District 7790 Finance Committee

 Schedule for Rectifying District Accounts - English

**June 30** end of Rotary Year

**July1 – Mid September -** Immediate Past District Governor/District Treasurer in coordination with the District General treasurer will make all outstanding payments on all Accounts and return surplus to Surplus Account, compile the necessary documents for the District Auditor, complete the 5 year District Dues Budget Spreadsheet.

**Mid-September** – Finance Committee Meeting with IPDG/District Treasurer to review, make recommendation and approve District Dues Account **Actual** prior to it being presented at the District Assembly.(Due to District Activities in September this time period may need to be adjusted and also be contingent on the auditors requests)

 **October (at District Assembly)** – Assist the IPDG with the presentation of the District Dues Account Actual Budget and Audit

 Assist DGE with budget preparation based on previous 5 years of District Dues Budget history and the budget requests by District Committees.

 Check in with current DG on their budget and assist if needed.

 **January** – Review DGE’s proposed District Dues Budget- make recommendations, approve and send recommendation of approval to the Executive Committee for their approval to send to the Club’s 45 days prior to PETS, where it will be presented by the DGE.

Review and approve cost related to upcoming District Conference.

District Operating Budget and RI Governor Allocation update by DG.

PETS Budget- Final Report by PETS Chair for DGE.

Surplus Accounts Update

**March (at PETS)** – Finance Committee meeting to review and update Policies and Guidelines.

 Finance Committee Sub-Committee reports

**June 30 Deadline -** for IPDG to submit District Budget Audit to Rotary International.