



## 2019-2020 Finance Committee Meeting

Tuesday, December 10, 2019

4:00 p.m.

Join Zoom Meeting via computer: <https://zoom.us/j/619437428>

Meeting ID: 619 437 428

One tap mobile: +16699006833,,619437428#

Landline: +1 669-900-6833

Meeting ID: 619 437 428

### Agenda

1. Call to Order - Lanie Wheeler, Chairman
2. Review and recommend approval of the 2020 Mid-Year South Education Conference Budget
3. Review and recommend approval of the 2020 Mid-Year North Education Conference Budget
4. Review and recommend approval of the revised 2019-2020 General Fund Budget
5. Review and recommend approval of the 2020 Circle K District Convention Budget
6. Review and recommend approval of the 2020 Key Club District Convention Budget
7. Review and recommend approval of the 2020 KIWIN'S District Convention Budget
8. Consideration of vouchers submitted late
9. Discussion of KIWIN'S financial viability/merger with Key Club
10. Discussion of converting SLP fiscal year end date to September 30
11. Adjournment

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1				2020 Sheraton San Gabriel Budget	San Diego, Marriott Mission Valley 2019 Actual	San Diego, Marriott Mission Valley 2019 Budget	Pomona Fairplex 2018 Actual	Pomona Fairplex 2018 Sheraton	2017 Riverside Actual	Riverside 2017 Budget	Long Beach 2016 Actual	Long Beach 2016 Budget	Riverside 2015 Actual	Riverside 2015 Budget	Orange County 2014 Actual	Orange County 2014 Budget
2	Receipts	Qty	Rate													
3	Registration															
4	Early Registration	125	\$ 60.00	\$ 7,500.00	\$ 6,910.00	13,750.00	9,620.00	18,975.00	11,145.00	18,975.00	15,190.00	14,400.00	10,335.00	15,525.00	14,740.00	\$ 7,200.00
5	Regular Registration	45	\$ 65.00	\$ 2,925.00	\$ 2,700.00	9,000.00	7,070.00	4,800.00	6,065.00	12,300.00	5,960.00	2,475.00	4,870.00	10,250.00	5,975.00	\$ 13,250.00
6	On Site Registration	22	\$ 75.00	\$ 1,650.00	\$ 1,330.00	2,400.00	2,600.00	1,625.00	1,190.00	2,925.00	1,540.00	1,800.00	2,695.00	2,475.00	2,123.00	\$ 2,475.00
7	100% Club Registration	38	\$ 210.00	\$ 7,980.00	\$ 8,100.00	1,250.00	650.00	1,250.00	1,200.00	2,000.00	5,115.00	-	4,425.00	1,200.00	465.00	\$ 1,650.00
8	Host Division Club Registration	20	\$ 30.00	\$ 600.00	\$ 975.00	250.00	1,200.00									
9	Reception			\$ -							840.00	15,300.00	560.00		80.00	
10	Interclub Luncheon	400	\$ 45.00	\$ 18,000.00	\$ 16,728.00	20,400.00	12,810.00	14,875.00	12,740.00	15,000.00	16,860.00	-	14,610.00	15,300.00	16,336.00	\$ 19,305.00
11	Interclub Luncheon Sponsor			\$ -						2,000.00	1,000.00	-	901.32	2,000.00	2,000.00	2,000.00
12	Past Governors Dinner	0	\$ -	\$ -								2,990.00		540.00		\$ -
13	Rose Float Breakfast	30	\$ 38.00	\$ 1,140.00	\$ 1,564.00	1,020.00	1,147.00	2,015.00	975.00	2,760.00	1,652.00		1,896.00	2,760.00	1,465.00	\$ 1,680.00
14	Rose Float Breakfast Sponsor			\$ -												\$ 250.00
15	Dinner & Show Mid Year		\$ -	\$ -				5,000.00		5,000.00		900.00			665.00	
16	Booth Sales	2	\$ 175.00	\$ 350.00	\$ 425.00	350.00		350.00	300.00	700.00	830.00	500.00	1,691.34	2,804.90	1,309.80	850.00
17	Supply Sales			\$ 1,500.00	\$ 4,297.70	1,300.00		1,300.00		1,300.00					1,972.22	
18	Rebate Income/AV Rental Income												1,300.00			
19	Total Receipts			\$ 41,645.00	\$ 43,029.70	49,720.00	35,097.00	50,190.00	33,615.00	62,960.00	48,987.00	38,365.00	43,283.66	63,354.90	51,952.27	\$ 63,735.00
20																
21	Expense															
22	Audio Visual Workshops						449.40	600.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	4,800.00	\$ 4,800.00
23	Audio Visual General Sessions			\$ 3,500.00	\$ 3,242.00	\$ 2,850.00	3,675.14	3,500.00	3,320.20	3,725.00	3,179.45	3,070.00	4,130.95	3,725.00	3,725.45	\$ 2,750.00
24	Awards			\$ 50.00	\$ 28.44	\$ 50.00	48.79	50.00	60.61	50.00		-	43.20	50.00	18.93	\$ 100.00
25	Audit Fee			\$ 310.00	\$ 163.46	\$ 340.00	323.10	340.00	1,356.78	1,500.00	1,519.02	1,500.00	1,629.00	1,500.00	1,554.52	\$ 1,145.00
26	Board Meeting Expense				\$ 133.61	\$ 150.00		150.00		400.00	240.96	400.00		400.00		\$ -
27	Booth Expense								705.22			500.00		750.00	86.75	\$ 500.00
28	Bank Fees / Cash Short <Over>				\$ 2.75						4.00		146.00	10.00		
29	Clerical & Accounting			\$ 7,500.00	\$ 7,858.72	\$ 8,000.00	5,999.26	5,000.00	4,482.68	6,800.00	6,984.69	6,800.00	6,800.00	6,800.00	4,146.03	\$ 7,000.00
30	Convention Center Rent & Fees						2,693.70	2,000.00	20,100.63	10,800.00		-	2,415.50			\$ -
31	Comp Registration New Clubs	0	0			\$ -		-		150.00		-		150.00	150.00	\$ -
32	Convention Hosted Housing & Meals			\$ 1,000.00	\$ 398.22	\$ 1,037.00		250.00	294.58	500.00	280.97	1,500.00	449.10	1,300.00	1,197.05	\$ 1,500.00
33	Credit Card Processing Fees			\$ 1,000.00	\$ 959.87	\$ 1,000.00	940.34	1,100.00	953.93	1,250.00	1,001.50	1,300.00	1,350.53	1,250.00	1,360.26	\$ 800.00
34	Promotion & Incentives Attendee Gifts	400	1.88	\$ 700.00	\$ 676.25	\$ 940.00										
35	Flowers & Decorations	30	8	\$ 240.00	\$ 148.00	\$ 320.00	428.04	400.00	416.09	500.00	330.00	500.00	417.83	500.00	53.43	\$ 700.00
36	Hotel & CC Performance Fees (2)						4,167.96									
37	Hotel Set Up / Security Fees							250.00		250.00				250.00	300.00	\$ -
38	Int'l Counselor Housing & Meals					\$ 1,000.00	261.96									
39	Interclub Luncheon	400	40.41	\$ 16,164.00	\$ 16,050.00	\$ 20,000.00	13,953.37	14,875.00	9,639.19	13,000.00	16,212.64	14,500.00	19,429.81	14,500.00	15,641.91	\$ 19,305.00
40	Dinner / Silent Auction	0		\$ -		\$ -		5,000.00		5,000.00				4,400.00	5,651.61	
41	Rose Float Breakfast	30	37.72	\$ 1,131.60	\$ 1,469.71	\$ 1,020.00	1,239.10	2,015.00	856.12	2,415.00	1,689.85	2,990.00		2,415.00	1,721.61	\$ 1,680.00
42	Past Governors Dinner					\$ -								480.00		\$ -
43	Meals - Other Meet Staff Din/Rec											500.00			705.46	
44	Music & Entertainment				\$ 100.00	\$ 500.00	213.70	300.00		500.00		200.00	1,046.70	1,300.00	542.70	\$ 200.00
45	Past Governors Meeting													175.00		
46	Posting & Shipping					\$ 50.00	3.76	100.00		100.00		400.00	929.64	1,100.00	1,179.26	\$ 800.00
47	Pre Planning Expense			\$ 200.00	\$ 133.21	\$ 300.00	16.35	150.00	17.28	250.00	516.22	600.00	195.22	250.00	531.67	\$ 600.00
48	Printing			\$ 300.00	\$ 358.67	\$ 300.00	248.74	300.00	373.68	300.00	158.31	1,500.00	2,016.91	1,900.00	2,051.68	\$ 2,000.00
49	Registration & Sign Expense			\$ 500.00	\$ 1,103.21	\$ 1,000.00	934.69	500.00	360.89	2,250.00	1,656.08	1,000.00	2,194.36	2,250.00	2,700.50	\$ 350.00
50	Speakers Honorarium & Travel			\$ 3,000.00	\$ 2,860.50	\$ 2,963.00	2,473.98	2,600.00	643.12	500.00	1,135.51	2,000.00	2.99	750.00	99.40	\$ 2,000.00
51	SLP Governors			\$ 200.00	\$ 153.00	\$ 150.00	105.00	100.00	105.00	100.00		100.00		100.00	99.00	\$ 100.00
52	Staff Travel, Meals & Lodging			\$ 2,000.00	\$ 1,868.88	\$ 1,000.00	2,397.30	1,600.00	1,516.70	2,250.00	1,824.47	2,000.00	2,451.10	2,250.00	2,582.87	\$ 2,300.00
53	Supplies			\$ 250.00	\$ 204.28	\$ 1,000.00	108.75	100.00		100.00	374.44	100.00	863.62	100.00	1,641.77	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1				2020 Sheraton San Gabriel Budget	San Diego, Marriott Mission Valley 2019 Actual	San Diego, Marriott Mission Valley 2019 Budget	Pomona Fairplex 2018 Actual	Pomona Fairplex 2018 Sheraton	2017 Riverside Actual	Riverside 2017 Budget	Long Beach 2016 Actual	Long Beach 2016 Budget	Riverside 2015 Actual	Riverside 2015 Budget	Orange County 2014 Actual	Orange County 2014 Budget	
54	Supplies Sold			\$ 1,150.00	\$ 3,258.07	\$ 1,000.00		1,000.00		1,000.00		400.00					\$ -
55	Taxes & Insurance			\$ 550.00	\$ 595.42	\$ 550.00	482.47	450.00	360.61	550.00	542.99	400.00	740.50	550.00	395.38	\$ 575.00	
56	Telephone			\$ 300.00	\$ 287.81	\$ 450.00	619.04	450.00	559.02	525.00	503.72	600.00	554.22	525.00	698.11	\$ 600.00	
57	Van & Truck Rental **			\$ 300.00	\$ 287.09	\$ 300.00	183.10	300.00	165.60	300.00	341.97	400.00	352.12	300.00	432.70	\$ 400.00	
58	Depreciation Conventions							125.00		125.00		125.00		125.00	104.10	\$ 125.00	
59	Total Expense			\$ 40,345.60	\$ 42,341.17	\$ 46,270.00	41,967.04	43,605.00	51,087.93	59,990.00	43,296.79	48,185.00	52,959.30	56,955.00	56,672.15	\$ 50,330.00	
60																	
61	Transfer-General Fund Support									2,000.00			560.00	3,000.00	1,500.00	\$ 5,000.00	
62	Net Revenue over Expense			\$ 1,299.40	\$ 688.53	\$ 3,450.00	(6,870.04)	6,585.00	(17,472.93)	970.00	5,690.21	(9,820.00)	(10,235.64)	3,399.90	\$(6,219.88)	\$ 8,405.00	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1				2020 Double Tree Hilton Modesto Budget	Santa Rosa 2019 Actual	Santa Rosa 2019 Budget	Sacramento Doubletree 2018 Actual	Sacramento Doubletree 2018	San Ramon 2017 Actual	San Ramon 2017 Budget	Sacramento 2016 Actual	Sacramento 2016 Budget	Monterey 2015 Actual	Monterey 2015 Budget	San Ramon 2014 Actual	San Ramon 2014 Budget
2																
3	<b>Income</b>	Qty	Rate													
4	Season Ticket /All Access		\$0.00			\$ -				\$ -	\$ -		\$ 1,880.00	\$ 2,000.00	\$ 4,341.25	\$ 4,800.00
