursday of the month.

**Meeting Adjourned 10:45 a.m.**

**Next Meeting will be Thursday, February 22, 2024, starting at 9:00 a.m. via Zoom only.**

**Future meeting date: Thursday, May 23, 2024, in person at the Pella District Office.**

## **District 6000 Event Registration Cancellation and Refund Policy – Adopted June 4, 2013**

It shall be the policy of District 6000 to consider registration refunds with the understanding that certain costs may have been committed to and money spent, based upon the expectation that a certain number of attendees have registered to attend.

Event registration includes meals and related expenses for each person attending. The meal counts are typically guaranteed to the venue up to 7 days prior to the event. Therefore:

1. If you cancel more than 7 days prior to the event there will be a \$35 service charge assessed from the refund to cover expenses.
2. If you must cancel within 7 days of the event there shall be no refund.

In the event there are unique or special considerations, an exception may be approved with a written request to the District Governor for a final decision. Such a request must be received no later than 7 days following the final day of the event.

Revised by the District Board of Directors  
December 14, 2023