

# CANADIAN DISTRICT WEST POLICY MANUAL

## **SECTION D600 - PROJECTS**

### **D 600 – 1 - CAKE SALES**

**ADOPTED: 06/87**

**LAST AMENDED: 03/24**

#### **GENERAL**

The Cake Committee shall be responsible for the sales of cakes direct to the clubs of Canadian District West as well as through Civitan Enterprises. Civitan Enterprises is established to pursue commercial sales of cake and other products where those sales will have special pricing or where those sales will be made which geographically affect all or some of the clubs.

There will be two (2) orders placed each season.

#### **INVENTORY**

The District Cake Committee will control all District cake inventory and will be the sole ordering agent for cakes from Claxton Bakery. The committee will stock standard 3x11lb light and dark cakes. The display stands and advertising material are by special order only on the initial cake order in September. All orders become the property and financial responsibility of the club placing the orders.

#### **ORDERING CAKE FROM DISTRICT:**

All clubs are required to advise the District Cake Chair annually of their cake requirements, promotional materials, cake stands and advertising material for the coming cake season before the end of August.

Clubs requiring additional cake should contact the District Cake Chair before the second order is placed the first week of October.

Cake requirements after that time frame overstock or shortage should be reported to the District Cake Chair that will assist the Clubs in adjusting their sales forecast for the cake season.

#### **FINANCES**

The fiscal year for the cake program shall be from July 1<sup>st</sup> to June 30<sup>th</sup>. The cake committee shall turn over to the District Treasurer a financial report along with monies owing to the District by April 15<sup>th</sup> of each year.

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### **CAKE LEVY**

A LEVY (minimum of \$0.25 per pound) to be determined by the Board annually will be charged to the Clubs and Civitan Enterprises. Such levy will be ratified at the annual meeting in September as part of the Budget.

Additional premium for the District Insurance will be taken from the Annual Cake Levy. (Cross reference 500-20)

Separate bank accounts shall be maintained for Civitan Enterprises and for club sales.

The net profits from Civitan Enterprises shall be returned to the clubs who participated in the cake program with a purchase of a minimum of 15 cases.

The enterprise rebate be split evenly among the clubs that sell fifteen or more cases of cake.

The District Board shall not draw monies from the cake accounts in excess of the amount budgeted annually without the approval of the clubs. The cake accounts shall be allowed to build a combined cash/inventory reserve in excess of budget to a maximum of \$80,000.00 in order to eliminate the need for annual borrowing.

### **D 600 – 2 - CAKE CHAIR**

**ADOPTED: 06/87**

**LAST AMENDED: 03/24**

### **RESPONSIBILITIES**

Appointed by the Governor under the term of office being July 1<sup>st</sup> to June 30<sup>th</sup> the following year. This timeline allows for the preparation and ordering of cake for the upcoming year.

### **ESTABLISH CAKE PRICE:**

The District Cake Chair is responsible for contacting the Claxton Bakery to obtain the wholesale price of the cake for the following season.

The District Cake Chair is responsible for estimating the U.S. /Canadian exchange rate in order to assist in establishing a cake price to the District in Canadian dollars.

The District Cake Chair will establish the cake season prices and present them to the District Board for presentation to the membership at the next Spring Convention.

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### **ORDERING OF CAKE**

The District Cake Chair will receive orders from the clubs in the district and Civitan Enterprises via fax or email. (Any phone communications are to be followed up by fax or email).

The District Cake Chair will then place the order with the Claxton Bakery.

No more than TWO orders will be placed annually to the Claxton Bakery.

### **SHIPPING & DELIVERY OF CAKE:**

The normal delivery of Claxton Fruit Cake is from Claxton Georgia to the local warehouse.

The District Cake Chair will arrange with a shipper/broker to deliver cake orders at their cost to Civitan Enterprises customers and to District Clubs that choose to have their orders delivered to other than the warehouse.

### **WAREHOUSING & INVENTORY:**

The District Cake Chair will establish a warehouse facility to store the cake.

The District Cake Chair will be responsible for releasing the cake from the warehouse as orders by the clubs and Civitan Enterprises.

The District Cake Chair will establish a fee schedule with the warehouse for the release of the cake orders.

The District Cake Chair will maintain a running inventory of the cake in the warehouse.