5	Early Registration	100	\$60.00	\$6,000.00	\$ 4,200.00	\$ 15,000.00	\$ 9,895.00	\$11,000.00	\$12,885.00	\$11,000.00	\$ 9,670.00	\$20,550.00	\$ 7,955.00	\$ 9,000.00	\$11,163.00	\$ 9,000.00
6	Regular Registration	45	\$65.00	\$2,925.00	\$ 2,350.00	\$ 5,850.00	\$ 4,640.00	\$ 7,200.00	\$ 3,190.00	\$ 9,000.00	\$ 955.00		\$ 4,555.00	\$11,000.00	\$ 1,745.00	\$ 12,500.00
7	On Site Registration	15	\$75.00	\$1,125.00	\$ 1,170.00	\$ 650.00	\$ 1,820.00	\$ 1,820.00	\$ 975.00	\$ 1,950.00	\$ 660.00		\$ 1,860.00	\$ 1,800.00	\$ 1,320.00	\$ 1,125.00
8	100% Club Registration	32	\$210.00	\$6,720.00	\$ 6,840.00	\$ 625.00		\$ 1,500.00	\$ 1,100.00	\$ 2,500.00	\$ 3,390.00		\$ 3,780.00	\$ 1,500.00	\$ 585.00	\$ 1,725.00
9	Host Division Club Registration	20	\$25.00	\$500.00	\$ 100.00	\$ 1,250.00	\$ 3,100.00						\$ 3,780.00	\$ 1,500.00	\$ 585.00	\$ 1,725.00
10	Reception															\$ 60.00
11	Interclub Luncheon	300	\$40.00	\$12,000.00	\$ 15,900.00	\$15,000.00	\$13,230.00	\$12,600.00	\$10,230.00	\$14,400.00	\$ 9,930.00	\$16,400.00	\$15,645.00	\$17,500.00	\$11,704.00	\$12,600.00
12	Interclub Luncheon Sponsor					\$ -								\$ 4,000.00		\$ 2,000.00
13	Rose Float Breakfast	30	\$28.00	\$840.00	\$ 1,215.00	\$ 810.00	\$ 1,538.00	\$ 930.00	\$ 750.00	\$ 1,750.00	\$ 850.00		\$ 1,896.00	\$ 1,680.00	\$ 1,151.00	\$ 1,380.00
14	Rose Float Breakfast Sponsor					\$ -								\$ 300.00		\$ 300.00
15	Dinner auction					\$ -		\$ 4,160.00	\$ 4,160.00	\$ 5,000.00			\$ 7,960.00	\$ 6,500.00	\$ 7,280.00	\$ 5,000.00
16	Dinner															\$ 700.00
17	Booth Sales	2	\$175.00	\$350.00	\$ 300.00	\$ 350.00	\$ 365.00	\$ 350.00	\$ 400.00	\$ 700.00	\$ 990.00	\$ 900.00	\$ 931.34	\$ 2,500.00	\$ 2,119.00	\$ 1,000.00
18	Supply Sales			\$1,500.00	\$ 3,489.07	\$ 1,300.00		\$ 1,300.00		\$ 1,300.00		\$ 400.00			\$ 1,732.34	
19	Rebate Income - (Food credit)			0	\$ 3,000.00								\$1,658	\$5,000		
20	AV Rental Income															0
21	<b>Total Receipts</b>			\$ 31,960.00	\$ 38,564.07	\$ 40,835.00	\$34,588.00	\$40,860.00	\$33,690.00	\$47,600.00	\$ 26,445.00	\$38,250.00	\$48,120.29	\$62,780.00	\$43,900.59	51,430.00
22	<b>Expense</b>															
23	Audio Visual Workshops				\$ 900.00	\$ -	\$ 1,141.44	\$ 550.00	\$ 3,200.00	\$ 3,200.00	\$ 4,950.00	\$ 4,800.00	\$ 5,325.00	\$ 4,800.00	\$ 4,800.00	4,800.00
24	Audio Visual General Sessions			\$ 2,500.00	\$ 3,194.96	\$ 2,400.00	\$ 3,066.80	\$ 3,262.00	\$ 2,758.38	\$ 2,750.00	\$ 2,940.48	\$ 3,070.00	\$ 4,428.00	\$ 2,750.00	\$ 2,750.00	2,750.00
25	Awards			\$ 50.00	\$ 28.44	\$ 50.00	\$ 48.79	\$ 25.00	\$ 47.14	\$ 25.00	\$ -	\$ -	\$ 25.00	\$ 25.00	\$ 18.92	75.00
26	Audit Fee			\$ 300.00	\$ 159.95	\$ 300.00	\$ 283.84	\$ 300.00	\$ 1,447.23	\$ 1,600.00	\$ 1,517.00	\$ 1,600.00	\$ 1,629.09	\$ 1,600.00	\$ 1,554.52	1,145.00
27	Board Meeting Expense			\$ 200.00	\$ -	\$ -	\$ 90.93	\$ 150.00		\$ 500.00	\$ 863.05	\$ 350.00	\$ 750.00	\$ -	\$ 773.61	325.00
28	Booth Expense							\$ 150.00						\$ 60.00	\$ 68.91	100.00
29	Bank Fees / Cash Short <Over>				\$ (6.25)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -	0.00
30	Clerical & Accounting			\$ 6,500.00	\$ 6,892.01	\$ 7,000.00	\$ 6,529.44	\$ 5,000.00	\$ 6,429.88	\$ 4,500.00	\$ 4,121.38	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 3,385.33	6,000.00
31	Comp Registration New Clubs											\$ -	\$ 40.00	\$ -	\$ -	120.00
32	Convention Hosted Housing & Meals			\$ 300.00	\$ 850.69	\$ 1,070.00	\$ 148.10	\$ 600.00	\$ 439.67	\$ 600.00	\$ 185.36	\$ 300.00	\$ 711.38	\$ 1,000.00	\$ 117.87	1,600.00
33	Credit Card Processing Fees			\$ 900.00	\$ 816.69		\$ 974.13	\$ 900.00	\$ 933.37	\$ 900.00	\$ 875.64	\$ -	\$ 1,365.70	\$ 950.00	\$ 1,052.72	650.00
34	Flowers & Decorations	30	8	\$ 240.00	\$ 320.00	\$ 203.27	\$ 100.00		\$ 400.00	\$ 80.85	\$ 250.00		\$ 250.00	\$ 250.00	\$ 505.91	375.00
35	Promotion & Incentives Gifts 100 Yrs	0	0	\$ -	\$ 541.04	\$ 846.00										
36	Convention Ctr set up Fees				\$ 108.63			\$ 2,500.00	\$ 2,295.65	\$ 3,800.00	\$ 900.00	\$ -	\$13,190.00	\$ 3,800.00	\$ -	
37	Hotel Set Up / Security Fees (1)							\$ 250.00	\$ 1,669.81	\$ 1,000.00	\$ -	\$ -	\$ 5,300.00	\$ -	2,250.00	
38	Int'l Counselor Housing & Meals			\$ 500.00	\$ 698.22		\$ 632.30									
39	Interclub Luncheon	300	\$ 35.40	\$ 10,620.00	\$ 15,850.56	\$14,859.00	\$12,609.57	\$12,300.00	\$ 9,895.58	\$13,600.00	\$ 11,667.66	\$13,260.00	\$14,252.73	\$17,000.00	\$13,689.45	12,600.00
40	Dinner / Silent Auction				\$ -	\$ -	\$ 4,160.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -	\$ 7,659.31	\$ 5,300.00	\$ 6,145.77	4,800.00
41	Rose Float Breakfast	30	\$ 26.50	\$ 795.00	\$ 1,147.08	\$ 795.00	\$ 1,336.50	\$ 885.00	\$ 676.52	\$ 1,750.00	\$ 955.18	\$ -	\$ 2,103.65	\$ 1,610.00	\$ 846.26	1,380.00
42	Music & Entertainment			\$ 125.00	\$ 500.00	\$ 250.00	\$ 300.00		\$ 500.00		\$ 150.00	\$ 3,093.78	\$ 3,400.00	\$ 336.00	\$ 200.00	
43	Past Governors Meeting				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 138.58	275.00	
44	Posting & Shipping				\$ 50.00	\$ 6.11	\$ 100.00		\$ 250.00		\$ 200.00	\$ 949.80	\$ 800.00	\$ 853.13	650.00	
45	Pre Planning Expense			\$ 500.00	\$ 1,106.45	\$ 500.00	\$ 971.70	\$ 700.00	\$ 771.54	\$ 700.00	\$ 640.42	\$ 1,000.00	\$ 1,217.83	\$ 800.00	\$ 937.43	750.00
46	Printing			\$ 200.00	\$ 270.20	\$ 300.00	\$ 191.48	\$ 400.00	\$ 323.80	\$ 600.00	\$ 89.08	\$ 1,200.00	\$ 1,893.66	\$ 1,250.00	\$ 1,907.89	1,500.00
47	Registration & Sign Expense			\$ 150.00	\$ 938.88	\$ 500.00	\$ 832.74	\$ 300.00	\$ 360.88	\$ 800.00	\$ 1,612.91	\$ 500.00	\$ 1,614.03	\$ 800.00	\$ 835.51	500.00
48	Speakers Honorarium & Travel			\$ 3,000.00	\$ 2,532.48	\$ 2,930.00	\$ 2,047.60	\$ 2,600.00	\$ 175.00	\$ 200.00	\$ 1,678.80	\$ 2,000.00	\$ 2.99	\$ 200.00	\$ 69.00	1,000.00
49	SLP Governors			\$ 150.00	\$ 150.00	\$ 150.00	\$ 126.00	\$ 100.00	\$ 105.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 84.00	100.00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1				2020 Double Tree Hilton Modesto Budget	Santa Rosa 2019 Actual	Santa Rosa 2019 Budget	Sacramento Doubletree 2018 Actual	Sacramento Doubletree 2018	San Ramon 2017 Actual	San Ramon 2017 Budget	Sacramento 2016 Actual	Sacramento 2016 Budget	Monterey 2015 Actual	Monterey 2015 Budget	San Ramon 2014 Actual	San Ramon 2014 Budget
50	Staff Travel, Meals & Lodging			\$ 2,100.00	\$ 3,528.17	\$ 1,000.00	\$ 2,910.62	\$ 1,800.00	\$ 2,078.31	\$ 1,750.00	\$ 1,571.07	\$ 1,500.00	\$ 3,807.03	\$ 1,750.00	\$ 2,380.57	2,200.00
51	Supplies			\$ 200.00	\$ 203.26	\$ 1,000.00	\$ 108.75	\$ 50.00		\$ 50.00	\$ 374.42	\$ 100.00	\$ 850.51	\$ 50.00	\$ -	100.00
52	Supplies Sold			\$ 1,130.00	\$ 2,483.44	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00		\$ 300.00		\$ -	\$ 1,709.66	
53	Taxes & Insurance			\$ 550.00	\$ 553.95	\$ 550.00	\$ 523.03	\$ 400.00	\$ 509.58	\$ 400.00	\$ 323.96	\$ 600.00	\$ 505.50	\$ 700.00	\$ 197.03	825.00
54	Telephone			\$ 250.00	\$ 287.81	\$ 400.00	\$ 619.04	\$ 500.00	\$ 416.23	\$ 500.00	\$ 702.28	\$ 500.00	\$ 554.22	\$ 500.00	\$ 623.11	500.00
55	Tickets - UWP Concert / Centennial Playground											\$ -		\$ 2,000.00	\$ -	0.00
56	Van & Truck Rental **			\$ 600.00	\$ 520.75	\$ 800.00	\$ 531.29	\$ 810.00	\$ 465.53	\$ 700.00	\$ 741.16	\$ 800.00	\$ 752.57	\$ 650.00	\$ 958.99	850.00
57	Depreciation Conventions					\$ 300.00		\$ 135.00		\$ 135.00		\$ 140.00		\$ 135.00	\$ 112.50	135.00
58																
59	Total Expense			\$31,735.00	\$43,882.41	\$37,620.00	36,183.47	\$40,337.00	\$34,999.10	\$47,310.00	\$ 36,790.70	\$37,470.00	\$71,181.78	\$62,120.00	\$46,852.67	\$ 48,555.00
60	Transfer-General Fund Support															
61	Net Revenue over Expense			\$225.00	(\$5,318.34)	\$3,215.00	(\$1,595.47)	\$523.00	(\$1,309.10)	\$ 290.00	\$ (10,345.70)	\$ 780.00	(\$23,061.49)	\$ 660.00	\$ (2,952.08)	2,875.00

	A	B	C	D	E	F
4					Proposed	
5					2019 - 2020	
6					Budget	
7	<b>GENERAL OPERATING FUND</b>					
8						
9	<b>REVENUE:</b>	<b>Number</b>		<b>Rate</b>		
10	<b>Membership, Per Capita</b>					
11	FY 2012-2013	13302		\$38.00		
12	FY 2013-2014	13500		\$39.00		
13	FY 2014-2015	13000		\$41.50		
14	FY 2015-2016	12555		\$41.50		
15	FY 2016-2017	11500		\$43.50		
16	FY 2017-2018	11400		\$48.00		
17	FY 2018-2019	11300		\$48.00		
18	FY 2019 - 2020	11200		\$48.00	\$ 537,600.00	
19						
20	<b>New Member Add Fee</b>					
21	FY 2012-2013					
22	FY 2013-2014					
23	FY 2014-2015					
24	FY 2015-2016					
25	FY 2016-2017	1150		\$25.00		
26	FY 2017-2018	1140		\$25.00		
27	FY 2018-2019	1100		\$25.00		
28	FY 2019 - 2020	1100		\$35.00	\$ 38,500.00	
29						
30	<b>Mid-Year Conference</b>				\$ -	
31	<b>Foundation-Office Support</b>				\$ 30,351.00	
32	<b>Investment Income</b>				\$ 1,000.00	
33	<b>District Convention</b>					
34	<b>Cal-Nev-Ha Publication Subscriptions</b>					
35	FY 2012-2013 Honorary	100		\$8.00		
36	FY 2013-2014 Honorary	100		\$8.00		
37	FY 2014-2015 Honorary	50		\$8.00		
38	FY 2015-2016 Honorary	40		\$8.00		
39	FY 2016-2017 Honorary	40		\$10.00		
40	FY 2017-2018 Honorary	10		\$10.00		
41	FY 2018-2019 Honorary	10		\$10.00		

