

**MINUTES**  
**BUDGET AND FINANCE COMMITTEE MEETING**  
**DISTRICT OFFICE**  
**THURSDAY, DECEMBER 11, 2014**

**PRESENT:** Don Patterson, Gov. 11-12 (chair); Jacque Andrew, Gov. 13-14 (secretary); John Ockenfels, Gov. 14-15; Terry Geiger, Gov. 12-13; Gary Welch, Gov. 10-11; Loring Miller, Gov. 15-16; Chris Knapp, Gov. 16-17; Denny Skinner, Gov. 03-04 (accountant); Bill Tubbs, Gov. 04-05 (ex-officio) and Carolyn Scharff, Administrator (ex-officio.)

The meeting was called to order by Chair Don Patterson at 3:09 pm. A quorum was present.

**AGENDA:**

The agenda was presented by Patterson and on vote of a motion from Welch and second by Geiger it was approved.

**MINUTES:**

Ockenfels moved and Welch seconded a motion to approve the minutes of the Thursday, October 14, 2014 meeting. Passed.

**OLD BUSINESS:**

No items of old business presented.

**NEW BUSINESS:**

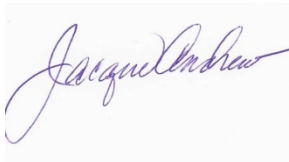
On a vote of a motion by Geiger with a second from Welch, the quarterly financial report was approved.

Welch offered a motion to accept DGE Miller's budget for 2015-16 (attached) and Ockenfels seconded. Motion passed.

**NEXT MEETING:**

Following the district schedule, the next meeting of the Budget and Finance Committee will be held Thursday, February 12, 2015 at the District Office.

**Respectfully submitted,**

A handwritten signature in blue ink that reads "Jacqueline Andrew". The signature is written in a cursive style and is positioned above the printed name of the signatory.

Jacque Andrew, Gov. 13-14

**Rotary District 6000 2015-2016 Proposed Budget**  
Budget Worksheet

Based on 3925 members at  
30.00/member.

**INCOME**

District Dues  
Rotary International District Governor Allocation  
  
Interest income  
Miscellaneous income  
Total income

	15-16 Draft	14-15 Budget	13-14 Actual	12-13 Actual	11-12 Actual	10-11 Actual	09-10 Actual	08-09 Actual
District Dues	\$ 117,750	\$ 118,500	\$ 117,720	\$ 121,560	\$ 120,870	\$ 121,980	\$ 125,600	\$ 116,765
Rotary International District Governor Allocation	\$ 15,450	\$ 13,500	\$ 14,250	\$ 11,627	\$ 16,443	\$ 14,605	\$ 17,181	\$ 14,913
		\$ 1,350	\$ 851	\$ 1,163	\$ 1,500	\$ 1,690	\$ 1,487	\$ 1,487
		\$ 600		\$ 578	\$ 587	\$ 774	\$ -	\$ 395
Interest income	\$ 500	\$ 500	\$ 548	\$ 439	\$ 800	\$ 846	\$ 799	\$ 904
Miscellaneous income			\$ 207	\$ 20	\$ 193	\$ 910	\$ 65	\$ 91
<b>Total income</b>	<b>\$ 133,700</b>	<b>\$ 134,450</b>	<b>\$ 133,576</b>	<b>\$ 135,387</b>	<b>\$ 140,393</b>	<b>\$ 140,805</b>	<b>\$ 145,132</b>	<b>\$ 134,555</b>

**EXPENDITURES**

**DG Administrative expense:**  
Bank Charges (Credit Card)  
Quarterly Newsletter  
Postage  
Printing/copies  
Stationery/supplies  
Telephone  
Travel  
District web page  
Memorials