### **BILLING TO THE CLUBS & ENTERPRISES**

The District Cake Chair will be responsible to maintain the records and billings (freight and cake costs).

### **EXPENSES:**

The District Cake Chair will also authorize the District Treasurer to pay the invoices for the following:

- Shipping from Claxton Georgia to warehouse

- Shipping charges for shipments from the warehouse to Civitan Enterprise customers and District Clubs.

- Brokerage Fees customs

- Warehouse processing fees

- Final Bill to the Claxton Bakery

- Mailing costs and other office expenses.

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### **BANKING & ACCOUNTS SET UP:**

The District Cake Chair will set up the necessary bank accounts as per District Policy D500-7.

### **PROFIT AND REBATE CALCULATIONS:**

The Treasurer is responsible for calculating the Civitan Enterprises profit for the year and the split of that profit between the clubs of Canadian District West according to the established formula. The Treasurer is further responsible for paying these profit shares to the respective clubs.

The Treasurer is responsible for calculating the Cakes Account profit for the year and determining the portion of that profit that is paid to the Civitan Awareness Fund and the portion that is to be rebated to the clubs. The Treasurer is then required to issue cheques to the Canadian District West clubs for the foregoing amounts.

The net profits from Civitan Cake shall be returned to the clubs who participated in the cake program on the basis of the following established formula: Net Profits from Civitan Cake (60% of total profit) divided by total pounds sold by district for the current year not including Enterprises weight sold

Multiplied by Total pounds ordered and paid for by the club.

### **CAKE AWARDS:**

The District Cake Chair will maintain the records of the cake sales and communicate the results to the District Awards Chair. (Cross Reference D1100 – O.H. Evans – Highest average per member. G.R. Montgomery – Greatest increase over the previous year. These awards are not applied for).

## **D 600 - 3 - CIVITAN AWARENESS FUND**

**ADOPTED: 09/91**

**LAST AMENDED: 02/20**

Funds generated by District Policy D 600 – 2 will be held by the District Treasurer in a special account to be used for Civitan Awareness. When the fund reaches fifteen thousand dollars (\$15,000.00) it will be capped with any amounts in excess of the cap be used to offset up to 50% of the Club Levy (annually) until the excess funds are exhausted.

The Civitan Awareness fund is an amount of money set aside and to be used for the benefit of Civitan in Canadian District West. The purpose of the Fund is to further the principles of Civitan within the District and is specifically designed to provide a resource for:

1. Promoting and advertising Civitan.
2. Motivating and inspiring Civitans and Clubs.

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- 3.** Providing communication channels between Clubs, District and International.
- 4.** Offsetting any deficits in the Annual District Budget or any shortfalls between cake profits and the amount required from cakes in the Annual District Budget.

The Fund is not to be used for other charity or service work that falls under the responsibility of the individual Clubs.

The Fund is a restricted account no part of which can be used without the approval of 67% of the voting delegates at District Convention. The only exception to this would be a shortfall between the cake profits and the amount required from cakes in the Annual District Budget. Since the District Budget has already been approved by Club Delegates at a Convention, any shortfall will automatically be provided from this Fund to the extent that the money is available.

Revenue for the Fund will be supplied from the following sources:

- 1.** 40% of any surplus recorded by the District Cake Program over and above the \$80,000.00 Reserve Fund and the amount required by the District Budget. The remaining 60% to be returned to the clubs which participate in the annual cake program. The entire profit from Civitan Enterprises will be divided equally amongst all clubs that have ordered and paid for at least 15 cases.
- 2.** Donations from Clubs or other sources designated specifically for the Fund.

### **DISTRICT BOARD ALLOWABLE EXPENDITURE FROM AWARENESS FUND**

The district board may spend up to the aggregate amount of \$ 1,500.00 per year from the Awareness Fund (each club can only apply for 1/3 of the aggregate amount) without prior approval from the membership at convention for clubs who present a detailed plan for the funds to the board and agree to file a complete financial statement outlining the approved expenditure following the event.

No club can make more than two requests within a five-year period.

The Awareness Fund will reimburse the Clubs of Canadian District West for the printing of New Club Trifolds, brochures or information cards to a maximum of \$200.00 per year. (Receipts required including HST.)

As a result of a membership vote at the Region 5 Convention, September 14, 2019, all approved expenses for background checks and/or driver abstracts will automatically be paid from this fund without prior approval at convention.