

## CANADIAN DISTRICT WEST POLICY MANUAL

### SECTION D 500 - FINANCIAL

#### D 500 – 1 - DUES

**ADOPTED: 06/86                      LAST AMENDED: 07/03**

Each club shall pay to the District an annual amount of **EIGHTEEN DOLLARS (\$18.00)** for each full member of the Club and **NINE DOLLARS (\$9.00)** for each half member, as shown on the Civitan International Quarterly Billing Roster Report, at the rate of **FOUR DOLLARS AND FIFTY CENTS (\$4.50)** or **TWO DOLLARS AND TWENTY-FIVE CENTS** respectively per quarter, payable not later than 20 days after the billing date. No adjustment of the amount due is allowed.

#### D 500 – 2 - GROWTH & DEVELOPMENT FUND

**ADOPTED: 07/90                      LAST AMENDED: 05/12**

Each club shall pay to the District an annual amount of **SIX DOLLARS (\$6.00)** for each full member of the Club and **THREE DOLLARS (\$3.00)** for each half member, as shown on the Civitan International Quarterly Billing Roster Report, at the rate of **ONE DOLLAR AND FIFTY CENTS (\$1.50)** per quarter or **SEVENTY-FIVE CENTS** respectively, payable not later than 20 days after the billing date. No adjustment of the amount due is allowed.

The district board has the authority to reduce or wave the fees charged annually for the Growth Fund depending on the balance of the account (see last paragraph).

These funds are designated and restricted for use solely to advance the Growth and Development of Civitan in the District. Funds may not be diverted to other District programs without the express permission of Club members authorized at a District Convention with a 67% or 2/3rds majority of the voting delegates required to move the funds.

When and if the fund reaches fifteen thousand dollars (\$15,000.00) a transfer process approved by the District Board will return all excess funds over fifteen thousand dollars (\$15,000.00) back to the **DISTRICT GROWTH BILLING** of Canadian District West on a per member basis and based on the report of membership of Civitan International at that time.

The Board of Directors will review and assess reimbursement for local advertisement to a maximum of \$200.00 once a year per club.

#### GROWTH INCENTIVE

The Governor and District Board will review the status of the Growth and Development Fund during the first board meeting of the Civitan year and establish the incentive returned to the club based on the current dollar value of the fund. The funds distributed will be recorded in the minutes and involve the following categories.

New members – Full incentive

ISSUE YEAR: 2020 - 2021

**CANADIAN DISTRICT WEST POLICY MANUAL**

**Reinstated gone for more that 365 days – Full incentive**

**There will not be any incentive payment for “Transferred or Reinstated less that 365 day” members.**

**D 500 – 3 - DISTRICT ACCOUNTS RECEIVABLE**

**ADOPTED: 09/82                      LAST AMENDED: 07/90**

**District accounts are due and payable as outlined in policies D500–1, 500–2 and 500-13.**

**A penalty of 3% per month is to be assessed on overdue accounts.**

**D 500 – 4 - OVERDUE ACCOUNTS**

**ADOPTED: 09/83                      LAST AMENDED:**

**The Treasurer will advise the Clubs when they are 30, 60, and 90 days in arrears accounts. Overdue dates are to be calculated by the Treasurer’s billing dates.**

**D 500 – 5 - REGISTRATION FEES**

**ADOPTED: 06/86                      LAST AMENDED: 10/01**

**CONVENTIONS:**

**The District Board shall establish the registration fees to be paid to defray the expenses of the conventions of the District.**

**AREA MEETING:**

**The Area Director and Host Club will establish the fee to be paid to defray the expenses of the meeting not to exceed the cost of the meeting space and meal cost.**

**D 500 – 6 - COMMITTEE CHAIRPERSON – SPECIAL ACCOUNTS**

**ADOPTED: 10/85                      LAST AMENDED: 01/94**

**Operating Committees may draw funds from the District Treasurer upon approval by the District Board. Each Committee shall appoint a treasurer who will establish a bank account with signing officers being the following: COMMITTEE CHAIRPERSON, COMMITTEE TREASURER, DISTRICT TREASURER and the DISTRICT GOVERNOR.**

**The issuing of cheques from the Committee Chairperson – Special Account will require any two of the four signing officers for validation.**

**ISSUE YEAR: 2020 - 2021**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Bank account number(s) and location of the bank account to be submitted to the District Treasurer immediately after account is established.**