Bank Charges (Credit Card)	\$ 50	\$ 50		\$ 37	\$ 1	\$ 81	\$ 2	\$ 65
Quarterly Newsletter	\$ 5,700	\$ 5,700	\$ 5,716	\$ 5,501	\$ 4,994	\$ 4,599	\$ 4,575	\$ 4,449
Postage	\$ 300	\$ 300	\$ 188	\$ 232	\$ 509	\$ 572	\$ 234	\$ 2,138
Printing/copies	\$ 300	\$ 300	\$ 152		\$ 24	\$ 75	\$ 445	\$ -
Stationery/supplies	\$ 300	\$ 300	\$ 563	\$ 995	\$ 829	\$ 1,149	\$ 386	\$ 665
Telephone	\$ 1,600	\$ 1,600	\$ 1,252	\$ 1,842	\$ 2,500	\$ 3,774	\$ 1,515	\$ 1,943
Travel	\$ 14,500	\$ 11,300	\$ 14,368	\$ 12,448	\$ 12,529	\$ 18,208	\$ 11,232	\$ 10,517
District web page	\$ 1,800	\$ 1,800	\$ 1,788	\$ 1,788	\$ 1,826	\$ 1,788	\$ 1,788	\$ 1,788
Memorials	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	\$ 200	\$ 100	\$ 200
<b>Total</b>	<b>\$ 24,650</b>	<b>\$ 21,450</b>	<b>\$ 24,127</b>	<b>\$ 22,943</b>	<b>\$ 23,212</b>	<b>\$ 30,446</b>	<b>\$ 20,277</b>	<b>\$ 21,765</b>

**District Office expense:**  
District Administrator Wages  
Rent  
Telephone  
Internet Service/Repair  
Postage  
Stationery and Supplies  
Payroll Taxes  
DA Travel  
Office Equipment  
Office Insurance  
Utilities  
Office Furniture/Signage  
Liability Insurance & Bonds  
Go to Webinar

District Administrator Wages	\$ 18,800	\$ 18,800	\$ 16,384	\$ 19,565	\$ 16,671	\$ 18,046	\$ 18,244	\$ 16,524
Rent	\$ 5,700	\$ 5,700	\$ 5,700	\$ 5,700	\$ 5,700	\$ 5,700	\$ 5,700	\$ 5,700
Telephone	\$ 850	\$ 850	\$ 803	\$ 781	\$ 774	\$ 822	\$ 831	\$ 600
Internet Service/Repair	\$ 150	\$ 150	\$ 66	\$ 66	\$ 66	\$ 54	\$ 207	\$ 812
Postage	\$ 800	\$ 400	\$ 981	\$ 540	\$ 232	\$ 224	\$ 266	\$ 844
Stationery and Supplies	\$ 375	\$ 375	\$ 542	\$ 298	\$ 426	\$ 1,082	\$ 298	\$ 881
Payroll Taxes	\$ 1,500	\$ 1,500	\$ 1,295	\$ 1,539	\$ 1,317	\$ 1,437	\$ 1,452	\$ 1,323
DA Travel	\$ 600	\$ 900	\$ 416	\$ 528	\$ 809	\$ 606	\$ 421	\$ 511
Office Equipment	\$ 300	\$ 300		\$ -	\$ -	\$ 5,382	\$ -	\$ 629
Office Insurance					\$ 825	\$ 828	\$ -	\$ 838
Utilities	\$ 1,700	\$ 1,700	\$ 1,634	\$ 1,617	\$ 1,376	\$ 1,632	\$ 1,704	\$ 1,605
Office Furniture/Signage		\$ 750	\$ -		\$ -		\$ -	\$ 479
Liability Insurance & Bonds	\$ 1,000	\$ 1,000	\$ 942	\$ 838	\$ -		\$ 828	\$ 3,050
Go to Webinar	\$ 600	\$ 600						
<b>Total</b>	<b>\$ 32,375</b>	<b>\$ 33,025</b>	<b>\$ 28,763</b>	<b>\$ 31,472</b>	<b>\$ 28,196</b>	<b>\$ 35,813</b>	<b>\$ 29,951</b>	<b>\$ 33,796</b>

