



## **OHIO-ERIE FINANCIAL PROCEDURES MANUAL**

The chief financial officer is the Ohio-Erie Treasurer who is nominated by the nominating committee and elected by the general membership. This officer will be elected each year at the Ohio-Erie Spring meeting and is not otherwise limited by term.

The Treasurer will maintain the company's books utilizing QuickBooks or other accounting program as agreed to by the Executive Committee.

A chart of accounts, approved by the Ohio-Erie Executive committee, will be periodically reviewed and presented to the Executive committee to approve any major changes. The treasurer may make adjustments as necessary for unforeseen expenses, etc.

The treasurer will provide current reports to all Executive Committee members at all Executive Committee meetings. An overview of financial position will be given to member districts at the business sessions of the spring and fall meetings. Copies of the annual financial review will be sent to member DG's, DGE's and DGN's preferably by email but hard copies can be sent upon request.

The treasurer has the following additional responsibilities:

1. Receive all monies due from member districts and O-E Chairs such as Long Term fees, Short Term fees, Annual O-E Outbound Orientation, etc. All checks to be submitted to the Treasurer within 30 days of receipt to be deposited in the O-E business checking account.
2. Reimburse reasonable expenses incurred by Executive Committee members and Country Contacts, pay all outside contractors such as emergency telephone service, webpage and database maintenance, and the financial review/compliance audit. The treasurer will also pay STEP expenses to the appropriate O-E chair.
3. Serve as Alternate Responsible to facilitate PAY.Gov payments to SEVIS.

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Incorporates updates per discussion at Exec Committee on 02-03-2017

4. Any other reasonable and justified expenses necessary to conduct Ohio-Erie operations. Any questionable expenses will be referred to the Ohio-Erie General Chair for discussion and approval.
5. Prepare the records for the annual financial review for each fiscal year beginning on September 1<sup>st</sup> and running until August 31<sup>st</sup>. This will be done on a timely basis with the submission to the financial review firm by the end of September.
6. File the income tax return with IRS as soon as it is received from the accountant. Assure that the tax return is done on a timely basis.
7. Invoice member districts for all STEP fees, long term fees, and the Outbound Otterbein registration fees.
8. Reconcile the bank statements upon receipts from the bank and send a copy via email to the O-E General Chair for review and signature unless Chair opts out of this procedure. The O-E General Chair will be given access to the online banking site for purposes of reviewing accounts when deemed necessary.
9. Attend all O-E meetings and any Executive Committee meetings outside of the regular scheduled meetings if possible. Notify the O-E General Chair in advance of any expected absence and provide necessary financial reports to the Chair for the financial part of the missed meeting.

10. Prepare the annual operating budget to be approved by the Executive Board and the member districts at the Spring Meeting and make the annual filing with the State of Ohio and pay appropriate fee for Ohio Non-Profit status.

### **OHIO ERIE CHART OF ACCOUNTS**

10000. First Merit Business CKG	Bank
10120. First Merit-Money Mkt	Bank
11000. Accounts Receivable	Other Asset
12000. Un-deposited Funds	Other Current Asset
12500. Retained Earnings	Equity
17500. Accumulated depreciation	Fixed Asset
30000. Opening Balance Equity	Equity
31500. Temp. Restricted Net Assets	Equity
32000. Unrestricted Net Assets	Equity
45040. Interest Money Market	Income
46400. Other Types of Income	
46410. LT Fees from District	Income
46415 STEP Fees from District	Income
46430. Miscellaneous Revenue	Income
46450. OE Outbound Orientation	Income
62100. Contract Services	Expense
62110. Financial Review	Expense
62140. CSIET/DOS Audit	Expense
62150. Telephone Emergency Call Svc	Expense
62160. Web Page/Database Maint	Expense

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62810. Depr and Amort - Allowable	Expense
62840. Equip Rental and Maintenance	Expense
65000. Operations Expense	
65020. Postage, Mailing Service	Expense
65030. Printing and Copying	Expense
65040. Supplies	Expense
65050. Telephone, Telecommunications	Expense
65100. Other Types of Expenses	Expense
65110. NAYAN online tng	Expense
65130. SEVIS Designation Fee	Expense
65140. Health, Accident, Liab prem	Expense
65150. CSIET fees	Expense
65160. OE Outbound Orientation	Expense
65170. STEP Expenses	Expense
65180. Misc Program costs	Expense
65190. Memorials & Awards	Expense
66900. Reconciliation Discrepancies	Expense
68300. Travel and Meetings	Expense
68310. Conferences outside of OE	Expense
68320. Travel & related costs-OE Mtgs	Expense
80000. Ask My Accountant	Other Expense