**Monthly reports outlining any movement of funds will be furnished as required to the District Board and/or District Treasurer.**

### **D 500 – 7 - CHAIRPERSONS PROJECT FINANCIAL REPORT**

**ADOPTED: 10/85                      LAST AMENDED: 07/12**

**Each District Chairperson who has a designated account(s) is required to supply the District Treasurer with a monthly-reconciled bank balance. At fiscal year end, a full reporting on these accounts by way of copies of the General Journal and bank statements is to be submitted to the District Treasurer to be included in the documents given to the District Auditor.**

### **D 500 – 8 - FUND RAISING – SPECIAL FUNDS**

**ADOPTED: 10/85                      LAST AMENDED:**

**Where SPECIAL FUNDS have been solicited/raised for a SPECIAL PROJECT, the District Treasurer will administer such SPECIAL FUNDS. Signing Officers on the account will be: DISTRICT TREASURER, SPECIAL PROJECT CHAIRPERSON, and the GOVERNOR. Two signatures are required for withdrawals.**

### **D 500 – 9 - DISTRICT EXPENSES**

**ADOPTED: 06/86                      LAST AMENDED: 11/07**

**All expenses of District Officers and such chairpersons of committees as approved by the District Board incurred in the performance of their duties shall be paid out of the funds allocated for the purpose in the annual budget.**

**A request for reimbursement of funds shall be submitted within 60 days of an event or the amount shall be forfeited, except at the fiscal year end, when expenses will be submitted within 15 days of the year end or they shall be forfeited.**

**Expenses will be submitted on the approved District Expense Form available from the District Treasurer or Website accompanied by original itemized receipts. See appendix attached to the back of this section.**

**The current Governors expenses incurred in the performance of their duties shall be reviewed and approved by the Immediate Past Governor prior to payment.**

### **D 500 – 10 - COMMITTEE CHAIRPERSONS & OTHERS ATTENDING CONVENTIONS**

**ADOPTED: 12/88                      LAST AMENDED: 09/14**  
**ISSUE YEAR: 2020 - 2021**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

**Committee chairpersons and other persons who participate in District Conventions shall be reimbursed for convention expenses provided that they were invited by the District Governor from funds budgeted.**

**Committee chairs and elected representatives who do not comply with the requirements of their job description after being cautioned by the Governor will be refused any reimbursement for expenditures.**

**The Governor will be the moderator and have the ultimate decision to caution and redirect the member to the elements of the job description or request the board remove the elected member.**

**The Governor may move forward to replace the appointed committee chairperson if they do not comply with the job description once cautioned and redirected to comply.**

**The District Governor shall request written documentation announcing upcoming events from these Chairpersons, AS REQUIRED. (See section D1000-12 for convention restrictions)**

**Convention expenses shall be limited to TRAVEL, ACCOMMODATIONS and CONVENTION REGISTRATION FEES at the “Early Bird Rate”.**

### **D 500 – 11 - DISTRICT AUDITOR**

**ADOPTED: 06/86                      LAST AMENDED: 10/01**

**The District Board shall annually appoint an AUDITOR and cause the books of accounts of the District to be audited as of September 30<sup>th</sup> or more frequent intervals and shall receive the auditors annual report at the first regular meeting of the District Board held after the preparation and delivery of said report. A copy of the audited District report shall be delivered to each club President after the delivery to the District Board.**

### **D 500 – 12 - INTERNATIONAL DIRECTOR-ELECT TRAVEL EXPENSE**

**ADOPTED: 06/86                      LAST AMENDED:**

**It is the policy of this District that \$250.00 be set aside each year to help defray travel costs for the International Director-Elect to attend the Annual International Convention. A Payment of \$500.00 is to be made once every two years.**

### **500 – 13 - CLUB LEVY**

**ADOPTED: 05/84                      LAST AMENDED: 07/07**

**Canadian District West of Civitan International will assess a LEVY for specific DISTRICT PROGRAM COSTS. The LEVY would apply to the following programs deemed beneficial to all clubs and be shared equally among ALL ACTIVE CLUBS and approved as part of the ANNUAL DISTRICT BUDGET.**

**JUNIOR CIVITAN  
DISTRICT and INTERNATIONAL CONVENTIONS  
TRAINING ACADEMY**

**ISSUE YEAR: 2020 - 2021**

**CANADIAN DISTRICT WEST POLICY MANUAL**

**NOTE: It is the opinion of the District Board that the foregoing programs are legitimate PROJECTS and as such can be taken out of the CLUB PROJECT ACCOUNT if the CLUB desires.**

