

POLICY – 12	Fiscal Policy for District Conference
Updating this Policy	The fiscal policies for the District Conference shall be reviewed and updated as necessary at least once every four years.
Conference Budget	The District Treasurer, in consultation with the Governor and Host Committee Chair, 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 District Governor shall appoint a Conference Treasurer, in consultation with the Host Committee Chair.
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 may 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 off 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 review by the FAR Committee, the District Treasurer shall communicate the “net surplus” funds from Annual Conference to the District Board. 2. The Board shall at their discretion decide upon allocation of the “surplus”. Such allocation may be made to any or all of the District’s Funds Accounts 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, for the duration of conference including the pre and post conference board meetings:

	<ol style="list-style-type: none"> 1. Accommodation – cost of one room. 2. Registration. 3. Where meals are not otherwise provided the International Representative may claim up to \$20 for breakfast, \$25 for lunch and \$45 for dinner. Note that these meal costs may include beverages.
Conference Chairperson Expenses	<p>Appointed Conference Chairperson shall have the following expenses paid:</p> <ol style="list-style-type: none"> 1. Registration. 2. Accommodation, cost of one-half twin-bedded room.
District Board Member Expenses	<p>Accommodation District Board members attending Conference shall have the following expenses paid up to a maximum of three nights' accommodation:</p> <ol style="list-style-type: none"> 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. <p>Conference Registration Conference Registration for all Board members be paid by District.</p>
Leaders of Conference Workshops	<p>Leaders of Conference workshops excluding District Board Members shall receive a grant of \$35.00 and relevant cost, as pre-approved by the District Fifteen Board of Directors.</p>
District Funds	<p>The expenses referred from “International officer expenses” onwards shall be met from District funds.</p>
Discounted Conference Registrations	<ol style="list-style-type: none"> 1. District provides discounts for Conference registrations as detailed below. The Conference Treasurer will provide to the District Treasurer at close of registrations a list of the registrants who are eligible for discounts and the District Treasurer will remit payment to the Conference Bank Account for the total of the discounts, coding this to the Conference Surplus fund in the District accounts. 2. Past Governors will receive a 50% discount on their Conference Registration Fee. 3. Host Club Members will receive a \$10.00 discount on their Conference Registration Fee. 4. District Chairs – District Chairs will receive a \$25.00 discount on their Conference Registration Fee. 5. First timers - Will receive a \$15.00 discount on their Conference Registration Fee. 6. Note discounts are not cumulative with the registrant only able to claim the highest amount of any one discount provided above.