



**ROTARY INTERNATIONAL  
DISTRICT 6360**

Ingrid Nova, District Administrator  
741 Wolverine Road  
Mason, MI 48854  
517-604-6360  
Rotary6360@gmail.com

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August 6, 2016

Dear Club Treasurer,

Attached please find your Rotary Club July invoice for the first half of the new Rotary year, July 1 through December 31 2016. District dues are \$22 per member, twice a year, and *includes* \$2.75 for the District Conference.

Membership counts were taken from the District and Club Database (DACdb) as of June 30, 2016. Also included in this invoice is \$195 per club for their President-Elect to attend PETS (President Elect Training Seminar) in Kalamazoo next March.

You should have received in the mail an explanatory letter from Jim Swarthout of Hayward's Tax and Accounting, an external third party that has been working to correct errors made in invoicing last year (attached for your review). Included with the letter was a Club Statement, detailing any amounts due or credits due to your club. If you have not yet received the letter and statement from Hayward's, please contact me and I will send you another, electronic copy.

We are doing our best to ensure that all invoices, credits and past due amounts are both accurate and taken care of promptly. Those of you that have already been in contact with me to discuss any discrepancies, rest assured that I am working in cooperation with Jim Swarthout and our new District Treasurer, Gene Haas, to fix any issues as soon as possible.

Thank you for your service to your Rotary Club, and thank you for your patience as we complete this District Treasurer and Finance transition. Please feel free to contact me with any questions or concerns.

Yours in Rotary service,

**Ingrid Nova**  
CFO/District Administrator

CC: District Governor, District Treasurer, Club President, President Elect and Secretary  
*Attachment*

**"SERVICE ABOVE SELF"**

## Hayward's Tax & Accounting

390 East Maple Street, PO Box 297

Climax, MI 49034

July 7, 2016

RE: Rotary Club Billing: Rotary District 6360  
741 Wolverine Road  
Mason MI 48854

To whom it may concern,

In December of 2015 Hayward's Tax & Accounting Inc. was asked to conduct Quickbooks Training for new individuals responsible for invoicing, receiving money and bookkeeping for Rotary District 6360. It became apparent at our first meeting that there were some errors made during the first half of fiscal 2016. Advanced features of Quickbooks had been enabled by the people previously performing bookkeeping duties. The biggest issue was the creation of multiple invoices automatically that were saved in error. When subsequent invoices were emailed, these extra invoices were sent in error. After reviewing the available information, we could not determine exactly how many invoices were emailed to each club.

Included with this letter is your club's statement for fiscal year 2016 as of 06/22/16 along with adjusting invoices and credit memos. You may have received invoices that are not listed on your statement that were deleted in an attempt to correct the situation prior to Hayward's involvement. We believe the statements included with this letter are correct for each club. To calculate what you should have paid for fiscal 2016, add the number of members reported in July and again in January multiply that number by \$19.73 and add the PETS Fee of \$195.00. This total is what was due the district for 2016. Also included in several club's statement is amounts for advance RYLA payments. Invoices were created and included in with this letter to account for that amount of money on your statement.

For those clubs with a balance due please pay from the statement and not any individual invoice. For those clubs with a credit this amount will be applied on your first fiscal 2017 invoice being sent out in July.

We appreciate your patience and assistance in this matter. If you have questions or find errors in your statement's, please contact Ingrid Nova at 517-604-6360 or Rotary6360@gmail.com. We will continue to assist Ingrid and the District in resolving any remaining issues.

Until further notice, all invoices and statements will be sent via the US Postal Service.

Thank you,

**Jim Swarthout**  
**Hayward's Tax & Accounting Inc.**  
390 East Maple Street  
PO Box 297  
Climax MI 49034

**Rotary District 6360**

741 Wolverine Road  
Mason, MI 48854

**Invoice**

Date

7/26/2016

Invoice #

72205

**Bill To**

Williamston Sunrise Rotary Club  
4015 Zimmer Rd.  
Williamston, MI 48895-0081

Terms

Net 30

Quantity	Description	Amount
34	Semi-Annual Per Capita Dues includes \$2.75 for District Conference 2017 PETS Mandatory for all PE's	748.00 195.00

Make checks payable to: Rotary District 6360

Remit to: 741 Wolverine Road, Mason, MI 48854

Phone #

Fax #

E-mail

517-604-6360

rotary6360@gmail.com

**Payments/Credits**

\$0.00

Invoice subject to 15% late penalty 60 days after issue date

**Balance Due**

\$943.00