**PAYMENTS**

**The clubs that are in Canadian District West will pay a CLUB LEVY in FOUR QUARTERS (4) commencing the 1<sup>st</sup> quarter after the first anniversary date and will be invoiced by the DISTRICT TREASURER.**

**N.B. Clubs on modified billing are exempt.**

**D500 – 14 - TRAVEL EXPENSES, MILEAGE**

**ADOPTED: 07/90                      LAST AMENDED: 09/14**

**Authorized travel expenses for DISTRICT OFFICERS and CHAIRPERSONS shall be reimbursed at a maximum of:**

**Mileage:            \$0.20 cents per kilometer (as per MapQuest Maps).**

**ALCOHOLIC BEVERAGES WILL NOT BE REIMBURSED.**

**D 500 – 15 - CONVENTION EXPENSES – (OFFICERS & CHAIRPERSONS)**

**ADOPTED: 08/90                      LAST AMENDED: 01/00**

**DISTRICT CONVENTION EXPENSES**

**Convention expenses for DISTRICT OFFICERS and AUTHORIZED CHAIRPERSONS shall be paid as follows:**

**CONVENTIONS:**

**Travel, accommodations and registration fees at the “Early Bird” rate, as per registration form. One night for Modified and two nights for Region 5.**

**Mileage shall be reimbursed at rates stipulated in District Policy 500 – 14.**

**D 500 – 16 - EXPENDITURES – TAXES**

**ADOPTED: 12/92                      LAST AMENDED:**

**All quotes or estimates of expenses proposed to, or expenditures approved by the District Board of Canadian District West must be inclusive of all taxes and or gratuities.**

**ISSUE YEAR: 2020 - 2021**

## CANADIAN DISTRICT WEST POLICY MANUAL

### D 500 – 17 - FUNDS ON LOAN TO COMMITTEE (S)

ADOPTED: 10/94                      LAST AMENDED:

The District Treasurer will enter any funds that have been borrowed or loaned from the District Treasury by any Committee. The loan will be a MEMO ITEM at the bottom of the Financial Report. The MEMO ITEM will be shown until the funds have been returned to the District Treasury.

### D 500 – 18 - RETENTION OF RECORDS

ADOPTED: 03/01                      LAST AMENDED:

The District Treasurer will retain a copy of the Annual Auditors Report and all Board Minutes permanently. All other financial records are to be retained for a period of 10 years after which they may be destroyed.

### D 500 – 19 - BUDGETARY SURPLUS

ADOPTED: 12/01                      LAST AMENDED:

Any District budgetary surplus from the previous year, that has not been approved to be part of the budget, is to be used to reduce the charges to the clubs for the Club Levy commencing in the second quarter.

### D 500 – 20 – DISTRICT BOARD AND APPOINTED CHAIRPERSONS EXPENSES

ADOPTED: 06/11                      LAST AMENDED: 02/19

The following is a financial breakdown of the allowable expenses for the various offices held by District Board and appointed chairpersons:

#### Governor Elect Designate:

- There are no authorized expenses associated with this position from the time of election to the time official office is commenced October 1<sup>ST</sup>. (should the Regional Convention flow into the following Civitan year there is no funding for the designate positions).

#### Governor Elect :

- Attendance at board meetings allows for the claiming of mileage to and from the meetings. Participating in the Governor Elect Training Academy delivered by Civitan International in Birmingham Alabama with financial reimbursement for the following; Hotel expenses, not covered by Civitan International may be claimed with receipts. The participant's fee (C.I. participant's book fee will be paid by the District but forms part of the total expense). The expenses not to exceed the District budget line item available from the District Treasurer.