**OHIO-ERIE ROTARY YOUTH EXCHANGE INC  
FEE SCHEDULE**

Each LT Outbound student placed by a district = \$200.00

Each LT Inbound student placed by a district = \$200.00

Each Outbound STEP selected by a district = \$300.00

Each Special student (A LT Inbound or Outbound student requested by a district or a club within a district or a specific district abroad outside of our normal exchange commitments: = \$300.00

Minimum and Maximum LT Fees paid to OE by the districts:

\$1800 Minimum (represents total of nine students)

\$6000 Maximum (represents total of 30 students)

**Specials** add 300 per student to the above minimum and maximum.

**Late fees** of \$50.00 per student is above the minimum and maximum also.

If a LT Outbound student withdraws from the program after the application has been received by Ohio-Erie and not withdrawn by Jan 5, the fee must still be paid to O-E.

If the student withdraws because we cannot find placement within the top ten choices, the fee is waived. O-E bills the districts for all fees, including STEP.

Collection of fees from students is a District responsibility. There are no maximums and minimums for the Short Term Programs.

#### STEP Program

1. All expenses for the STEP program chairman are to be paid from the appropriate fees. Any money not spent on the program goes to the O-E general operating account. When the STEP chair holds corresponding LT positions such as Country Contact, Exec Committee member, etc, a portion of the expenses for attending meeting will be charged to the STEP account.
2. Inbound Insurance will be invoiced to O-E and we will pay up to 32 days.

#### Rotary Student Tours by Travel Agencies

1. Ohio-Erie does not subsidize any travel agency for any losses. Nor does Ohio-Erie share the profits for the tours.
2. Ohio-Erie does not assume any financial responsibility to the Travel Agency, or to anyone else who may claim a loss due to the trip.



## **TRAVEL**

The following travel expenses are justifiable expenses to O-E.

1. Travel by the O-E General chair to the International Youth Exchange Pre-Convention. This includes registration, hotel and airfare and incidental expenses such as taxi, hotel parking, etc.
2. Travel by the O-E General chair or his designated representative to EEMA and ABIJ (Brazil). This includes registration, hotel, EEMA Tour A and incidental expenses. If the O-E general chair attends one of the two meetings listed, he/she should offer the second trip to the vice chair. If neither of the top two officers can make the trip, it should be offered to the appropriate country contact.
3. The Ohio-Erie General Chair should be reimbursed for Registration, Airfare, Hotel and incidental expenses to attend NAYEN.
4. If the Ohio-Erie General Chair and the Vice Chair both attend NAYEN during the year before the Vice Chair moves to the General Chair position, each should be reimbursed for Registration, Airfare, Hotel and incidental expenses. The rationale here is that the year before moving to General Chair, the Vice Chair should start relationships with all Multi-District chairs as well as Chairs and contacts with districts from around the world.
5. The O-E STEP chair may travel to EEMA, ABIJ or NAYEN once every two years. This includes meeting registration, hotel, EEMA Tour A and incidental expenses. The STEP chair may request the appropriate venue as may better serve the needs of the STEP program. STEP chair may designate another STEP committee member to travel in his place.

6. Registration for any of the meetings listed above for any Executive committee members not otherwise qualified for reimbursement and appropriate Country contacts. If a conference has a flat fee for registration and lodging, O-E will pay that for qualified travelers. When the registration and lodging fees are separate, such as at NAYEN , O-E pays only the registration. Country Contacts may wish to spend the equivalent of a normal NAYEN registration to help toward expenses to travel to their area of responsibility to discuss Youth Exchange with their counterparts. If this travel chosen, NAYEN is not reimbursed.
7. The registration reimbursements are for normal registrations and not the additional charge for late registrations
8. Travel to Ohio-Erie Spring, Fall and Otterbein meeting for country contacts and Executive committee members. This includes gasoline expense, registration, hotel and incidental expenses based on double occupancy whenever possible. Executive committee members may be reimbursed for gasoline, lodging and incidental expenses for any meetings of all or part of the Executive committee in regards to conducting Ohio-Erie business.
9. The O-E Chair or his/her representative will be reimbursed for travel to Special DOS meetings, CSIET meetings, or others as may be deemed necessary by the O-E Chair. This includes airfare, hotel and incidental expenses.



10. The Responsible Officer (RO) will be reimbursed for expenses to travel to the annual NAYEN conference including airfare, registration, lodging and incidental expenses. This is the only meeting where the RO can interact with one or more persons from the State Department, RI Staff and other districts/multi-districts in the USA who deal with RO issues.
11. The Ohio-Erie Director on the NAYEN board will be reimbursed for expenses to travel to the annual NAYEN conference including airfare, registration, lodging and incidental expenses. This is the venue for the only joint meeting with the entire NAYEN board and officers. It is necessary for the Director to attend this meeting in order to properly serve the needs of Ohio-Erie.

FOR FUTURE USE