

**Rotary International District 6860
Winter Leadership Meeting
Finance Committee Meeting
February 26, 2016 1:00 pm
MINUTES**

Minutes of the District Finance Committee Meeting:

**PDG Thomas Greene, Finance Committee Chair
Mary Grace Evans, Secretary**

Members Present:

PDG John Valieant, Member
DG Pat Cross
DGE Gary Andrew
DGN Sue Mitchell, PhD
PDG Bo Porter, Member
PDG Scott Stone, Audit Committee Member
PDG Mary Jean Sanspree, PhD, Member
PDG Jerry Shepherd
DGND Carol Argo
Chuck Adams, District Treasurer
Joanie Gable, Member

Members Absent:

PDG Dennis Brooks, Audit Committee Member
Dan Bundy, Member
Jerry Mercer, District Auditor
Bill Harwell, Audit Committee Chair
Michael Ford, Member

Finance Chair PDG Tom Greene called the meeting to order at 1:05.

Minutes from the Fall Meeting were reviewed.

PDG Bo Porter moved to accept the minutes.

PDG John Valieant seconded motion

Minutes accepted

Old Business:

PDG Bo introduced for consideration. Would it be a good practice to exclude audit members from the Finance Committee as not to bias them as they audit?

ACTION for FALL point of discussion

Independent review covered by Pat Cross (Letter is in file electronically)

PDG John Valieant said that historically a copy of the 990 is provided on the web site.
DGND Carol Argo said that is should be posted.

ACTION: John Valieant will post the 990

Chuck Adams said although the we use the term auditor, we are not doing an audit and even a true review as is pointed out. He said he has no problem but if someone questioned. He further explained the difference.

- Compilation - info from ledger to report
- Review - same and analyze
- Audit - takes step further with bank statements and confirm with individuals

PDG Bo Porter asked if RI bylaws require a review.

ACTION: PDG Tom Greene will determine if RI bylaws require a review for district finances

Special Projects Update

- Future Governor orientation - satisfied

- PayPal Issues –

First Issue - We have money in PayPal and should it be there?

Chuck Adams said we need to transfer (we have about \$20,000) from bank account called PayPal (not actually PayPal) that we need to move to money market and leave about \$1000 (or required minimum balanced). That account was set up when Lee Weinman was handling and it is still in his email. He has given the information to Chuck. Will be used again for District Conference.

Joanie Gable asked if any money is paid from there? Chuck clarified that it is not actually in PayPal. It is on an account.

PDG Bo Porter suggested changing information from Lee Weinman to Chuck Adams. Chuck will change this information. DG Pat Cross said that when Dennis set-up the other day for District Conference he had to used Lee's information.

PDG Tom Greene said the only people that need access are the ones setting up to pay something or move money.

PDG Bo Porter asked from a District standpoint who has authority to access

PDG Tom Greene confirmed Treasurer and District Communications Officer (DCO).

ACTION: PDG Tom Greene will verify who needs authorization

Second Issue - Financial Structure/Impact - we were not really recording

Chuck Adams said when money goes into PayPal it is not booked until it is moved to PayPal acct. At first he did not know to do that but now checks often to keep current when it is in financial records

PDG Jerry Shepherd said that the question was really knowing which event it was for.

Chuck Adams said it does shows what event it is for in PayPal.

Example of when it was not booked and was questioned was the money that stayed in from the Baseball. The money had been paid but was still sitting in PayPal.

PDG Bo Porter - when the money comes out are there subaccounts?

Chuck Adams explained it comes in for the specific event and is then comingled.

PDG Jerry Shepherd asked if the PayPal charges are charged to each account?

Chuck Adams shared that we only get the net and that is what is pulled down. For the dinner he remitted the net amount and the dinner bore the expense. Whole \$60 was entered as an expense of the dinner and the \$56 was paid so the difference was shown as an expense of the dinner

Third Issue – Credit Card Usage in the District

Credit Card usage in the District. There is interest in people paying dues to District by Credit Card. Left on the table for future discussion.

PDG Jerry Shepherd felt that the DG should have a District Credit Card so that things could be paid to RI by Credit Card.

ACTION: DGN Sue Mitchell will chair sub-committee to investigate (Bo Porter, Carol Argo and Gary Andrew)

Does DG need CC and other select roles in the District

Do we want to offer other than for events (use for mainly for dues)

Fourth Issue - QuickBooks use between administrations

Chuck Adams thought was good for our use. Version was updated this year to 2016 version.