**Rotary District 6000 2015-2016 Proposed Budget**  
Budget Worksheet

**DGE Administrative expense:**

	15-16 Draft	14-15 Budget	13-14 Actual	12-13 Actual	11-12 Actual	10-11 Actual	09-10 Actual	08-09 Actual
Directory	\$ 3,300	\$ 4,200	\$ 3,143	\$ 3,240	\$ 3,887	\$ 3,473	\$ 4,147	\$ 3,609
Postage		\$ 700			\$ -	\$ 17	\$ 572	\$ 475
Printing/copies		\$ 900			\$ -	\$ -	\$ 780	\$ -
Stationery/supplies	\$ 400	\$ 300		\$ 312	\$ 424	\$ 262	\$ 297	\$ 150
Theme promotion	\$ 4,000	\$ 3,000	\$ 2,604	\$ 3,722	\$ 4,150	\$ 3,000	\$ 3,935	\$ 2,976
Telephone & FAX	\$ 2,000	\$ 2,000		\$ 872	\$ 1,133	\$ 511	\$ 1,967	\$ -
Travel	\$ 3,500	\$ 3,500	\$ 100	\$ 918	\$ 3,941	\$ 918	\$ 3,513	\$ 649
	<b>\$ 13,200</b>	<b>\$ 14,600</b>	<b>\$ 5,847</b>	<b>\$ 9,064</b>	<b>\$ 13,535</b>	<b>\$ 8,181</b>	<b>\$ 15,211</b>	<b>\$ 7,859</b>

**DGN expense:**

Postage			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone & Fax			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 1,500	\$ 1,500	\$ 1,562		\$ 1,604	\$ 1,538	\$ 2,458	\$ 1,762
	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,562</b>	<b>\$ -</b>	<b>\$ 1,604</b>	<b>\$ 1,538</b>	<b>\$ 2,458</b>	<b>\$ 1,762</b>

**DGND expense:**

Postage			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone & Fax			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel	\$ 300	\$ 300	\$ 108		\$ -	\$ -	\$ 420	\$ -
	<b>\$ 300</b>	<b>\$ 300</b>	<b>\$ 108</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 420</b>	<b>\$ -</b>

**Assistant Governors:**

Printing	\$ 100		\$ 143	\$ -	\$ -	\$ -	\$ -	\$ 3
Training & team development	\$ 500	\$ 1,500	\$ 45		\$ -	\$ 1,739	\$ 3,650	\$ 2,315
Travel	\$ 500	\$ 1,000	\$ 324		\$ -	\$ 288	\$ 817	\$ 698
NCMDPETS	\$ 4,000	\$ 3,000	\$ 4,328	\$ 3,052	\$ -			
	<b>\$ 5,100</b>	<b>\$ 5,500</b>	<b>\$ 4,840</b>	<b>\$ 3,052</b>	<b>\$ 2,633</b>	<b>\$ 2,027</b>	<b>\$ 4,467</b>	<b>\$ 3,016</b>

**Required Meetings**

Zone Institute DG/DGE/DGN/DT-DMEB	\$ 2,000	\$ 2,000	\$ 6,057	\$ 3,564	\$ 5,654	\$ 8,003	\$ 7,286	\$ 8,220
Zone Institute DG-Elect	\$ 2,000	\$ 2,000			\$ -	\$ -		
Zone Institute - DG- Nominee	\$ 2,000	\$ 1,800			\$ -	\$ -		
Zone Institute Dist Trainers / Mbr chair	\$ 1,000	\$ 1,000			\$ -	\$ -		
Zone Institute District Foundation Chair	\$ 1,800	\$ 1,800	\$ 1,800		\$ -	\$ -	\$ 390	
Zone Nom/Council on Legislation	\$ -	\$ -		\$ 500	\$ -	\$ -	\$ 349	\$ -
Zone Foundation Seminar	\$ 500	\$ 500		\$ 1,560	\$ 460	\$ 510	\$ -	\$ -
RI Convention (DGE)	\$ 5,000	\$ 5,000	\$ 5,265	\$ 3,327	\$ 4,761	\$ 4,177	\$ -	\$ 3,005
RI Convention (DGN)	\$ 1,000	\$ 1,000		\$ 1,000	\$ (48)	\$ 1,000	\$ 2,000	\$ 1,000
Zone Assessment	\$ 500	\$ 500		\$ 1,000	\$ 500	\$ 500	\$ 500	\$ 500
	<b>\$ 15,800</b>	<b>\$ 15,600</b>	<b>\$ 13,122</b>	<b>\$ 10,951</b>	<b>\$ 11,327</b>	<b>\$ 14,190</b>	<b>\$ 10,525</b>	<b>\$ 12,725</b>