	A	B	C	D	E	F
4					Proposed	
5					2019 - 2020	
6					Budget	
42	<b>FY 2019 - 2020 Honorary</b>	<b>10</b>		<b>\$10.00</b>	<b>\$ 100.00</b>	
43						
44	<b>International Convention Travel</b>					
45	<b>FY 2012-2013</b>	<b>13302</b>		<b>\$2.00</b>		
46	<b>FY 2013-2014</b>	<b>13500</b>		<b>\$3.00</b>		
47	<b>FY 2014-2015</b>	<b>13000</b>		<b>\$1.50</b>		
48	<b>FY 2015-2016</b>	<b>12555</b>		<b>\$2.50</b>		
49	<b>FY 2016-2017</b>	<b>11500</b>		<b>\$2.50</b>		
50	<b>FY 2017-2018</b>	<b>11400</b>		<b>\$0.00</b>		
51	<b>FY 2018-2019</b>	<b>11300</b>		<b>\$1.00</b>		
52	<b>FY 2019 - 2020</b>	<b>11200</b>		<b>\$1.00</b>	<b>\$ 11,200.00</b>	
53						
54	<b>Cal-Nev-Ha Magazine Sponsorships</b>				\$ -	
55	<b>Printing &amp; Copy Reimbursements</b>				\$ 2,500.00	
56	<b>Shipping Reimbursements</b>				\$ 200.00	
57	<b>SLP Operations Support</b>				\$ 103,000.00	
58	<b>SLP One time transition Funding</b>				\$ -	
59	<b>Life Member Fees</b>				\$ 6,000.00	
60	<b>KI Support NEW Club Building</b>					
61	<b>Background Check</b>				\$ 1,000.00	\$ (1,000.00)
62	<b>KI Membership Support Grant(s)</b>				\$ -	
63	<b>Team Supplies(District Sales Items)****</b>				\$ 20,000.00	
64	<b>TOTAL GENERAL FUND REVENUE</b>				<b>\$ 751,451.00</b>	
65						
66	<b>EXPENDITURES:</b>					
67	<b>SALARIES AND OFFICE</b>					
68	<b>Audit Fees</b>				\$ 4,300.00	
69	<b>Background Checks</b>				\$ 1,000.00	\$ (1,000.00)
70	<b>Bank Charges</b>				\$ 100.00	
71	<b>Computer Supplies &amp; Software</b>				\$ 17,000.00	
72	<b>Dues &amp; Subscriptions</b>				\$ 2,000.00	\$ (200.00)
73	<b>Equipment Maintenance</b>				\$ 300.00	
74	<b>Insurance - Workers Comp</b>				\$ 2,600.00	
75	<b>Insurance and Bonds</b>				\$ 900.00	
76	<b>Leased Equipment</b>				\$ 1,000.00	

	A	B	C	D	E	F
4					Proposed	
5					2019 - 2020	
6					Budget	
77	<b>Medical/Life Insurance</b>				\$ 31,200.00	
78	<b>Mileage Reimbursements-Staff</b>				\$ 200.00	
79	<b>Office Lease, Utilities &amp; Maintenance</b>				\$ 58,000.00	
80	<b>Office Supplies</b>				\$ 3,000.00	
81	<b>Payroll Taxes</b>				\$ 26,600.00	
82	<b>Pension Plan</b>				\$ 29,600.00	
83	<b>Postage and Freight</b>				\$ 1,500.00	\$ (500.00)
84	<b>Printing</b>				\$ 4,000.00	\$ (500.00)
85	<b>Professional Fees</b>				\$ 1,000.00	
86	<b>Salary Office Personnel</b>				\$ 133,875.00	
87	<b>Salary Part Time/Overtime</b>				\$ 3,000.00	\$ (1,500.00)
88	<b>Salary-Director of Service Leadership Programs</b>				\$ 81,010.00	
89	<b>Salary-District Secretary</b>				\$ 101,296.00	\$ 2,946.00
90	<b>SLP Transition</b>					
92	<b>Staff Travel &amp; Meeting Expense</b>				\$ 2,000.00	
93	<b>Stationery &amp; Envelopes</b>				\$ 200.00	
94	<b>Tax &amp; License</b>				\$ 800.00	
95	<b>Telephone</b>				\$ 3,000.00	
96	<b>Travel District Secretary</b>				\$ 8,000.00	
97	<b>Uncollectible Debt</b>				\$ -	
98	<b>Vacation Accruals</b>				\$ 1,000.00	
99	<b>Total-Salaries and Office</b>				\$ 518,481.00	
100	<b>DISTRICT OFFICERS *</b>					
101	<b>Governor Travel &amp; Office</b>				\$ 29,000.00	
102	<b>Governor-elect Travel &amp; Office</b>				\$ 11,000.00	
103	<b>Immed Past Gov Travel &amp; Office</b>				\$ 3,700.00	
104	<b>Treasurer Travel &amp; Office</b>				\$ 3,700.00	
105	<b>Trustee Training</b>				\$ 8,000.00	
106	<b>Lt. Governor's Training</b>				\$ 20,000.00	
107	<b>Parliamentarian</b>				\$ 2,000.00	
108	<b>District Trustees Travel</b>				\$ 19,000.00	
109	<b>Lt. Governor's Office &amp; Travel</b>				\$ 45,000.00	
110	<b>Total District Officers</b>				\$ 141,400.00	
111	<b>DISTRICT COMMITTEES/CABINET</b>					



	A	B	C	D	E	F
4					Proposed	
5					2019 - 2020	
6					Budget	
112	<b>Audit Committee</b>				\$ -	
113	<b>Contingency Fund</b>				\$ 1,000.00	
114	<b>Convention Site &amp; Selection</b>				\$ 300.00	
115	<b>Distinguished Kiwanian Program</b>				\$ 200.00	
116	<b>Finance Committee</b>				\$ 200.00	
117	<b>Governor's Counselors</b>				\$ 2,200.00	
118	<b>Governor's Theme Pins (15)</b>					
119	<b>Inter-Club Committee</b>				\$ 100.00	
120	<b>International President's Visit</b>				\$ -	
121	<b>KI Support NEW Club Bldg</b>					
122	<b>Membership</b>				\$ 2,500.00	
124	<b>New Club Building</b>				\$ 2,500.00	
125	<b>Patriotism Committee</b>				\$ 150.00	
126	<b>Policy Committee</b>				\$ 125.00	
127	<b>Realignment Committee</b>				\$ -	
128	<b>Search Committee</b>				\$ -	
129	<b>Strategic Planning Committee</b>				\$ -	
130	<b>Teleconferencing</b>				\$ 2,400.00	
131	<b>Trustee Board Meeting</b>				\$ -	
132	<b>Total Committees &amp; Cabinet</b>				\$ 11,675.00	
133						
134	<b>SERVICE LEADERSHIP PROGRAMS</b>					
135	<b>Aktion Club Committee</b>				\$ 1,600.00	
136	<b>Builder's Club Committee</b>				\$ 1,600.00	
137	<b>Circle K Administrator</b>				\$ 5,000.00	
138	<b>Circle K Committee</b>				\$ 670.00	
139	<b>Director of SLP-Travel Expense</b>				\$ 4,000.00	
140	<b>K Kids Committee</b>				\$ 1,600.00	
141	<b>Key Club Administrator</b>				\$ 5,000.00	
142	<b>Key Club Committee</b>				\$ 5,700.00	
143	<b>Key Leader Coordinators</b>				\$ 1,000.00	
144	<b>KIWIN'S Key Club District Administrator</b>				\$ 5,000.00	
145	<b>KIWIN'S Key Club Committee</b>				\$ 1,500.00	
146	<b>Total Service Leadership Programs</b>				\$ 32,670.00	

	A	B	C	D	E	F
4					Proposed	
5					2019 - 2020	
6					Budget	
147						
148	<b>CAL-NEV-HA PUBLICATION EXPENSE</b>					
149	<b>Postage</b>					\$ -
150	<b>Printing &amp; Publication</b>					\$ 8,800.00
151	<b>Total Cal-Nev-Ha Publication</b>					\$ 8,800.00
152						
153	<b>DISTRICT SALES ITEMS</b>					
154	<b>District Sales Items</b>					\$ 15,400.00
155						
156	<b>RESERVES &amp; OTHER</b>					
157	<b>Other &lt;Income&gt;</b>					\$ -
158	<b>Other Expense</b>					\$ -
159	<b>International Convention Travel (transfer of revenue)</b>					\$ 11,200.00
160	<b>General Fund Reserves 2013-2014</b>	<b>13500</b>		<b>\$1.00</b>		
161	<b>General Fund Reserves 2014-2015</b>	<b>13000</b>		<b>\$0.50</b>		
162	<b>General Fund Reserves 2015-2016</b>	<b>12555</b>		<b>\$0.50</b>		
163	<b>General Fund Reserves 2016-2017</b>	<b>11500</b>		<b>\$0.50</b>		
164	<b>General Fund Reserves 2017-2018</b>	<b>11400</b>		<b>\$0.50</b>		
165	<b>General Fund Reserve 2018-2019</b>	<b>11300</b>		<b>\$0.50</b>		
166	<b>General Fund Reserve 2019 - 2020</b>	<b>11200</b>		<b>\$0.50</b>	\$ 5,600.00	
167	<b>Depreciation</b>				\$ 5,950.00	
168	<b>Total Reserves</b>				\$ 22,750.00	
169						
170	<b>TOTAL GENERAL FUND OPERATING EXPENSE</b>					\$ 751,176.00
171						
172	<b>EXCESS (DEFICIT) OF REVENUE OVER</b>					
173	<b>EXPENDITURES-GENERAL FUND</b>					\$ 275.00
174						
175						
176	<b>INTERNATIONAL CONVENTION TRAVEL FUND</b>					
177						
178	<b>Projected Balance Forward</b>				\$ 34,953.00	
179	<b>Additional Surplus 2017-2018</b>				\$ 7,827.07	
180						

	A	B	C	D	E	F
4					Proposed	
5					2019 - 2020	
6					Budget	
181	<b>REVENUE</b>					
182	FY 2012-2013	13302		\$2.00		
183	FY 2013-2014	13500		\$3.00		
184	FY 2014-2015	13000		\$1.50		
185	FY 2015-2016	12555		\$2.50		
186	FY 2016-2017	11500		\$2.50		
187	FY 2017-2018	11400		\$0.00		
188	FY 2018-2019	11300		\$1.00		
189	FY 2019 - 2020	11200		\$1.00	\$ 11,200.00	
190					\$ -	
191	<b>Total Available Funds</b>				\$ 53,980.07	
192						
193	<b>EXPENSE</b>					
194	FY 2012-2013 (Vancouver, BC)	67		550.00		
195	FY 2013-2014 (Tokyo)	25		1,250.00		
196	FY 2014-2015 Indianapolis	67		700.00		
197	FY 2015-2016 Toronto, Canada	65		750.00		
198	FY 2016-2017 Paris, France	20		2,200.00		
199	FY 2017-2018 Las Vegas	65		400.00		
200	FY 2018-2019 Orlando Fl.	65		600.00		
201	FY 2019-2020 Indianapolis	65		500.00	\$ 32,500.00	
202	<b>ENDING FUND BALANCE</b>				\$ 21,480.07	
203						
204						
205						
206	<b>SUMMARY OF PER CAPITA DUES</b>					
207						
208	<b>General Operating Fund Per Capita</b>				\$48.00	
209						
210	<b>Cal-Nev-Ha Publication Subscription</b>				\$ -	
211						
212	<b>International Convention Travel Fund</b>				\$1.00	
213						
214	<b>TOTALS</b>				\$ 49.00	

	A	B	C	D	E	F
4					Proposed	
5					2019 - 2020	
6					Budget	
215						
216						
217	<b>Approved by the Board of Trustees:</b>					