PDG Tom Greene suggested moving to the cloud instead of just on a computer. It has to be handed off from Treasurer to Treasurer. At a high level that is what we do, but the next administration does not have it available until previous administration closes the books.

- **Foundation Update – DGND Carol Argo**

\$99,772.30 currently uncommitted, but we have had some clubs with pending requests that would bring this down to \$53,783.30. We want to use but not bring down to zero.

PDG Jerry Shepherd asked if we turned down any Clubs to maintain the \$53,000. Argo said we have not turned down a Club in our District, but we have turned down several external requests (i.e. a trustee and the zone).

DG Pat Cross said that there will be a park built in John Germ name, but is has not been formally presented and not sure if it will be in her year or Gary.

DGND Carol Argo said if it is this year we can accommodate. There are also several small clubs now requesting grants

DGND Carol Argo said we have the district 2014 2015 block grant review. Bill Harwell reviewed and did a random sampling of 4.. This is a required agenda item at the District Conference and Carol will have copies at the DC.

PDG Tom Greene asked for any other old business

DGE Gary Andrew said that Carol has done a great job and she wrote the appendices for the DLG in addition to managing the grants.

New Business:

District Conference Budget reviewed by DG Pat Cross (handout provided)

- Outlined in order as they occur with total
- In kind sponsorships and cash sponsorships are indicated. We are seeking additional sponsorships
- Goal not to spend any money from the District
- Most entertainment is in kind.

PDG Bo Porter made a motion to accept

PDG Scott Stone seconded

Approved

District Governor proposed budget for 2016 2017 – DGE Gary Andrew (was not sent out by mistake)

Budget is based on membership of 3500 (current membership 3470)

PDG Bo Porter has his usual comment that the line item for Evanston be 22 instead of 24.

DG Pat Cross asked about Zone travel.

PDG John Valieant said that over the years we have had people attend at Zone level. Good if you are an officer to be able to go. Should add to the budget?

PDG Bo Porter agreed. He does offer a word of caution. There is a budget for Rotary coordinator team. It should be paid first out of RI budget and not out of District.

PDG Tom Greene said before you come to the District ask the Zone first for the money.

DGE Gary Andrew confirmed money is in there for DaCdb conference.

PDG Mary Jean Sanspree said that DGN needs to be sent to Rotary Conference. You know more about Rotary. Is there a way to make a motion to add to the budget?

PDG Tom Greene said it is a policy so it would have to go the COG. If it gets approved by COG could amend the budget before it is presented at District Conference.

Both DGN and DGE should be same amount at \$2300.

PDG Bo Porter moved to accept DGE report with recommendation offered to be included

DG Pat Cross seconded

No discussion

Motion Passed

Review of financials – DG Pat Cross and Chuck Adams

In DaCdb all records are recoded and have been also sending email. DG Cross expressed that Chuck Adams has been doing a great job. Is there anything in the review of these reports that you would like to discuss?

DG Pat Cross has meet with Chuck Adams and reviewed the remainder of the year and thinks we will come in under budget. Chuck Adams has also prepared a document for the rest of the year - P/L vs actually. To be able to compare with annual budget. Found helpful and will add to the reports to send out each month to evaluate month by month.

PDG Tom Greene said that we have some open invoices that have been open for some time that we need to decide what to do with instead of continuing to carry. Chuck Adams said we will clean up one way or another by end of year.

PDG Bo Porter ask RMS Pets line income that all clubs have paid 195. DG Cross said all but Haleyville.

Chuck Adams said that it is on an accrual method and everyone has paid except Haleyville. Membership dues will not match up because we budgeted for more than actual. (Overestimated)

PDG Tom Greene shared that he has built a succession chart. Primarily helps incoming Governor to see where they have to fill their vacancies. Also has been putting records into DaCdb. These are not official but are a reference for the Finance Committee.

PDG Bo Porter said that we are sending in email also. He suggested not sending files just email FC that they are available in DaCdb.

PDG Bo Porter moved to approve

PDG Scott Stone seconded

District Finance Chair Greene adjourned the meeting at 2:40pm.

Respectfully Submitted,

Mary Grace Evans

District Secretary