

Rotary Institute Financial Report Checklist

Rotary Code of Policies section 60.050, paragraph I requires conveners to send to the RI general secretary, the convener of the following institute, and to each governor within the zone(s) a complete financial statement certified by the chair and treasurer of the institute detailing the revenues and expenses of the institute, **no later than 90 days after the institute**. The financial statement shall include any surplus balance received from the prior year's institute and any surplus balance carried forward to the following year's institute. Copies of the financial statements submitted by each convener are sent annually to the RI Board prior to the fourth Board meeting.


Below is a checklist for all the Board requirements for Rotary institutes. Once you have completed each of the items, please complete this form and attach it to your financial report. For your convenience, we have included a sample financial report form.

- Attached is a complete financial statement certified by the chair and treasurer of the institute detailing all revenues and expenses of the Rotary institute, including any surplus balance received from the last year's institute and any surplus balance carried forward to the following year's institute.
- I have provided a copy of the signed financial statement detailing all revenues and expenses of the institute to all district governors and the convener of the following institute.
- Any surplus balance has been forwarded to the convener of the next Rotary institute, to be carried forward for the use of that institute. ***These funds were divided equally between the two Zones and funds transferred to the Zone Accounts.***

Please provide the name and title of the person to whom funds were forwarded:

Name: Hendreen Dean Rohrs

Title: Director/Vice President

Signature of Convener: 

Zone: 24 and 32

Today's Date: 8 January 2018

Please return **no later than 90 days after the institute** to Kate Yonan via e-mail (kate.yonan@rotary.org) or mail (Attn: Kate Yonan/SLS; Rotary International; 1560 Sherman Avenue, Evanston, Illinois 60201-3698, USA).

Rotary Zone Institute Financial Report
Zone 24/32

Line		Actual 2015/16	Actual 2016/17	Budget 2016/17	Current Year Variance
REGISTRATION					
6	Total Number of Participants		575.00	350.00	225.00
INCOME					
9	Registration Fees	217,012.00	262,855.00	229,825.00	33,030.00
10	Donation/Sponsorships		2,944.00		2,944.00
11	Exhibits	270.00		1,000.00	-1,000.00
12	Interest Income	34.20	57.67	35.00	22.67
13	<i>Other (please list):</i>				
14	Sponsors	2,000.00	2,300.00	5,000.00	-2,700.00
15	RI Reimbursements	2,643.68	3,924.32		3,924.32
16	Total Income	221,959.88	272,080.99	235,860.00	36,220.99
EXPENSES					
19	Registration Materials	1,208.27	1,301.64	3,305.00	-2,003.36
20	Bank Charges/ Card Charges	9,525.61	13,216.99	10,000.00	3,216.99
21	Food	142,201.81	157,871.62	134,725.00	22,946.62
22	Meeting Rooms	2,703.38	6,000.00		6,000.00
23	Signs/Decorations	1,454.87			0.00
24	Audio/Video	13,255.92	22,102.00	15,000.00	7,102.00
25	Prizes	2,987.07	100.00	3,000.00	-2,900.00
26	Entertainment		18,391.33		18,391.33
27	GETS	12,473.80		13,000.00	-13,000.00
28	Insurance				0.00
29	Office Supplies	87.40	1,025.84		1,025.84
30	Postage				0.00
31	Telephone/Fax				0.00
32	Printing	3,777.53	2,574.36	4,000.00	-1,425.64
33	Sgt-at-Arms				0.00
34	Photography				0.00
35	Findings Report				0.00
36	Souvenirs	2,039.09	187.00		187.00
37	Transportation				0.00
38	Speakers	18,672.64	3,506.90	20,000.00	-16,493.10
39	VIPS	232.80	7,314.00	500.00	6,814.00
40	<i>Miscellaneous (please list):</i>				
41	RI Staff	2,011.47	123.13	2,500.00	-2,376.67
42	Major Donors (NOW)	702.45	1,878.03		1,878.03
43	Receptions	1,020.09		4,000.00	-4,000.00
44	TOTAL EXPENDITURES	214354	235,392.84	210,030.00	-11,801.07
45	Excess or (Deficit) for the year (subtract line 44 from line 16)		36,688.15		

Net Assets or Fund Balance at Beginning of Year
(Must agree to end-of-year figure reported on prior
year Rotary Zone Institute Report)

0.00

Excess or (Deficit) for the year (Line 45)

36688.15

Other Changes in Net Assets or Fund Balance
(Please List in Detail)

0.00

Net Assets or Fund Balance at the End of Year
(Amount forwarded to next Rotary Institute Fund)

36688.15

Certified:

Chair _____ Date _____

Treasurer _____ Date _____

Convener _____ Date _____

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01/04/18
Accrual Basis

Rotary International Zone 24 & 32
Profit & Loss
July 2016 through December 2017

	<u>Jul '16 - Dec 17</u>
Ordinary Income/Expense	
Income	
Donations	2,944.00
Early Bird Registrtrions	25,700.00
Interest	57.67
Registrations	237,155.00
RI Reimbursement	3,924.32
Sponsorships	2,300.00
Total Income	<u>272,080.99</u>
Expense	
Audio / Visual	22,102.00
Bank Charges	88.02
Card Charges	13,128.97
Entertainment	18,391.33
Food Costs	157,871.62
Marketing	605.93
Meeting Rooms	6,000.00
Office Supplies	1,025.84
Printing	2,574.36
Prizes	100.00
RI Staff	123.13
Rotary NOW	1,878.03
Signs and Decorations	695.71
Souvenirs	187.00
Speakers	3,506.90
VIPS	7,314.00
Total Expense	<u>235,392.84</u>
Net Ordinary Income	<u>36,688.15</u>
Net Income	<u><u>36,688.15</u></u>

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Accrual Basis

Rotary International Zone 24 & 32
Balance Sheet
As of December 31, 2017

	<u>Dec 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
TD Bank	40,960.79
Total Checking/Savings	<u>40,960.79</u>
Total Current Assets	<u>40,960.79</u>
TOTAL ASSETS	<u><u>40,960.79</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	4,272.64
Unrestricted Net Assets	126,788.80
Net Income	<u>-90,100.65</u>
Total Equity	<u>-40,960.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>40,960.79</u></u>