## 2019-20 Circle K Convention Budget

	2019-20	2018-19	2018-19
	Budget	Actual	Budget
	Riverside	Riverside	Riverside
<b>Cash Receipts</b>			
21.401.01 Pre-Registration 625 @ \$160.00	\$100,000.00	\$98,252.96	\$100,750.00
21.401.03 Registration 25 @ \$200.00	\$5,000.00	\$7,175.00	\$8,200.00
21.401.02 Kiwanis Committee 10 @ \$160.00	\$1,600.00	\$1,500.00	\$1,550.00
21.412.00 Housing Rebate 350 Room Nights x's \$10.00	\$3,500.00	\$3,610.00	\$4,000.00
21.420.01 Ads	\$450.00	\$345.00	\$150.00
21.401.06 Day Passes (Alumni) Lunch & Dinner 9 @ \$100.00	\$900.00	\$928.00	\$500.00
	<b>\$111,450.00</b>	<b>\$111,810.96</b>	<b>\$115,150.00</b>
<b>Disbursements</b>			
21.508.00 Audio Visual (Staging)	\$5,300.00	\$4,612.00	\$4,600.00
21.510.00 Audit	\$750.00	\$689.39	\$750.00
21.512.00 Awards (Convention)	\$3,500.00	\$3,116.55	\$4,000.00
21.520.00 Band or D.J. (Entertainment)	\$500.00	\$400.00	\$450.00
21.522.20 Board Officer Pins	\$275.00	\$274.51	\$175.00
21.530.06 Complimentary Meals, (V.I.P.'s) (16)	\$1,992.00	\$1,758.03	\$1,725.00
21.530.07 Complimentary Housing (Board) 2 rooms Thu-Sun, 5 rooms Thu only	\$1,000.00	\$7.94	\$2,165.15
21.530.09 Complimentary Housing (V.I.P.'s) (20 room nights)	\$3,600.00	\$3,800.68	\$3,050.00
21.531 VIP & SAA Gifts	\$300.00	\$176.08	\$300.00
21.533.00 Convention Center Expense	\$650.00	\$650.22	\$650.00
21.540.00 Credit Card Service Charges	\$0.00	\$0.00	\$0.00
21.550.00 Decorations	\$500.00	\$37.24	\$500.00
21.562.00 Hawaii Convention Assistance	\$0.00	\$850.21	\$1,000.00
21.565.00 Honor's Reception (Honor Stoles & gifts) 2018 used 180. 40 in stock	\$1,800.00	\$1,679.00	\$2,000.00
21.576.03 Meals (Sat. Dinner) 669 x's \$38.57	\$25,804.00	\$31,599.05	\$32,567.78
21.576.05 Meals (Sunday Brunch) 660 x's \$35.88	\$23,681.00	\$18,900.00	\$19,628.00
21.576.06 Meals (Saturday Lunch) 669 x's \$38.57	\$25,804.00	\$22,719.13	\$23,651.00
21.576.07 Meals (Sunday Board Lunch) 24 x's \$21.53	\$525.00	\$541.58	\$850.00
21.578.00 Professional Expo	\$500.00	\$0.00	\$600.00
21.660.00 Postage	\$0.00	\$0.00	\$0.00
21.662.00 Pre-Convention Planning (BH Expenses)	\$500.00	\$523.15	\$450.00
21.662.05 Pre-Convention Planning (DCON Chair Expenses)	\$600.00	\$0.00	\$200.00
21.666.00 Printing (General & Convention Program)	\$3,000.00	\$2,788.29	\$2,500.00
21.670.00 Registration Supplies (Wristbands, Badge Holders, etc.)	\$400.00	\$358.08	\$600.00
21.670.05 Registration Software Expense & App fees	\$100.00	\$178.75	\$75.00
21.672.00 Rental of Van	\$400.00	\$336.16	\$450.00
21.676.00 Ribbons	\$450.00	\$409.45	\$450.00
21.686.00 Souvenir Item & T-Shirts	\$6,800.00	\$5,774.62	\$7,000.00
21.690.00 Speaker Fees	\$0.00	\$0.00	\$1,000.00
21.706.00 Staff (Bruce) Housing, Meals & Travel to Convention	\$1,000.00	\$1,083.93	\$1,700.00
21.730.00 Telephone	\$200.00	\$186.28	\$225.00
21.740.00 Workshops	\$100.00	\$0.00	\$75.00
21.745.00 Donation to Project Eliminate	\$0.00	\$0.00	\$0.00
21.875.00 Transfers	\$0.00	\$0.00	\$0.00
	<b>\$110,031.00</b>	<b>\$103,450.32</b>	<b>\$113,386.93</b>
Net Income	<b>\$1,419.00</b>	<b>\$8,360.64</b>	<b>\$1,763.07</b>

**Circle K Board Approval: July 28, 2019**

<b>2020 Budget Information</b>	
Number of Paid Registrations	669
Number of Comp Registrations	16
Total Budgeted Attendance	685
2019 Registration Fees: \$155.00 - \$205.00	
2019 Actual Attendance was 695 Budget Number was 706	
Hotel Information	
Single-Quad Rate \$186.95	
1/50 Comps (For Board Housing)	
5 Suites at group rate	
20 staff rooms at \$175.62	
Parking reduced to \$12.00 per night	
Signed Room Block (410) 2018 Actual (375)	
Guestroom Attrition 80%	
Meal Pricing	
Saturday Lunch	\$38.57
Saturday Dinner	\$38.57
Sunday Brunch	\$35.88
Total	\$113.02
Comp Housing for VIP's to Include:	
Kiwanis Governor & Spouse	\$374.00
Kiwanis Governor-Elect & Spouse	\$374.00
Kiwanis Executive Director (Staff Room)	\$352.00
Kiwanis Foundation President (Staff Room)	\$352.00
Kiwanis Foundation Exec. (Staff Room)	\$352.00
Key Club Administrator (Staff Room)	\$352.00
KIWIN'S Administrator (Staff Room)	\$352.00
KIWIN'S Governor (House with Board)	\$0.00
Key Club Governor (House with Board)	\$0.00
Circle K Administrator	\$561.00
Convention Counselor (Staff Room)	\$527.00
Total (20 Room Nights)	<b>\$3,596.00</b>
Comp Registrations to Include:	
11 VIP's + Mondo, Camille, Bruce, Wayne & Nora	
Total of 16 for the VIP meal count	
Recent Total Convention Attendance	
2019 (Riverside)	695
2018 (LAX)	699
2017 (Riverside)	617
2016 (LAX)	810
2015 (Woodland Hills)	838
2014 (Burbank)	790
2013 (San Diego)	740
2012 (Woodland Hills)	760
2011 (Burbank)	610
2010 (Torrance)	565
2009 (Woodland Hills)	547
2008 (Santa Clara)	404
2007 (Irvine)	411
2006 (Woodland Hills)	369

2019-20 Key Club DCON Budget

	2019-20 Budget (Reno)	2018-19 Budget (Ontario)	2018-19 Actual (Ontario)	2017-18 Actual (Reno)	2017-18 Budget (Reno)	Notes to DCON Budget:
<b>Income</b>						
21.401.01 On Time Registration (2018 Actual 1747) 1605 @ \$190.00	\$304,950.00	\$341,504.00	\$338,856.00	\$304,145.00	\$261,000.00	Number of Budgeted Paid Registrations 1705
21.401.03 Late Registration (2018 Actual 157) 100 @ \$230.00	\$23,000.00	\$44,800.00	\$64,159.00	\$33,619.80	\$54,356.00	Number of Complimentary Registrations 135
21.410.00 Hotel and City Rebates (1300 rooms x's \$10.00) (2018 actual was 1369 rooms attendance 2044)	\$13,000.00	\$14,000.00	\$9,730.00	\$13,690.00	\$14,000.00	(135 Comps include: 92 Old Board, 15 VIP's & 28 Kiwanis Committee)
21.404.05 Old Board Dinner	\$3,500.00	\$3,000.00	\$3,425.00	\$3,060.00	\$2,500.00	SDEvent Pros Staff & Hilding Larson 10
Total Income	\$344,450.00	\$403,304.00	\$416,170.00	\$354,514.80	\$331,856.00	Total Registrations 1850
<b>Disbursements</b>						
21.506.00 Adult Attendee Background Checks	\$1,750.00	\$3,500.00	\$3,244.05	\$3,153.05	\$4,500.00	2019 (Ontario) Actuals: 2,126 Paid, 129 Comps, 9 SDEvent Pros Total 2,264
21.508.00 Audio Visual (General Sessions) Includes Housing/Meals for AV Crew	\$53,000.00	\$50,000.00	\$49,131.98	\$33,939.75	\$34,500.00	2018 (Reno) Registration Rates:
21.509.00 Audio Visual (Seminar Rooms) Quote approved by Donald Picerno	\$6,000.00	\$16,000.00	\$17,305.10	\$10,660.00	\$7,000.00	2018 (Reno) Actuals: 1,904 Paid, 129 Comps, 11 SDEvent Pros Total 2,044
21.510.00 Audit Fees	\$2,500.00	\$3,500.00	\$2,211.46	\$3,243.25	\$1,000.00	<b>Important Dates</b>
21.512.00 Awards	\$4,000.00	\$5,000.00	\$3,518.81	\$4,866.34	\$5,000.00	On Time Convention Registration (Received By) 1/28/2020
21.520.00 Band or D.J. (Includes ASCAP Fees)	\$2,000.00	\$2,500.00	\$1,659.00	\$1,777.98	\$1,750.00	Housing Deadline (Received by) 2/11/2020
21.522.12 Board Training (Meals) (74 LTG-Elects + 2 Trainers)	\$1,750.00	\$1,350.00	\$1,355.63	\$1,288.59	\$3,000.00	Member Recognition (Contests) Deadline (Received By) 2/11/2020
21.522.20 Board Officer Pins, etc. (From Key Club International)	\$450.00	\$575.00	\$382.34	\$555.41	\$400.00	Late Convention Registration Deadline (Received By) 2/11/2020
21.530.02 Comp Meals, Old Board (92) New Board pays registration	\$10,524.00	\$8,375.00	\$7,462.00	\$8,241.82	\$9,791.00	(No registrations will be accepted after February 11, 2020)
21.530.04 Comp. Meals, Kiwanis Committee (28)	\$3,203.00	\$2,730.00	\$2,366.00	\$3,484.82	\$2,980.00	Meal prices in 2019 (Ontario) \$91.00 Registration was: \$184/224
21.530.06 Comp. Meals, VIP's (15)	\$1,716.00	\$1,275.00	\$1,113.40	\$1,403.42	\$1,597.00	Meal prices in 2018 (Reno) \$106.42 Registration was: \$174/214
21.530.07 Comp. Housing (Board Old & New) Using "Staff Rooms" estimate approved by hotel	\$16,000.00	\$15,073.00	\$15,500.66	\$17,726.26	\$19,490.00	Meal prices in 2017 (Anaheim) \$115.93 Registration was: \$196/236
21.530.08 Comp. Housing (Kiwanis Committee) Using "Staff Rooms" estimate approved by hotel	\$5,000.00	\$5,692.00	\$3,241.20	\$4,596.88	\$4,176.00	Meal prices in 2016 (Sacramento) \$134.83 Registration was: \$209/249
21.530.09 Comp. Housing (VIP's)	\$1,000.00	\$1,010.00	\$1,517.69	\$1,034.28	\$2,316.00	<b>Meals</b>
21.533.00 Convention Center Rental	\$1,000.00	\$41,707.00	\$40,409.45	\$328.84	\$0.00	Saturday Breakfast (GSR #4) \$21.53
21.554.00 Convention T-Shirts 1840 x's \$6.00 Plus Freight	\$11,500.00	\$14,000.00	\$11,033.84	\$13,986.50	\$12,500.00	Saturday Lunch (NY Deli) \$28.26
21.550.00 Decorations	\$0.00	\$0.00	\$151.33	\$0.00	\$0.00	Saturday Dinner (Lemon Rosemary Chicken) \$48.45
21.565.00 Hospitality Programs (Ice Cream Social)	\$2,500.00	\$6,000.00	\$6,000.92	\$1,455.49	\$4,000.00	Sunday Breakfast (GSR #1) \$16.15
21.576.02 Meals, (Saturday Breakfast) 1705 x's \$21.53	\$36,709.00	\$37,008.00	\$37,458.00	\$32,511.67	\$30,643.00	(This reflects a net increase of \$23.39 over 2019) Total \$114.39
21.576.03 Meals, (Saturday Dinner) 1705 x's \$48.45	\$82,608.00	\$61,680.00	\$62,430.00	\$81,865.39	\$77,160.00	Signed Room Block: 1590 rooms: Attrition 80% (1272 rooms)
21.576.06 Meals, (Saturday Lunch) 1705 x's \$28.26	\$48,184.00	\$51,400.00	\$52,025.00	\$58,027.65	\$54,462.00	2018 Actual Pickup (1479 rooms)
21.576.05 Meals, (Sunday Brunch) 1705 x's \$16.15	\$27,536.00	\$37,008.00	\$36,378.00	\$25,534.82	\$24,400.00	740 Summit Rooms @ 194.97 + 850 "A Hotel" Rooms @ \$217.57
21.576.08 Board Lunch (Friday Box Lunch) 200 x's \$25.10	\$5,020.00	\$6,000.00	\$5,895.76	\$4,906.61	\$4,834.00	Housing for Key Club Old & New Boards
21.576.09 Meals (Water Service)	\$1,000.00	\$3,000.00	\$2,865.72	\$679.23	\$0.00	Rate (including tax) \$194.97 ("Summit" Rooms)
21.671.00 Name Badge Processor	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	\$2,100.00	Summit Staff Room Rate (including tax) \$122.65
21.575.00 Board Dinner	\$3,500.00	\$3,000.00	\$3,943.65	\$3,568.21	\$2,400.00	Thursday Rate (including tax) \$138.47 ("Summit" Rooms)
21.585.00 Bad Debts	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	(8) Rooms 1/50 Comps \$0.00
21.662.00 Pre-Convention Planning	\$1,000.00	\$1,500.00	\$1,894.01	\$954.21	\$1,000.00	(10) Rooms @ Staff Rate of \$122.65 per room per night = \$3,679.50
21.666.00 Printing	\$500.00	\$4,000.00	\$205.66	\$3,759.47	\$3,000.00	(24) Rooms @ Full Rate of \$170.00 per room per night (includes Thur Rate) = \$12,240.00
21.670.00 Registration Supplies	\$1,425.00	\$1,200.00	\$1,131.89	\$1,788.64	\$2,000.00	Total of 42 Comp Board Housing Rooms \$15,919.50
21.670.05 Registration Software	\$75.00	\$75.00	\$109.00	\$0.00	\$75.00	<b>Kiwanis Committee Housing</b>
21.672.00 Rental (Truck + Fuel)	\$450.00	\$450.00	\$361.98	\$0.00	\$0.00	Key Club Administrator (Comp Studio Suite) \$0.00
21.676.00 Ribbons	\$450.00	\$750.00	\$377.41	\$782.03	\$0.00	(5) Requests for Single Rooms @ \$75.00 per night = \$1,125.00
21.686.00 Souvenir Item 1850 Pins	\$2,000.00	\$8,500.00	\$2,854.69	\$8,519.25	\$8,500.00	(21) Requests for Shared STAFF Rooms @ \$62.00 per night = \$3,906.00
21.690.01 Speakers (Speaker Fee, 2 nights housing, travel)	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	Total Committee Housing \$5,031.00
21.690.02 Speakers (Other)-Music/Entertainment	\$0.00	\$2,500.00	\$890.11	\$2,258.57	\$3,000.00	<b>Comp. Housing for VIP'S to Include:</b> Cost
21.706.00 Staff Housing & Travel (BH)	\$1,500.00	\$1,450.00	\$645.29	\$1,487.00	\$1,100.00	Kiwanis Governor & Spouse (Comped Luxury Suite) \$0.00
21.730.00 Telephone Expense	\$500.00	\$750.00	\$437.74	\$586.67	\$300.00	Kiwanis Governor-Elect & Spouse (Comped Luxury Suite) \$0.00
20.865.00 Depreciation	\$0.00	\$0.00	\$0.00	\$679.00	\$0.00	Kiwanis Executive Director (Comped Studio Suite) \$0.00
Total Disbursements	\$342,450.00	\$400,658.00	\$379,808.77	\$341,751.10	\$328,974.00	Kiwanis Foundation President (Staff Room) \$245.30
Net Excess of Income over Disbursements	\$2,000.00	\$2,646.00	\$36,361.23	\$12,763.70	\$2,882.00	Kiwanis Foundation Executive Director (Comped Studio Suite) \$0.00
						Circle K DA (Staff Room) \$245.30
						Circle K Governor (Or Representative) (Staff Room) \$245.30
						KIWIN'S Administrator (Staff Room) \$245.30
						KIWIN'S Governor (House with KC Board Members) \$0.00
						Exec's Parents (Comp Reg.; No Comp. Housing) \$0.00
						15 Total VIP's (for VIP meal budget)
						Total VIP Comp. Housing Expense \$981.20