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room.**
- **Travel to club meetings authorized by the Governor.**
- **Travel to the international convention, registration and hotel room not to exceed half of the budgeted amount in the District Budget. (All receipts required).**

### **Governor:**

- **Attendance at board meetings allows for the claiming of mileage to and from the meetings. Participating in the Governor's Update in Birmingham allows for travel to the meeting location and return plus accommodation. The total expense not to exceed budget line item.**
- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room.**
- **Travel to Canadian District East Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room.**
- **Travel to club meetings and various functions as Governor.**
- **Travel to the international convention, registration, and hotel room not to exceed half of the budgeted amount in the District Budget. (All receipts required).**

### **Past Governor:**

- **Attendance at board meetings allows for the claiming of mileage to and from the meetings Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room.**
- **Travel to club meetings and various functions authorized by the Governor.**

### **Area Directors:**

- **Attendance at board meetings allows for the claiming of mileage to and from the meetings. Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room.**
- **Travel to club meetings authorized by the Governor (two trips per assigned clubs).**
- **Travel to the District Training Academy to meet with the incoming Governor.**
- **There are no authorized expenses associated with the designate office from the time of election to September 30<sup>TH</sup>.**

### **Past Governor Director:**

- **Attendance at board meetings allows for the claiming of mileage to and from the meetings Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room.**
- **Travel to club meetings or functions authorized by the Governor.**
- **There are no authorized expenses associated with the designate office from the time of election to September 30<sup>TH</sup>.**

### **Treasurer:**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- **Attendance at board meetings allows for the claiming of mileage to and from the meetings. Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room.**
- **Travel to club meetings or functions authorized by the Governor.**
- **Travel to the District Training Academy to meet with the incoming Governor if required.**
- **Office supplies and postage as required for the position approved by the Governor.**

### **Secretary:**

- **Attendance at board meetings allows for the claiming of mileage to and from the meetings. Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room.**
- **Travel to club meetings or functions authorized by the Governor.**
- **Office supplies and postage as required for the position approved by the Governor.**

### **Judge Advocate:**

- **Attendance at board meetings allows for the claiming of mileage to and from the meetings. Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room.**
- **Travel to club meetings or functions authorized by the Governor.**

### **Bulletin Editor:**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings**
- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to club meetings or functions authorized by the Governor.**

### **Cake Chairperson:**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings. Travel to Canadian District West Conventions immediately before and after cake season allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to club meetings or functions authorized by the Governor.**

### **Credentials: (Should this position be appointed to someone other than a board member)**

- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**

### **Communications / Directory:**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings.**
- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- **Travel to club meetings or functions authorized by the Governor.**

### **Events:**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings.**
- **Travel to hotel locations for conventions for planning meeting if necessary authorized by the Governor.**
- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to club meetings or functions authorized by the Governor.**

### **Foundation Representative – Canadian;**

- **There are no expenses for the District to pay. (Expenses covered by the Foundation).**

### **Foundation Representative – International;**

- **There are no expenses for the District to pay.**

### **Junior Chairperson**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings.**
- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to club meetings or functions authorized by the Governor.**
- **Travel to Canadian District West Junior Board Meetings and Convention allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to the Junior International Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**

### **Membership – Growth and Retention**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings.**
- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to club meetings or functions authorized by the Governor. Expenses to be paid from the growth fund if club growth related.**

### **Membership – New Clubs**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings.**
- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**

## **CANADIAN DISTRICT WEST POLICY MANUAL**

- **Travel to club meetings or functions authorized by the Governor. Expenses to be paid from the growth fund if club growth related.**

### **District Event Chairperson**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings.**
- **Travel to Canadian District West Conventions immediately before and after the event allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to the event allowing for the claiming of mileage to and from and hotel room as directed by the Governor.**
- **Travel to club meetings or functions authorized by the Governor.**

### **Training Coordinator**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings.**
- **Travel to Canadian District West Conventions before the event allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to club meetings or functions authorized by the Governor.**

### **Web Administrator**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings.**
- **Travel to Canadian District West Conventions allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to club meetings or functions authorized by the Governor.**

### **Youth Leadership and Diversity Conference Chairperson:**

- **Attendance at board meeting if directed by the Governor allowing for the claiming of mileage to and from the meetings.**
- **Travel to Canadian District West Conventions before and after the event allowing for the claiming of mileage to and from the convention, registration and hotel room as directed by the Governor.**
- **Travel to club meetings or functions authorized by the Governor.**
- **Attendance at the Youth Leadership and Diversity Conference in Indiana and related expenses pre approved by the Governor.**
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**Any expenses paid by the Treasurer must be preauthorized by the Governor on the approved expense form accompanied by receipts.**

**CANADIAN DISTRICT WEST POLICY MANUAL**

**ADOPTED: 03/12**

**LAST AMENDED: 09/14**

**Annually each club will be assessed \$ 3.00 per member to help offset the annual District Insurance Premium.**

**The balance for the District Insurance Premium will be taken from the Annual Cake Levy.  
(Cross reference 600-3)**