

ROTARY DISTRICT 5450 FINANCIAL POLICY



Approved and Adopted by the Executive Committee on
5th day of January, 2018

**ROTARY INTERNATIONAL DISTRICT 5450, INC.
FINANCIAL POLICY**

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**ROTARY INTERNATIONAL DISTRICT 5450, INC.
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**ARTICLE 1.
DISTRICT FINANCE POLICY**

1.1 District Budget Approval. The District Budget must be approved annually in accordance with District Bylaws.

1.2 District Budget Transfers. Funds may be transferred from one budget account to another by the DG with approval in advance of the Finance Committee if in excess of \$5,000.00. Should the District Budget change for any reason, the District Treasurer shall republish the revised Budget to ExComm.

1.3 District Event Review. District events subject to Finance Committee review are those events where expenses are budgeted to be in excess of \$1,000.00.

a. Except for the District Conference, the event chair must submit a budget for the event to the Finance Committee at least thirty (30) days prior to the event for review.

b. Except for the District Conference, the event chair must submit a written accounting of the event to the District Treasurer within thirty (30) days following the event.

1.4 District Conference Review. The District Conference is subject to Finance Committee Review.

a. The Chair of the District Logistic Committee must submit a budget for the District Conference to the Finance Committee at least thirty (30) days prior to the October ExComm meeting for review.

b. The Chair of the District Logistic Committee must submit a written accounting of the District Conference to the District Treasurer within sixty (60) days following the District Conference.

1.5 District Event Proceeds. Any proceeds of District Events where the District is responsible for the financial outcome of the event will accrue to the District general fund. Exceptions to this policy can be made in any given year with approval of the Finance Committee.

1.6 District Fund Expenditures. District Fund expenditures within Budget do not require DG authorization.

1.7 Budget Overages. If a known Committee expense is to be exceeded by more than ten percent (10%) of the Committee Budget, approval in advance from the Finance Committee is required.

1.8 Check Writing Authority. Only the DG, DGE and Treasurer have check signing authority.

1.9 Two Signatures. Two signatures or written approval are required for any expenditure in excess of \$5,000.

1.10 Credit Card Usage. Only the Treasurer and Operations Manager are authorized to use the District Credit Card for approved budgeted items as relates District business.

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1.11 Committee Budgets. Each Rotary year, pursuant to the District Bylaws all Committee Chairs are required to submit their budgets for next Rotary year to the Finance Committee by December 31.

1.12 Budget Spending. Committee Chairs are allowed to use their budget money for:

- a. A directly related committee expense.
- b. In accordance with District Financial Policy.
- c. An allowed Rotary use.

1.13 Committee Expenditures. Per the expense reimbursement form, all committee expenditures require Committee Chair signature.

1.14 Reimbursement Requests. All expense reimbursement requests must be submitted to the Treasurer and include:

- a. Requesting member and title
- b. Payee
- c. Purpose
- d. Budget line item
- e. Amount
- f. Receipts/Documentation
- g. Committee Chair signature if appropriate

1.15 PETS Expenses. AG's and the LG(s) will be reimbursed by District at 50% of the per night room cost with submission of a (zero balance) paid room portfolio pursuant with District Travel Expense Policy.

1.16 DG String Travel Expense Reimbursement. In accordance with the District Travel Expense Policy, District will reimburse members of the DG String as described below and as set forth in the District Budget.

- a. International Conference: DG and DGE.
- b. PETS: DGN. DG and DGE PETS expenses are paid from their respective DG Allotment.
- c. Zone: DG, DGE and DGN.
- d. District Conference: DG and DGE District Conference expenses are paid from their respective DG Allotment.

**ARTICLE 2.
TRAVEL EXPENSE POLICY**

2.1 Expenses. Expenses include spouse or District Approved Partner where the spouse/partner is required or urged to attend the event.

2.2 Allowed Expenses. Allowed expenses include:

- a. Airfare is standard economy class.
- b. Ground travel is at the RI approved rate.
- c. Ground travel may be substituted for air fare for an amount of

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whichever is lower (air or ground).

- d. Lodging must include a paid room folio showing zero balance.
- e. Obtaining visas is an allowed expense.
- f. Baggage costs are an allowed expense.
- g. Gratuities and tips are an allowed expense.
- h. Internet is an allowed expense.
- i. Contributions to other than District sponsored hospitality suites are an allowed expense.
- j. Expenses to host a hospitality suite are an allowed expense when required or recommended by District.
- k. Meals not included in registration or provided by others are an allowed expense.

2.3 Disallowed Expenses. Disallowed expenses include:

- a. Travel upgrade are not an allowed expense.
- b. Per Diem type expenses are not allowed (must be actual).
- c. International phone service or international phones or cards are not allowed.
- d. Babysitting or child care is not an allowed expense.
- e. Kenneling of pets/animals or dog sitting is not an allowed expense.
- f. Obtaining passports are not an allowed expense.
- g. Dry cleaning is not an allowed expense.
- h. Liquor is not an allowed expense, except for hospitality suites.
- i. Outside dinners are not an allowed expense when there is one included for that time with registration.
- j. Trainer gifts are not an allowed expense.

2.4 Expense Reimbursements. Expense reimbursements will be issued per the District Finance Policy:

- a. Paid receipts are required for expense reimbursements in excess of \$75.00.
- b. District will reimburse expenses upon submission of appropriate documents with Finance Committee approval if in excess of ten percent (10%) of the travel expense budget.

2.5 Exceptions. Exceptions to the above may be approved on a case by case basis by the Finance Committee.

Approved and Adopted by the Executive Committee of the Corporation on the 5th day of January, 2018.


District Governor and
President of the Corporation


Secretary of the Corporation