Key Club Board Approval: August 3, 2019

## 2019-20 KIWIN'S Convention Budget

	2019-20 Budget San Ramon	2018-19 Actual Warner Center	2018-19 Budget Warner Center
<b>Income</b>			
21.401.01 Registration (374 x \$195.00)	\$72,930.00	\$64,348.00	\$72,930.00
21.401.03 Late Registration (30 x \$235.00)	\$7,050.00	\$5,640.00	\$7,050.00
20.404.05 Old Board Dinner	\$0.00	\$0.00	\$0.00
21.420.01 Fund Raising Ads	\$0.00	\$146.00	\$100.00
Hotel Rebate	\$2,500.00	\$2,720.00	\$3,000.00
<b>Total Receipts</b>	<b>\$82,480.00</b>	<b>\$72,854.00</b>	<b>\$83,080.00</b>
<b>Disbursements</b>			
21.506.00 Adult Background Checks	\$250.00	\$495.95	\$500.00
21.508.00 Audio Visual Expense	\$7,500.00	\$4,635.63	\$5,000.00
21.510.00 Audit Fees	\$500.00	\$476.39	\$750.00
21.512.00 Awards	\$3,000.00	\$2,888.46	\$3,400.00
21.520.00 Band or D.J.	\$300.00	\$300.00	\$300.00
21.522.20 Board Officer Pins	\$100.00	\$99.37	\$100.00
21.530.02 Comp. Meals (Board) (19)	\$2,185.00	\$1,926.00	\$2,033.00
21.530.04 Comp. Meals (Kiwanis Committee) (12)	\$1,380.00	\$1,498.00	\$1,498.00
21.530.06 Comp. Meals (V.I.P.'s) (12)	\$1,380.00	\$1,177.00	\$1,391.00
21.530.07 Comp. Housing (Board) (19 room nights)	\$3,023.00	\$3,404.99	\$3,220.00
21.530.08 Comp. Housing (Kiwanis Committee)	\$2,728.00	\$3,231.02	\$3,183.00
21.530.09 Comp. Housing (V.I.P.'s)	\$1,571.00	\$1,796.72	\$1,936.00
21.533.00 Convention Center Rental	\$0.00	\$0.00	\$0.00
21.550.00 Flowers & Decorations	\$125.00	\$103.11	\$400.00
21.563.00 Travel Assistance	\$500.00	\$500.00	\$1,000.00
21.565.00 Hospitality Programs (Ice Cream Social)	\$800.00	\$768.15	\$800.00
21.576.03 Meals (Saturday Dinner) (404) x's \$49.00	\$19,796.00	\$15,137.34	\$17,372.00
21.576.05 Meals (Sunday Brunch) (404) x's \$27.00	\$10,908.00	\$9,718.23	\$11,312.00
21.576.06 Meals (Saturday Lunch) (404) x's \$39.00	\$15,756.00	\$12,677.32	\$14,544.00
21.576.07 Old Board Dinner	\$0.00	\$0.00	\$0.00
21.662.00 Pre-Convention Planning	\$50.00	\$42.10	\$100.00
21.666.00 Printing (General & Convention Programs)	\$2,100.00	\$1,916.47	\$2,300.00
21.670.00 Registration Supplies (Wristbands, Badge Holders, etc)	\$300.00	\$262.65	\$200.00
21.670.05 Formstack Software Expense	\$54.50	\$54.50	\$75.00
21.672.00 Rental (Truck + Fuel) Expense	\$600.00	\$361.98	\$400.00
21.676.00 Ribbons	\$300.00	\$278.53	\$200.00
21.686.00 Souvenir Item (T-Shirt) & DCON Pin	\$5,000.00	\$4,488.32	\$5,500.00
21.690.00 Speaker Fees	\$500.00	\$160.76	\$700.00
21.706.00 Staff Housing & Travel (BH)	\$1,250.00	\$1,070.45	\$2,066.00
21.730.00 Telephone	\$150.00	\$135.64	\$250.00
21.740.00 Workshops	\$0.00	\$0.00	\$0.00
21.745.00 Hotel Performance Fee (Attrition)	\$0.00	\$4,336.39	\$0.00
<b>Total Disbursements</b>	<b>\$82,106.50</b>	<b>\$73,941.47</b>	<b>\$80,530.00</b>
<b>Net Income</b>	<b>\$373.50</b>	<b>(\$1,087.47)</b>	<b>\$2,550.00</b>

<b>Additional Information (2020 San Ramon)</b>	
Number of Budgeted Paid Registrations	404
Number of Complimentary Registrations	46
(Comps include: 19 Board Memb., 12 VIP's & 15 Kiwanis Committee)	
<b>Total Registrations</b>	<b>450</b>
<b>2019 (Warner Center) Convention Information</b>	
<b>Actual</b>	
Early Registrations (2019 budget 374)	329
Late Registrations (2019 budget 30)	24
<b>Total Paid Registrations (2019 budget 404)</b>	<b>353</b>
Complimentary Registrations	42
<b>Total Convention Attendance</b>	<b>395</b>
On-Time Registration Fees	\$195.00
Late Registration Fees	\$235.00
<b>Recent (Total) Convention Attendance</b>	
2019 Warner Center Marriott	395
2018 Warner Center Marriott	426
2017 San Ramon	475
2016 LAX Marriott	530
2015 Warner Center Marriott	491
2014 San Ramon	475
2013 San Diego	472
<b>Seven (7) year average attendance</b>	<b>466</b>
2020 (San Ramon) Signed Room Block = 317	
2019 (Warner Center) actual was 272 TOTAL	
<b>Housing for KIWIN'S Board (Old &amp; New)</b>	
8 x 3 = 24 room nights <minus> 5 comps =	
19 nights @ <b>\$159.09</b>	\$3,022.71
<b>Housing for Kiwanis Committee</b>	
KIWIN'S Administrator (Group Rate)	\$477.27
10 committee members x's \$75.00 x's (3 nights)	\$2,250.00
	<b>\$2,727.27</b>
Registration Opens Monday, January 6, 2020	
On-Time Registration Fees ( <b>Received by February 21, 2020</b> )	\$190.00
Late Registration Fees ( <b>Received by March 6, 2020</b> )	\$230.00
<b>Complimentary/Staff Rooms</b>	
(1-50 Comps) = 5 Room Nights (Board Housing)	
1 Comp Presidential 2 Junior Suites @ Group Rate	
8 staff rooms @ \$95.00 per night	
<b>Meals</b>	
Saturday Lunch	\$39.00
Saturday Dinner	\$49.00
Sunday Brunch	\$27.00
<b>Total</b>	<b>\$115.00</b>
<b>Meal prices in 2019 (Warner Center) \$107.00</b>	
<b>Meal prices in 2018 (Warner Center) \$107.00</b>	
<b>Meal prices in 2017 (San Ramon) \$105.50</b>	
<b>Meal prices in 2016 (LAX) \$92.00</b>	
<b>Comp. Housing for VIP'S to Include:</b>	
Kiwanis Governor & Spouse Comp Pres. Suite	\$0.00
Kiwanis Governor-Elect & Spouse Upgraded Jr. Suite	\$318.18
Kiwanis Foundation President (Staff Room)	\$208.78
Kiwanis Foundation Executive Director (Staff Room)	\$208.78
Kiwanis District Executive Director (Staff Room)	\$208.78
Circle K Administrator (Staff Room)	\$208.78
Circle K Governor or Representative (Staff Room)	\$208.78
Key Club Administrator (Staff Room)	\$208.78
Key Club Governor (House with KIWIN'S Board Members)	\$0.00
(Total of 11 VIP's + BH)	
<b>Total</b>	<b>\$1,570.86</b>



## 2018-2019 Expense Vouchers and Refund Request

1) Pennylee Christensen	Lt. Governor, Div. 32	Submitted past deadline	
		Official Club Visits mileage	\$211.64
		Official Board Visits mileage	\$226.82
		Mid-Year Conference mileage	\$ 5.66
		Mid-Year Hotel (2) nights	<u>\$150.00</u>
		TOTAL:	<u>\$594.12</u>
2) Geri Irwin	Lt. Governor, Div. 38	Submitted past deadline	
		Official Club Visits mileage	\$96.46
		Official Board Visits mileage	\$69.57
		Mid-Year Conference mileage	<u>\$125.84</u>
		TOTAL:	<u>\$291.87</u>
3) Roger Jacobson	Lt. Governor, Div. 23	Submitted past deadline	
		Official Club Visits mileage	\$305.76
		Official Board Visits mileage	<u>\$232.96</u>
		TOTAL:	<u>\$538.72</u>
4) Mary Walls (Beth)	Member of Kiwanis Club of Oceanside Pacific	Unable to attend District Convention (Beth did not cancel, she notified district office after convention)	
		Regular Registration Fee	\$225.00
		Processing Fee	<u>-\$25.00</u>
		TOTAL:	<u>\$200.00</u>