**Rotary District 6000 2015-2016 Proposed Budget**  
Budget Worksheet

**Other expenses:**

Financial Review & tax return  
(D6000, HEF, Global/District Grants)

	15-16 Draft	14-15 Budget	13-14 Actual	12-13 Actual	11-12 Actual	10-11 Actual	09-10 Actual	08-09 Actual
	\$ 7,000	\$ 6,700	\$ 6,975	\$ 6,675	\$ 6,125	\$ 7,700	\$ 4,450	
	<b>\$ 7,000</b>	<b>\$ 6,700</b>	<b>\$ 6,975</b>	<b>\$ 6,675</b>	<b>\$ 6,125</b>	<b>\$ 7,700</b>	<b>\$ 4,450</b>	<b>\$ -</b>

**Service to youth:**

Total YE Expenses (get breakdown)  
YE outbound - receipts

Any excess sweep to restricted account

RYLA

	\$ 17,838	\$ 5,000	\$ 10,419	\$ 5,112	\$ 3,656	\$ 3,993	\$ 4,529	\$ 3,677
	\$ (17,838)	\$ (10,000)	\$ (10,350)	\$ (13,000)	\$ (13,850)	\$ (7,250)	\$ (3,850)	\$ (2,325)
		\$ 1,500		\$ 1,282	\$ 433	\$ 578	\$ 1,452	\$ 388
		\$ -		\$ -	\$ -	\$ 860	\$ -	\$ -
		\$ 1,000	\$ 4,849	\$ 679	\$ 1,511	\$ 2,904	\$ 200	\$ -
	\$ 500	\$ 500	\$ 1,993					
	<b>\$ 500</b>	<b>\$ 2,000</b>	<b>\$ 9,515</b>	<b>\$ (1,941)</b>	<b>\$ (5,119)</b>	<b>\$ 3,724</b>	<b>\$ 5,435</b>	<b>\$ 4,685</b>

**Committee expense:**

Budget and Finance  
Community Service-St.Plan.Ad Hoc  
Vocational (Hellwege award?)  
Fellowships  
Friendship Exchange  
Disaster Relief  
District Trainer  
Nominating  
Public Image  
Extension

			\$ -		\$ -	\$ -	\$ -	\$ -
			\$ -		\$ -	\$ -	\$ -	\$ -
	\$ 150	\$ 150			\$ 500	\$ -	\$ 269	\$ 30
	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 300
	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
	\$ 750	\$ 750			\$ 612	\$ 866	\$ 566	\$ -
	\$ 100	\$ 100		\$ 56	\$ -	\$ 71	\$ 91	\$ 63
	\$ 5,000	\$ 5,500	\$ 5,000	\$ 5,889	\$ 3,750	\$ 20,260	\$ 5,260	\$ 3,000
	\$ -	\$ -	\$ 168		\$ 375			
	<b>\$ 6,000</b>	<b>\$ 6,500</b>	<b>\$ 5,168</b>	<b>\$ 5,945</b>	<b>\$ 5,810</b>	<b>\$ 21,197</b>	<b>\$ 6,186</b>	<b>\$ 3,393</b>

**Rotary Foundation:**

Annual Giving  
VTT ('Group Study Exch)  
Scholarship  
Endowment Fund (was Permanent fund)  
Grants, International  
Fall Foundation Banquet

