# ***CURRENT Policy/Procedure***

A. Appointment of District Accountant

The Governor shall appoint a current Rotary Member-Club member to serve as District Accountant, the term of which shall coincide with that of the Governor. The accountant shall receive financial information from the Governor and the District Treasurer to prepare District financial reports and records in accordance with the Budget and Accounting Policies as promulgated and published by the Budget and Finance Committee. This officer shall submit said information to a public accounting firm for the annual review and filing of appropriate tax return. The District Accountant shall assist current and incoming Governors with budgeting and other financial matters.

B. Fiscal Procedures

1. All District funds must be deposited in a bank or banks, or any other financial depository, as directed in the Bylaws of District 6000.

2. All financial transactions shall be made in non-cash manners, all of which shall be properly recorded according to generally accepted accounting principles. For cash transaction exceptions such as "at door" payments for meeting, a written record shall be maintained with deposit slips and receipts balancing cash/money submitted.

3. Checks require the co-signature/electronic approval of any two of the following:

   a. Governor or Chair of the Budget and Finance Committee

   b. Treasurer or Accountant

4. The annual budget shall contain, in addition to specific line items, an amount for contingencies equal to approximately 10% of budgeted expenses.

5. Per Capita Contributions by the Member-Clubs of the district shall be in such amount as provided in the adopted budget for the particular year and shall be computed upon the number of members of each Member-Club as reported to the Secretary of RI on July 1 of each year. Per Capita Contributions are payable when billed by the District Treasurer, but billing should be completed no later than September 30 of the current year.

A. Appointment of District Accountant (Revised July 15, 2026)

The Governor shall identify the Treasurer, Accountant and Chair of the Finance and Budget Committee in compliance with the district Bylaws section 5.2 , the terms of which shall coincide with that of the Governor. The accountant shall receive financial information from the Governor and the District Treasurer to prepare District financial reports and records in accordance with the Budget and Accounting Policies as promulgated and published by the Budget and Finance Committee. This officer shall submit said information to a public accounting firm for the annual review and filing of appropriate tax return. The District Accountant shall assist current and incoming Governors with budgeting and other financial matters.

B. Fiscal Procedures (Revised July 15, 2026)

1. All District funds must be deposited in a bank or banks, or any other financial depository, as directed in the Bylaws of District 6000.

2. All financial transactions shall be made in non-cash manners, all of which shall be properly recorded according to generally accepted accounting principles. For cash transaction exceptions such as "at door" payments for meeting, a written record shall be maintained with deposit slips and receipts balancing cash/money submitted.

3. The Treasurer and accountant may or may not be a member of Rotary. Each role may be also provided by an external contractor relationship and approved annually by the Board of Directors.

4. Checks issued by the Treasurer require dual approval. Such approval can be via written/electronic format of any two of the following:

    a. Governor or Governor Elect (in the event of inability of the Governor approval).

    b. Chair of Budget & Finance Committee or Secretary of the Budget & Finance Committee (in the event of inability of the Chair's approval. .

    c. Exception: For any payments made on behalf of or to the Governor, Governor Elect, Chair of Budget & Finance and Secretary of Budget & Finance any two of the four remaining must approve of the expenditure or receive approval from the Board of Directors

5. Debt: Debt shall be approved by the Board of Directors prior to Governor and Chair of Budget & Finance Chair attestation with a lending institution.

6. Investments: All investments (including but not limited to certificates of deposit) may be renewed by the Governor or Chair of Budget & Finance but only be transferred with approvals pursuant to 4.a and 4.b above.

7. Account Authorized Signers: All account authorized signers or persons with access or influence regarding cash receipts, expense approval, debt or investment duties shall be annually recommended by the Governor and approved by the Board of Directors and shall include at a minimum the District Administrator, Treasurer, Chair: Budget & Finance Committee, Secretary: Budget & Finance Committee, District Governor, District Governor Elect, and Accountant, all of which shall be covered by a Commercial Crime insurance policy for Mercantile Entities by Position Description and/or name, as specified by the policy issuer.

8. The annual budget shall contain, in addition to specific line items, an amount for contingencies equal to approximately 10% of budgeted expenses.

9. Per Capita Contributions by the Member-Clubs of the district shall be in such amount as provided in the adopted budget for the particular year and shall be computed upon the number of members of each Member-Club as reported to the Secretary of RI on July 1 of each year. Per Capita Contributions are payable when billed by the District Treasurer or District Administrator, but billing should be completed no later than September 30 of the current year.