COPY

9-30-17

# Kiwanis

California-Nevada-Hawaii District

www.cnhkiwanis.org

SEP 30 2019

## EXPENSE REPORT & REQUEST FOR REIMBURSEMENT SUBMITTED TO TREASURER FOR LIEUTENANT GOVERNORS

**\*\*Expenses must be claimed no later than 90 days of date occurred and before listed deadline\*\***

California-Nevada-Hawaii District of KIWANIS INTERNATIONAL

Name: Pennylee Christensen Division No. 32  
 Phone #: 707-695-1266 E-mail: 71Brileyes@comcast.net  
 Current date: 09/11/2019 Period Covered: \_\_\_\_\_ to \_\_\_\_\_

submit to Board

**OFFICIAL CLUB VISITS: FINAL DEADLINE FOR SUBMISSION JUNE 15TH**  
 Auto mileage within Division: 477 miles @ \$ 0.520  
 (Detail or mileage worksheet must be attached for approval)

\$211.64

late late

**OFFICIAL BOARD VISITS: FINAL DEADLINE FOR SUBMISSION AUGUST 31st**  
 Auto mileage within Division: 436.2 miles @ \$ 0.520  
 (Detail or mileage worksheet must be attached for approval)

\$226.82

\$594.17 not in below total

Overnight Lodging within Division: 1 nights @ \$ 75.00 /night  
 (May not exceed current year Hotel rate of \$75.00)

\$ 0

last receipt

**MID-YEAR CONFERENCE: SUBMIT FOR REIMBURSEMENT NO LATER THAN 90 DAYS AFTER EVENT**  
 (may not exceed budget amounts)  
 Auto mileage: 10.9 miles @ \$ 0.520  
 Other Transportation: N/A  
 Mid-Year Conference Hotel: 2 nights @ \$ 75.00 /night  
 (May not exceed current year Hotel rate of \$75.00)

\$ 5.66

\$ 150.00

late late

**DISTRICT CONVENTION: FINAL SUBMISSION DEADLINE SEPT 30TH**  
 (may not exceed budget amounts)  
 Auto mileage: 16.6 miles @ \$ 0.520  
 Other Transportation: Flight (615 miles), parking, shuttle  
 District Convention Hotel: 3 nights @ \$ 75.00 /night  
 (May not exceed current year Hotel rate of \$75.00)

\$ 8.63

\$507.05

\$ 225.00

budget

**OFFICE EXPENSE: (may not exceed budget amounts)**  
 Description of expense: too much to deal with

\$ 0

**INTERNATIONAL CONVENTION Hotel: FINAL SUBMISSION DEADLINE SEPT 30TH**  
 (may not exceed budget amounts)  
 Int'l Convention Hotel: 5 nights @ \$ 75.00 /night  
 (May not exceed current year Hotel rate of \$75.00)

\$ 0.00

\$240.00

### TOTAL FROM DISTRICT'S LT. GOVERNOR BUDGET

**INTERNATIONAL CONVENTION TRAVEL: FINAL SUBMISSION DEADLINE SEPT 30TH**  
 (may not exceed budget amounts)  
 Auto mileage: 0 miles @ \$ 0.520  
 Airfare/Transportation air porter (per current year policy)

\$ 0

\$472.00

\$472.00

### TOTAL INTERNATIONAL CONVENTION TRAVEL

**TOTAL DEMAND FOR THIS EXPENSE VOUCHER**  
 I certify the expenses on this voucher are actual and the receipts attached are accurate.

\$1212.28

only below total

Signature: Pennylee Christensen  
 Mail reimbursement to: 130 HAHN WAY  
 COTATI (City) CA (State) 94931-5200 (Zip + 4) Account # \_\_\_\_\_

RECEIPTS & MILEAGE SUPPORTING STATEMENT MUST BE ATTACHED FOR APPROVAL:

Please note: **Mail** this form with copies of all receipts attached to the District Treasurer - Robert Davis, CPA  
 Davis & Deal, Certified Public Accountants  
 211 S. Glendora Ave., Suite A, Glendora, CA 91741  
 P: (626) 963-0297 Email) robert.davis@davisdealcpa.com

QB 11/11/19 9-30-19

**Robert E. Davis**

---

**From:** Pennylee Christensen <pennylee.christensen.ixx7@statefarm.com>  
**Sent:** Saturday, September 28, 2019 3:29 PM  
**To:** robert.davis@davisdealcpa.com  
**Cc:** Pennylee Christensen  
**Subject:** Division 32 Lt. Governor Expense Report & Request for Reimbursement - Email Copy due to Deadline - Mail Copy on Way  
**Attachments:** LT. GOVERNOR EXPENSE REIMBURSEMENT 9-30-2019.pdf

SEP 30 2019



**Kiwaniis**  
CALIFORNIA-NEVADA-HAWAII

September 28, 2019

CNH District Treasurer  
Robert Davis, CPA  
Davis & Deal, CPAs  
211 S. Glendora Avenue, Suite A  
Glendora, CA 91741

RE: Division 32 Lt. Governor Expense Report

Dear Mr. Davis,

First let me greatly apologize for submitting this so close to the deadline. I promise to do better in my second term as Lt. Governor. In talking with both Gary Gray and Tricia Hart this month, they suggested I submit what I could and write you a note to go with it. I'm normally not this "blonde," and this is not meant as a lame excuse. I will abide by whatever you, the Finance Committee, and the Board of Trustees must decide and do. I understand my failings.

Confidentially...this part can't by any means get to Mark McDonald or Richard Fuller...My fiancé unexpectedly had a couple of strokes this past year, changing the course of our lives. Plus my State Farm office is dealing with the 3rd highest number of total lost homes in the Northern California wildfires and I'm still working 10-12 hours days and weekends. I'm doing a lot to achieve my Lt. Governor goals, making all club visits, and planning our first ever Division-wide fundraiser. Yet I am not a bookkeeper nor a financial wiz at all. I didn't understand I should have been turning in expense reimbursement reports regularly. In talking to fellow LTGs, neither did they. Yes, we did go to training a year ago but a few of us thought that turning in our mileage form at the beginning, and then our official visit reports, took care of that. Wrong.

To that end, I've spent a number of hours trying to figure this out and I can't. I'm giving you what I can, along with the excel spreadsheets my accountant suggested I do, and that two other LTGs told me you wanted odometer readings. This would be so much easier if the Kiwanis report forms were digital. I will bring this up with my Trustee.

# Kiwanis

California-Nevada-Hawaii District

www.cnhkiwanis.org

## Cal-Nev-Ha District of Kiwanis International Mileage Supporting Statement

Office: LSG D322 ?

	Date	Destination/Club	Purpose	Mileage Beginning	Mileage Ending	Total Mileage
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
Total Mileage Claimed On This Voucher:						0

*Please see attached*

Pennylee's Expenses - Year 2019		DATE	CASH	CHECK	GOODS	ODO START	ODO END	MILES	NOTES
<b>DONATIONS MADE</b>									
Geyserville Kiwanis Club	12/25		\$35.00			80548	80606	58	Geyserville Steak & Corn Feed
Div 32 Kiwanis	1/3			\$139.83		78849.8	78880.2	30.4	Charlie's - hosted Mid-Year planning meeting
Div 32 Kiwanis	1/12		\$20.00			78912.1	78940.7	28.6	DCM - SRO Salvation Army - 50/50 raffle - Steph B won
Div 32 Kiwanis	1/12		\$40.00						DCM - SRO Salvation Army - Regular Raffle Baskets
Novato Kiwanis Club - Div. 8	1/26					147221.3	147391	149.7	Closed Club Clean-out at Renate Grundstrom's home
CNH Kiwanis	1/28		\$125.00						Personal donation to get Polly Klaas Foundation booth MYN
Kiwanis Meetings - 4 of them in row	1/30					79439	79483.9	44.9	Tsullivan's ofc to plan DCM, Wine pickup MYN, Eidean for Kiwanis \$
North Bay Kiwanis	2/1			\$39.00					Decorations for CKI Valentine's Fundraiser - See's
Novato Kiwanis Club - Div. 8	2/1					79511	79660.7	149.7	Closed Club Clean-out at Renate Grundstrom's home
Div. 32 Lt. Governor supplies	2/1			\$13.00					Fundraising for a Cause - Black heart stickers - 1 roll
Geyserville Kiwanis Club	2/3			\$30.00		146997.4	147055.1	57.7	Pancake Feed
Div. 32 Lt. Governor Club Visit	2/6					120291.7	120323.1	31.4	Windsor Kiwanis Club - Round Table Pizza
Div. 32 Lt. Governor Fundraiser	2/6			\$878.99					Cookie Cutz - Kiwanis Cookie Cutters
Div. 32 Lt. Governor supplies	2/6			\$56.65					Notebook, 3 pkgs labels for Mid-Year North
Div. 32 - Mid Year North	2/8			\$125.58					Hospitality Suite
Div. 32 Lt. Governor Breakfast	2/12			\$21.45					Mid-Year and Governor's Visit planning with Terry Kemp
Div. 32 - Mid Year North	2/19			\$35.00		3881	3908	27	Petaluma Book - Gift for Governor Barsotti's basket
Div. 32 - Mid Year North	2/23			\$44.00		3970	3984	14	Plates, tables clothes, napkins, trays, forks - Hospitality Suite
Div. 32 - Mid Year North	2/24			\$25.98					Meatballs for Hospitality Suite
Div. 32 - Mid Year North	2/26			\$47.20					Candles, decorations, towells, glasses - Hospitality Suite
Div. 32 - Mid Year North	2/26			\$54.39					Dark chocolate, metal pails (3), donation jars (4)
Div. 32 - Mid Year North	2/27			\$138.43					Bar goods for Mid-Year and Governor's Visit in May
Div. 32 - Mid Year North	2/27			\$147.85					Food for Hospitality Suite - I catered - for 407 people
Div. 32 - Mid Year North	2/27			\$238.41					Food for Hospitality Suite - I catered
Div. 32 - Mid Year North	3/1			\$52.75					Food for Hospitality Suite - Strawberries & basil
Div. 32 - Mid Year North	3/1			\$182.98					Deli meats, cheeses, crackers for Hospitality Suite
Kiwanis Cal-Nev-Ha Foundation	3/2			\$104.75					LTG cards, stationary, and raffle prizes for Div. 32
Kiwanis Cal-Nev-Ha Foundation	3/2			\$75.00					Donation made at Mid-Year North
Kiwanis Cal-Nev-Ha Foundation	3/2			\$100.00					Donation made at Mid-Year North
Kiwanis Rose Float Donation	3/2			\$30.00					
Kiwanis Cal-Nev-Ha Foundation	3/2		\$25.00						Raffle tickets Fundraising Gala -
ICON - 2019 Kiwanis ICON, Orlando, FL	3/9			\$745.00					Registration (\$300) & 4 meals
ICON - Orlando, Florida	3/9			\$28.31					Trip Insurance - Recommended by my division team
ICON - United Flights	3/9			\$378.60					United Flights to & from Orlando, FL
Special Olympics	3/12		\$25.00						Donation for Adam Lamarre doing to 2019 So. Cty. Polar Plunge
Div. 32 - Office Expense	3/22				\$29.99				Supplies for DCM in Petaluma & new Lt. Governor Secretary
Div. 32 - Office Expense	3/25				\$59.95				Planner, Folders for 2019-2010 Lt. Governor role

