

POLICY – 12**Fiscal Policy for District Conference**

Updating this policy	The fiscal policies for the District Conference shall be updated as often as necessary and presented at the following conference.
Conference Budget	The District Treasurer will present the Conference budget at the mid-year Board meeting
Approval of budget	The Board of Directors shall approve the Conference budget at its mid-year Board meeting and shall designate the amount of Conference registration fee The Board will set a fee to ensure that all Conference expenses are met
Conference Treasurer	The appointed Conference Chairperson shall appoint a Conference Treasurer
Completing the Conference accounts	The Conference Treasurer shall complete the accounts to the satisfaction of the District Treasurer no later than ninety (90) days after the end of each conference. Financial records shall be returned to the District Treasurer on submission of the final Conference Financial Report.
Advance to host club	An advance not to exceed \$500.00 shall be made to the Conference Host Club
Late Registration Fee	All late registrations for District Conference will have a late fee of \$30.00 imposed. The registration cut-off date will be 30 days prior to Conference. Notification of the registration cut-off date will be provided on the registration form.
Refund of Conference registration fee	Conference fees will be refunded where possible as follows: 1.Up to 30 days prior to Conference, registration fees will be refunded in full. 2. Fourteen to seven days prior to Conference, meal costs only will be refunded. 3.Seven days prior to conference there will be no refund. Any cancellation must be in writing to the District Governor.
Close of date for Registration	Close off dates for registrations and refunds of registration fees will be set at the mid year Board meeting prior to the District Conference and will clearly be stated on the Conference registration form.
Disbursement of excess conference funds	Net surplus Conference funds shall be disbursed each year as follows: 1. Following completion of the Annual accounts prior to audit, the District Treasurer shall communicate the ‘net surplus’ funds from Annual Conference to the District Board

2. The Board shall in their discretion decide upon allocation of the “surplus”. Such allocation may be made to any or all of the Funds Accounts (specified in Schedule “A” of this policy) while ensuring that sufficient funds remain in the Conference fund to provide for possible future Conference deficits.

International Officer expenses

The International Officer attending Conference shall have the following expenses paid :-

1. Accommodation – cost of one room
2. Registration
3. All meals other than those included in Registration, up to a maximum of \$30.00 per day

Conference Chairperson expenses

Appointed Conference Chairperson shall have the following expenses paid :-

1. Registration
2. Accommodation, cost of one-half twin-bedded room

District Chairperson expenses

District Chairpersons attending pre-Conference meetings shall have the following expenses paid:-

1. Accommodation – cost of one night one-half twin-bedded room when the meeting is scheduled for the day prior to the commencement of Conference.
2. Any relevant workshop costs as approved by the Board.

District Officer’s expenses

Accommodation

District Board members attending Conference shall have the following expenses paid up to a maximum of three night’s accommodation.

1. Suite for District Governor (if this suite is not complimentary the cost of the suite must be factored into the Conference Budget).
2. Cost of one-half twin bedded room for Board members.

Conference Registration

Conference Registration for all Board members be paid by District. *(Change to be effective from Dunedin Conference 2009)*

Leaders of Conference Workshops

Leaders of Conference workshops excluding District Officers or Chairpersons shall receive a grant of \$35.00 and relevant cost, as pre approved by the District Fifteen Board of Directors.

Supplies Officer transport costs

The Supplies Officer shall be allowed up to \$100.00 or actual cost (whichever is the lesser) to transport the Officer and supplies to conference.

District Funds

The expenses referred from “International officer expenses” onwards shall be met from District funds.

Discounted Conference Registrations

Past Governors- will receive a 50% discount on their Conference Registration Fee.

Host Club Members – will receive a \$10.00 discount on their Conference Registration Fee.

District Chairs – The District Leadership Chair, District BRR Chair and District Foundation Liaison will receive a \$25.00 discount on their Conference Registration Fee.