	\$ -	\$ -	\$ -	\$ 52	\$ 141	\$ -	\$ -	\$ -
	\$ 500	\$ -	\$ -	\$ 716	\$ 812	\$ 552	\$ 222	\$ 2,214
	\$ 300	\$ 300		\$ -	\$ 120	\$ 440	\$ 498	\$ 203
	\$ -	\$ -			\$ -	\$ -	\$ 175	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278
	\$ 500	\$ 500	\$ (1,425)					
	<b>\$ 1,300</b>	<b>\$ 800</b>	<b>\$ (1,425)</b>	<b>\$ 768</b>	<b>\$ 1,073</b>	<b>\$ 992</b>	<b>\$ 895</b>	<b>\$ 2,695</b>

**Rotary District 6000 2015-2016 Proposed Budget**  
Budget Worksheet

**Supported functions:**

	15-16 Draft	14-15 Budget	13-14 Actual	12-13 Actual	11-12 Actual	10-11 Actual	09-10 Actual	08-09 Actual
Fall Training Seminars								
Receipts								
Expenditures	\$ 1,000	\$ 1,000	\$ 1,106	\$ 1,060	\$ 2,219	\$ 1,421	\$ 3,330	\$ 2,944
Vision Training Facilitation								
Net	\$ 400	\$ 500	\$ 1,106	\$ 1,060	\$ 2,219	\$ 1,421	\$ 3,330	\$ 2,944
Grant Management Seminars	\$ 1,750	\$ 1,750	\$ 377					
District PETS:								
Receipts	\$ -	\$ -				\$ (1,500)	\$ (360)	\$ (107)
Expenditures (Club assistance)	\$ -	\$ -	\$ -	\$ -	\$ (215)	\$ 8,262	\$ 6,531	\$ 6,361
Multi-District PETS & PRE-PETS	\$ 5,000	\$ 6,000	\$ 4,344	\$ 665	\$ 9,991	\$ -	\$ -	
Net	\$ 5,000	\$ 6,000	\$ 4,344	\$ 665	\$ 9,776	\$ 6,762	\$ 6,171	\$ 6,254
District Conference:								
Receipts	\$ -	\$ -	\$ 47,198		\$ (31,704)	\$ (25,618)	\$ (32,762)	\$ (31,132)
Expenditures			\$ 47,906	\$ (1,073)	\$ 33,481	\$ 34,736	\$ 30,468	\$ 39,975
	\$ 3,000	\$ 3,000	\$ 708	\$ (1,078)	\$ 1,777	\$ 9,118	\$ (2,294)	\$ 8,843
District Training Assembly								
Receipts								
Expenditures	\$ 1,800	\$ 2,000	\$ 1,754	\$ 1,850	\$ 2,256	\$ 948	\$ 3,197	\$ 2,926
Rotary Leadership Institute	\$ 500	\$ 500						
Net	\$ 2,300	\$ 2,500	\$ 1,754	\$ 1,850	\$ 2,256	\$ 948	\$ 3,197	\$ 2,926
Meeting fees (included in receipts) offset								
<b>Total supported functions</b>	\$ 13,450	\$ 14,750	\$ 8,289	\$ 2,497	\$ 16,028	\$ 18,249	\$ 10,405	\$ 20,967
Expenditures	\$ 121,175	\$ 122,725	\$ 106,891	\$ 91,426	\$ 105,762	\$ 144,057		\$ 112,663
Contingency fund (approx. 10%)	\$ 12,200	\$ 12,273	\$ 2,102	\$ 4,467	\$ 2,411	\$ 2,679	\$ 3,470	\$ 1,599
Total expenditures	\$ 133,375	\$ 134,998	\$ 108,993	\$ 95,893	\$ 108,173	\$ 146,736	\$ 114,150	\$ 114,262
Other income/expenses(Restricted Funds)							\$ (3,361)	\$ (1,088)
Excess (deficit) of Income over expenditures from operations	\$ 325	\$ (548)	\$ 24,583	\$ 39,494	\$ 32,220	\$ (5,931)	\$ 30,983	\$ 19,205
Excess (deficit) of total income over total expenditures			\$ 50	\$ 20	\$ 2,285	\$ 100		\$ 19,205
Transfer to Humanitarian Service Fund								
Increase (decrease) in unrestricted net assets			\$ 50	\$ 20	\$ 2,285	\$ 100	\$ 27,621	