Windsor Kiwanis Club	4/3	\$35.00			5198	5225	27	Windsor's meeting & helped stuff Easter eggs & donations
North Bay Kiwanis & Div. 32 Work	4/7				5358	5400	42	Lt. Governor work and wrap up for Big Bug Bash
Div. 32 Lt. Governor	4/8		\$190.26					Lt. Governor work and incentive gifts for Div. 32
Div. 32 Lt. Governor expense	4/9		\$24.16					Division Secretary business cards
Lt. Governor Must Go	4/12		\$339.91					Alaska Airlines - August 15 District Convention Flight
Div. 20 Key Clubs	4/14		\$23.44					Gas for Advisor Janice Simmons to get back to Fortuna
Healdsburg Kiwanis Club	4/14	\$30.00			5609	5656	47	Tickets for Healdsburg's Pancake Breakfast
Healdsburg Kiwanis Club	4/18				5807	5856	49	Official Board Meeting
Geyserville Kiwanis Club	5/2				79660.7	79741.7	81	Official Board Meeting
Windsor Kiwanis Club	5/3				79761.2	79808.4	47.2	Parade décor, vehicle maintenance, and Parade
Div. 32 Kiwanis	5/3		\$117.63					Car parade décor for all 3 May parades
Div. 32 Kiwanis	5/3		\$28.14					Car parade décor for all 3 May parades
Div. 32 Kiwanis	5/3		\$32.99					Car parade wash & vacuum
Sonoma Plaza Kiwanis Club	5/8				7203	7265	62	Official Board Meeting AND lunch meeting
Petaluma Kiwanis Club	5/8	\$20.00			7265	7292	27	Official Board Meeting
Redwood Empire Kiwanis Club	5/9				7292	7304	12	Official Board Meeting
Oakmont Kiwanis Club	5/9				7304	7320	16	Official Board Meeting
Santa Rosa Kiwanis Club	5/9				7320	7329	9	Official Board Meeting
Windsor Kiwanis Club	5/9				7329	7380	51	Official Board Meeting
Sebastopol Kiwanis Club	5/10				7388	7404	16	Official Board Meeting
SRJC - CKI (Circle K)	5/15		\$60.00					See's Candy Fundraiser - Start up Funds
Div. 32 Kiwanis	5/16							Governor's Visit - Pie Bar - Lucky
Santa Rosa Kiwanis Club	5/18				7502	7585	83	Lt. Governor in Santa Rosa Parade
Div. 32 Kiwanis	5/19	\$40.00			7585	7657	72	Governor's Official Visit - in Geyserville - Raffle tickets - no win! "
Cloverdale Kiwanis Club	5/20				7682	7757	75	Official Board Meeting
Healdsburg Kiwanis Club	5/23				7817	7864	47	Lt. Governor in Healdsburg FFA Parade & Country Fair
Div. 32 Governor's Visit expense	5/23		\$109.80					Governor's Official Visit - champagne
Div. 32 Lt. Governor expense	5/24		\$132.59					CLE Training materials from Oriental Trading
Div. 32 Governor's Visit expense	5/25		\$183.11					Governor's Official Visit - wine classes, decorations, supplies
Cloverdale Kiwanis Club	6/1		\$40.73		8071	8153	82	Volunteer Appreciation Dinner - 1 donated desserts
Div. 32 Lt. Governor expense	6/4		\$110.29					CLE Training materials from Oriental Trading
CNH Kiwanis	6/5	\$14.35						USPS - Ship Willits Club financials to CNH District Office
Santa Rosa Kiwanis Club	6/6	\$25.00			79850.5	79875.7	25.2	Fundraiser - West Side Story - 6th Street Playhouse & Donation
Div. 32 raffle prizes	6/13		\$59.94					Three (3) Sonoma Opolo games (Walmart)
Div. 32 Lt. Governor expense	6/18		\$60.00		8623	8670	47	Raffle basket for Division 20 visit this weekend
Kiwanis Family House	6/19		\$55.00					Donation, per their Wish List
Div. 20 Governor & Lt. Governor Gifts	6/20		\$284.40					Robert Young Estate Wines for Rocci B. and John F.
Div. 20 Governor & Lt. Governor Gifts	6/22		\$59.95					3 N 1's
Div. 20 Henderson Eureka Club	6/22	\$30.00			8730	9193	463	Raffle tickets - Governor's Visit - won a wheelle ice chest
Div. 20 Henderson Eureka Club	6/23		\$159.20					Bear River Casino - 1 night accommodation
Div. 32 Lt. Governor expenses	6/25	\$37.00						ICON - Airport Express Bus to Airport
Div. 32 Lt. Governor expenses	6/25		\$70.00					ICON - Baggage Fees with United

ICON - Orlando, Florida	6/25					2935.7	Mileage for LTG report
Div. 32 Lt. Governor expense - 2019-20	6/27		\$295.75				Div. 32 Gifts & CLE Training materials
Kiwanis Int'l Rose Float 2020	6/27	\$60.00					Raffle tickets (6)
Kiwanis Children's Fund - Donation	6/27	\$40.00					ICON - KCF Challenge
Div. 32 Lt. Governor expense - 2019-20	6/28		\$21.95				Orange hat for Governor Tim's term
Div. 32 Lt. Governor expenses	6/30	\$37.00		\$24.00			ICON - Airport Express Bus from Airport to home
Kiwanis International Convention	7/1						Mears Motor Shuttle from Orlando, FL airport to convention site
Div. 32 Lt. Governor expenses	7/5						Games and prizes for Cloverdale DCM on 7/6
DCM at Lake Sonoma	7/6		\$76.32				Hosted by Cloverdale Kiwanis Club
Div. 32 Lt. Governor expense 2018-2019	7/11			\$130.00			2018-2019 Governor's Club Gift
North Bay Kiwanis	7/21				152202.9	152230.9	28 Haircuts for Homeless
Div. 32 - CLE Training Materials	7/23		\$121.79				Notebooks, pens, highlighters, table cloths, room décor, etc.
Div. 32 - CLE Training Materials	7/25		\$205.44				Games & prizes, decorations, and décor for DCON in Vegas
Geyserville Kiwanis Club	7/25			80548	80606.2		56 Steak & Corn Feed
District Convention	7/26		\$80.00				Wine Donation to Governor Rocci Barsotti's Convention Event
North Bay Kiwanis	7/28			9488	9525		37 Club's car wash fundraiser - Les Schwab, Santa Rosa
Div. 32 - CLE Training	7/30		\$49.73				CLE gifts for Presidents
Div. 32 - CLE Training	7/31		\$36.30				CLE Training materials from Dollar Store
Div. 32 Lt. Governor expense - 2019-20	7/31		\$176.43				Orange paper, stationary for clubs, tape, pens, badges & tent cards
Div. 32 - CLE Training	8/1		\$43.00				CLE Training materials from Dollar Store
Div. 32 - CLE Training	8/1		\$112.82				CLE foods
Div. 32 - CLE Training	8/2		\$80.00				The Pasta King - lasagnas & garlic bread for CLE lunch
Div. 32 - CLE Training	8/2		\$70.84				Costco - salads, breakfast muffins, fresh fruit for CLE lunch
Div. 32 - CLE Training	8/2		\$30.09				CLE foods - catered & feed 32 people
Div. 32 - CLE Training Event	8/3			80730.7	80794.7	64	Pick up CLE items from office, go to CLE, return items to office
District Convention - Las Vegas, NV	8/13		\$66.00	80960.4	80977.5	17	Republic Parking - Long term parking for car while at DCON
District Convention - Las Vegas, NV	8/17		\$35.00			615	Governor Tim pins for Presidents' gifts - purchased 7 more
Healdsburg Kiwanis Club	8/24			10294	10344	50	Brandt's Beach BBQ
Geyserville Kiwanis Club	8/29	\$20.00		10556	10640	84	Ladies Night Dinner - Trentadue Winery & raffle tickets - didn't win
Div. 32 Lt. Governor	8/30		\$196.78				DCM Supplies
North Bay Kiwanis Club	8/31		\$37.00	10714	10728	14	Donated hors d'ouvres & drinks - Buffalo Billiards Pool Social
Healdsburg Kiwanis Club	9/10	\$5.00		10916	10964	48	LTG - Pre-Visit for 2019-20 year & raffle tickets - didn't win
Kiwanis Family Store	9/10		\$95.86				Lt. Governor Expenses - member recognitions
North Bay Kiwanis Club	9/14			11062	11078	110	K-Fit - Social - Hike at Helen Putnam Park w/Healdsburg Club
DCM w/Kiwanis & Circle K students	9/29		\$61.07				Raffle prize gift card & card, snack candies
CA-HV-HI KIWANIS INTERNATIONAL	8/15		\$132.75				LTG - Officer gifts from convention
Ukiah Kiwanis Club	9/19	\$5.00		11159	11240	81	Ofcl Pre-Visit, Officer Installation, & raffle tickets (no win)
Redwood Empire Kiwanis Club	9/19						Ofcl Pre-Visit & scheduled Officer Installation for October
Div. 32 Official Fundraiser	9/20	\$250.00		13327	13334	7	Mtg at SR Vets Mem Bldg w/A Hall - sign contract & paid deposit
Sebastopol Kiwanis Club	9/22			11366			Ofcl Pre-Visit, Officer Installation
Cloverdale Kiwanis Club	9/22			11452	11487	86	Ofcl Pre-Visit, Officer Installation
Div. 32 Lt. Governor	9/23		\$29.22	11468	11487	19	Errands for items for Terry Kemp's installation tomorrow night



Pennylee's Expenses - Year 2018		D	CASH	CHECK	GOODS	ODO START	ODO END	MILES	NOTES
DONATIONS MADE									
KI Convention - Las Vegas	3/9		\$374.00						Kiwanis Convention - Became LTG Elect at Petaluma DCM
Alaska Airlines	3/13	\$370.09							Flight to Las Vegas - Kiwanis Convention
Mendocino Coast Club Project	3/17	\$60.00							Pine Beach Inn-Fort Bragg 17th & 18th
Div 20/32 End of Year Banquet	3/24	\$10.00							Key Club Event @ Piner HS
North Bay Kiwanis	3/28	\$50.00							Meals for Circle K Students
North Bay Kiwanis	3/28	\$20.00				70984.5	71003.7	19.2	50/50 Raffle (Viv won)
North Bay Kiwanis	3/28	\$8.00							Happy/Sads
LT. GOV - DCM SIGNS	5/21		\$12.00						Steve Siemens' signs from training
LT. GOV - 2018-2019	5/18		\$248.00						Gov Pins 4 Presidents/team & 4 uni shirts
LT. GOV TRAINING	5/19	\$20.00							Donation for Steve Siemens' thank you brick at CNH
Div 32 - 2018-19 Officer Gift Bags	5/25								Dollar Tree - CLE training
Div 32 - CLE Training	6/2		\$32.00						Table covers, plates, silverware, etc.
Bell Trans	6/27	\$8.50							Transportation Voucher - ICON shuttle
The Paris Las Vegas	7/1	\$5.00							Fee to print Alaska Boarding pass
Amazon Prime	7/9		\$26.99						CLE Note Pads
KI - The Eliminate Project	6/30	\$20.00							at ICON - Las Vegas
KI - The Eliminate Project	6/30	\$120.00							at ICON - Las Vegas
Dollar Tree	7/12		\$105.17						Div 32 CLE Training goods
Div. 32 - DCM - Cloverdale	7/14	\$30.00							Raffle Tickets - I didn't win
Div. 32 - DCM - Cloverdale	7/14	\$20.00							50/50 Raffle - Woman from Cloverdale won
CAL-NEV-HA KIWANIS	7/17		\$510.00						District Convention Registration
CAL-NEV-HA KIWANIS	7/18		\$103.40						Kiwanis Required Aloha Shirt
North Bay Kiwanis	7/25					73956.9	73962	5.1	1st LTG Elect Official Visit
North Bay Kiwanis	7/25	\$180.00							Donation for my upcoming LTG-ship
Petaluma Kiwanis Club	7/31	\$10.00				74084.3	74110.2	25.9	2nd LTG Elect Official Visit
Windsor Kiwanis Club	8/1	\$20.00				74133.4	74164.8	31.4	3rd LTG Elect Official Visit
Kiwanis Literacy Club	8/16	\$20.00							Donation at DCON in HI
Cheapair	7/6	\$695.71							CNH DISTRICT CONVENTION
Div. 32 - CLE Training	8/4					74212.2	74234.9	22.7	Salvation Army Petaluma
Hawaiian Airline	8/17	\$75.00							FLIGHT BAG CHARGES - \$25 PER BAG
Sam's Cab	8/17	\$30.00							CAB FROM AIRPORTER - DBLETREE TO HOME
Rays On The Bay - Kona	8/6	\$57.92							LTG MEETING LUNCH
KI Foundation	8/10	\$30.00							Raffle Tickets - I didn't win
Kiwanis Rose Float Donation	8/10	\$250.00							Kiwanis Rose Float Sponsorship
CNH Kiwanis District Convention	7/6	\$190.00							Registration Fee for DCON
CNH Kiwanis District Convention	8/4	\$76.00							Airport Express Fee for DCON
Redwood Empire Kiwanis	8/30	\$9.00				74728.7	74738.4	9.7	Happy Sads \$5 and Key Club \$4 - \$10 breakfast
Sebastopol Kiwanis	8/31	\$20.00				74766.3	74781.1	14.8	Happy Sads \$5 & Club Support \$15-no lunch
Willits Kiwanis	8/31					74781.1	74979.2	198.1	KI job - to close the Willits Club - mtg w/pp
Healdsburg Kiwanis	9/4	\$20.00				74986.6	75023.8	37.2	Happy Sads \$20 - they treated
Sonoma Plaza Kiwanis	9/5	\$10.00				75046.6	75088.5	41.9	Happy Sads \$10 - lunch \$23
Cloverdale Kiwanis	9/6	\$50.00				75110.2	75188.6	78.4	Happy Dollars \$20 and Key Club Donation \$30
Geyserville Kiwanis	9/6	\$10.00				75188.6	75246.3	57.7	Happy Dollars \$10







MYN - We hosted  
minimal notice



**Flamingo Conference Resort & Spa**  
2777 FOURTH STREET  
SANTA ROSA CA 95405  
(707) 545-8530

Christensen , Penny Leo  
130 Hahn Way  
Cotati, CA 94931

Confirmation Number: 84548357-1  
Room Number: 301  
Room Type: SPP  
No. of Guests: 2

TAX ID	ARRIVAL	DEPARTURE	RATE PLAN	ACCOUNT
	03/01/2019	03/03/2019	GRP	33140
DATE	CODE	DESCRIPTION	COMMENT	AMOUNT (USD)
03/01/2019	BQL	Banquet - Labor Fee	108 Wine Glasses	44.28
03/01/2019	STX	Sales Tax (8.625%)		3.82
03/01/2019	BSC	Banquet Service Chg	Service Charge 108 Wine Glasses	9.30
03/01/2019	STX	Sales Tax (8.625%)		0.80
03/01/2019	RM	Room Charge		239.00
03/01/2019	OCTAX	Occupancy Tax (9%)		21.51
03/01/2019	TAS	Tourism Tax (5%)		11.95
03/01/2019	CTX	CA Tourism Tax (.2%)		0.48
03/02/2019	RM	Room Charge		239.00
03/02/2019	OCTAX	Occupancy Tax (9%)		21.51
03/02/2019	TAS	Tourism Tax (5%)		11.95
03/02/2019	CTX	CA Tourism Tax (.2%)		0.48
03/03/2019	VS	Visa *****6010	Half of RM/TX	(245.08)
03/03/2019	VS	Visa *****3821		(359.00)
<b>Sub-Total:</b>				531.58
<b>Total Tax:</b>				72.50
<b>Total Payments:</b>				(604.08)
<b>Total Due:</b>				0.00

TERMS /

SIGNATURE / \_\_\_\_\_

DATE / \_\_\_\_\_

9-30-19

# Kiwanis

California-Nevada-Hawaii District

Fax #  
909-989-7779

RECEIVED  
SEP 30 2019

www.gnhkiwanis.org

### EXPENSE REPORT & REQUEST FOR REIMBURSEMENT SUBMITTED TO TREASURER FOR LIEUTENANT GOVERNORS

**\*\*Expenses must be claimed no later than 90 days of date occurred and before listed deadline\*\***

California-Nevada-Hawaii District  
of KIWANIS INTERNATIONAL

Name: GERI LEWIN Division No. 38

Phone #: 760 927-8222 E-mail: Gbear33@aol.com

Current date: 9/24/19 Period Covered: 11-10-18 to 9/28/19

submit to Board

**OFFICIAL CLUB VISITS:** FINAL DEADLINE FOR SUBMISSION JUNE 15TH  
Auto mileage within Division: 185.5 miles @ \$ 0.520  
(Detail or mileage worksheet must be attached for approval)

\$ 96.46 late

**OFFICIAL BOARD VISITS:** FINAL DEADLINE FOR SUBMISSION AUGUST 31st  
Auto mileage within Division: 133.8 miles @ \$ 0.520  
(Detail or mileage worksheet must be attached for approval)

\$ 69.57 late

Overnight Lodging within Division: \_\_\_\_\_ nights @ \$ 75.00 /night  
(May not exceed current year Hotel rate of \$75.00)

\$ -

**MID-YEAR CONFERENCE:** SUBMIT FOR REIMBURSEMENT NO LATER THAN 90 DAYS AFTER EVENT  
(may not exceed budget amounts)

Auto mileage: 242 miles @ \$ 0.520

\$ 125.84 late

Other Transportation: \_\_\_\_\_  
Mid-Year Conference Hotel: \_\_\_\_\_ nights @ \$ 75.00 /night  
(May not exceed current year Hotel rate of \$75.00)

mileage installations

**DISTRICT CONVENTION:** FINAL SUBMISSION DEADLINE SEPT 30TH  
(may not exceed budget amounts)

Auto mileage: \_\_\_\_\_ miles @ \$ 0.520

\$ - 96.46

Other Transportation: \_\_\_\_\_  
District Convention Hotel: \_\_\_\_\_ nights @ \$ 75.00 /night  
(May not exceed current year Hotel rate of \$75.00)

\$ - 69.57

\$ - 125.84

**OFFICE EXPENSE:** (may not exceed budget amounts)  
Description of expense: \_\_\_\_\_

TOTAL From otherside 197.60

**INTERNATIONAL CONVENTION Hotel:** FINAL SUBMISSION DEADLINE SEPT 30TH  
(may not exceed budget amounts)

Int'l Convention Hotel: \_\_\_\_\_ nights @ \$ 75.00 /night  
(May not exceed current year Hotel rate of \$75.00)

\$ -

TOTAL FROM DISTRICT'S LT. GOVERNOR BUDGET

\$ -

**INTERNATIONAL CONVENTION TRAVEL:** FINAL SUBMISSION DEADLINE SEPT 30TH  
(may not exceed budget amounts)

Auto mileage: \_\_\_\_\_ miles @ \$ 0.520

\$ - \$ 291.87

Airfare/Transportation \_\_\_\_\_ (per current year policy)

TOTAL INTERNATIONAL CONVENTION TRAVEL

\$ -

**TOTAL DEMAND FOR THIS EXPENSE VOUCHER**

I certify the expenses on this voucher are actual and the receipts attached are accurate.

\$ 489.47

Signature x [Signature]

Mail reimbursement to: 19500 Tomahawk RD  
Apple Valley (City) CA (State) 92307 Account # \_\_\_\_\_  
(Zip + 4)

[Signature] 9-30-19

**-RECEIPTS & MILEAGE SUPPORTING STATEMENT MUST BE ATTACHED FOR APPROVAL-**

Please note: Mail this form with copies of all receipts attached to the District Treasurer - Robert Davis, CPA  
Davis & Deal, Certified Public Accountants  
211 S. Glendora Ave., Suite A, Glendora, CA 91741  
P: (626) 963-0297 Email) robert.davis@davisdealcpa.com

See Reverse Please

9-24-19

FAX# 909-989-7779.

to whom it may concern,

this is GERI IRWIN LT Gov. 2018-2019. Div 38.

Im sorry to get my expences in so late. I took over in Nov. But Didnt Actually started till JANUARY due to clubs Dark for the Holidays.

I was told I WAS to get TRAINING to learn LT Gov. Information. But I never did. my whole year I Did the Best I could without any formal TRAINING.

Please Accept my late report of expences. as for other reports, I Didnt know How to do them or anything about them. I called my LT ELAINE from Barstow cross roads (she was my LT in 2005 when I was president) she helped me along.

thankyou. GERI IRWIN  
Geri Irwin

PS even without TRAINING, I had the time of my life, met great People Learned so much AND AN experience I will carry with me all my life. Im Proud to have served AS Div 38 LT under Rocci Gov 2018-2019. ☺

Cal-Nev-Ha District of Kiwanis International  
 Mileage Supporting Statement

Office: |

From Google maps  
 round trip.

Date	Destination/Club	Purpose	Mileage Beginning	Mileage Ending	Total Mileage
1 1-24-19	Victoria	meeting			
2 2-2-19	Tri community	meeting			
3 3-7-19	Palmdale west	meeting			
4 4-2-19	Cross Roads Barstow	meeting			
5 5-2-19	Cross Roads Barstow	meeting			
6 6-2-19	Cross Roads Barstow	meeting			
7 7-2-19	Cross Roads Barstow	meeting			
8 8-2-19	mid year convention south san Diego	convention			
9 9-2-19	Victoria	BOARD			
10 10-2-19	Tri community	BOARD			
11 11-2-19	Cross Roads Barstow	BOARD			
12 12-2-19	Cross Roads Barstow	BOARD			
13 13-2-19	Cross Roads Barstow	BOARD			
14 14-2-19	Cross Roads Barstow	BOARD			
15 15-2-19	Cross Roads Barstow	BOARD			
16 16-2-19	Cross Roads Barstow	BOARD			
17 17-2-19	Cross Roads Barstow	BOARD			
18 18-2-19	Cross Roads Barstow	BOARD			
19 19-2-19	Cross Roads Barstow	BOARD			
20 20-2-19	Cross Roads Barstow	BOARD			
21 21-2-19	Cross Roads Barstow	BOARD			
22 22-2-19	Cross Roads Barstow	BOARD			
23 23-2-19	Cross Roads Barstow	BOARD			
24 24-2-19	Cross Roads Barstow	BOARD			
25 25-2-19	Cross Roads Barstow	BOARD			

Total Mileage Claimed On This Voucher: 0

(see entry)

All mileage is round trip. (From Ridgcrest to Palmdale on same day then back to Apple Valley) except Ridgcrest to Apple Valley is round trip to Palmdale to Apple Valley on day

# Kiwanis

California-Nevada-Hawaii District

RDD  
RECEIVED

OCT 01 2019

# COPY

www.kiwaniis.org

## EXPENSE REPORT & REQUEST FOR REIMBURSEMENT SUBMITTED TO TREASURER FOR LIEUTENANT GOVERNORS

*"Expenses must be claimed no later than 90 days of date occurred and before listed deadline"*

California-Nevada-Hawaii District  
of KIWANIS INTERNATIONAL

Name: Roger Jacobson Division No. 23  
Phone #: 975-846-7436 E-mail: roger.jacobson.kiwanis@gmail.com  
Current date: 9/25/2019 Period Covered: 4/18/2018 to 9/25/2019

**OFFICIAL CLUB VISITS:** FINAL DEADLINE FOR SUBMISSION JUNE 15TH  
Auto mileage within Division: \_\_\_\_\_ miles @ \$ 0.520 \$ \_\_\_\_\_  
(Detail or mileage worksheet must be attached for approval)

**OFFICIAL BOARD VISITS:** FINAL DEADLINE FOR SUBMISSION AUGUST 31ST  
Auto mileage within Division: 588 miles @ \$ 0.520 \$ 305.76  
(Detail or mileage worksheet must be attached for approval)  
Overnight Lodging within Division: \_\_\_\_\_ nights @ \$ 75.00 /night \$ \_\_\_\_\_  
(May not exceed current year Hotel rate of \$75.00)

**MID-YEAR CONFERENCE:** SUBMIT FOR REIMBURSEMENT NO LATER THAN 90 DAYS AFTER EVENT  
(may not exceed budget amounts)  
Auto mileage: 448 miles @ \$ 0.520 \$ 232.96  
Other Transportation: \_\_\_\_\_ \$ \_\_\_\_\_  
Mid-Year Conference Hotel: \_\_\_\_\_ nights @ \$ 75.00 /night \$ \_\_\_\_\_  
(May not exceed current year Hotel rate of \$75.00) *stayed with club*

**DISTRICT CONVENTION:** FINAL SUBMISSION DEADLINE SEPT 30TH  
(may not exceed budget amounts)  
Auto mileage: 466 miles @ \$ 0.520 \$ 242.32  
Other Transportation: \_\_\_\_\_ \$ \_\_\_\_\_  
District Convention Hotel: \_\_\_\_\_ nights @ \$ 75.00 /night \$ \_\_\_\_\_  
(May not exceed current year Hotel rate of \$75.00) *stayed with club*

**OFFICE EXPENSE:** (may not exceed budget amounts)  
Description of expense: \_\_\_\_\_ \$ \_\_\_\_\_

**INTERNATIONAL CONVENTION Hotel:** FINAL SUBMISSION DEADLINE SEPT 30TH  
(may not exceed budget amounts)  
Int'l Convention Hotel: \_\_\_\_\_ nights @ \$ 75.00 /night \$ \_\_\_\_\_  
(May not exceed current year Hotel rate of \$75.00)

**TOTAL FROM DISTRICT'S LT. GOVERNOR BUDGET** \$ \_\_\_\_\_

**INTERNATIONAL CONVENTION TRAVEL:** FINAL SUBMISSION DEADLINE SEPT 30TH  
(may not exceed budget amounts)  
Auto mileage: \_\_\_\_\_ miles @ \$ 0.520 \$ \_\_\_\_\_  
Airfare/Transportation \_\_\_\_\_ (per current year policy) \$ \_\_\_\_\_

**TOTAL INTERNATIONAL CONVENTION TRAVEL** \$ \_\_\_\_\_

**TOTAL DEMAND FOR THIS EXPENSE VOUCHER**  
*I certify the expenses on this voucher are actual and the receipts attached are accurate*

Signature X *Roger Jacobson*  
Mail reimbursement to: 2355 Johnson Ct (Street Address) AK 895723 Account # 623  
Perio (City) (State) (Zip + 4)

**-RECEIPTS & MILEAGE SUPPORTING STATEMENT MUST BE ATTACHED FOR APPROVAL-**

Please note: Mail this form with copies of all receipts attached to the District Treasurer - Robert Davis, CPA  
Davis & Deal, Certified Public Accountants  
211 S. Glendora Ave., Suite A, Glendora, CA 91741  
P: (626) 963-0297 Email: robert.davis@davisdealcpa.com

Submit to Board late  
late  
late  
Budget 462.80

Paid 462.80  
RDavis 9-27-19  
RB

## Robert E. Davis

---

**From:** Roger Jacobson <roger.jacobson.kiwanis@gmail.com>  
**Sent:** Friday, September 27, 2019 10:07 AM  
**To:** robert.davis@davisdealcpa.com  
**Cc:** Ellen Jacobson; Trina Krider  
**Subject:** CNH Expense report claim for 2019

I talked with Mark McDonald at District Convention and he asked that I let you know that my wife had total knee replacement surgery twice this year, and so we got behind on filing reports and claims for my Lt. Governor Division 23 duties. In addition we are moving the Kiwanis Bike Program to a new facility, so paperwork got behind! I'm filing the reports for this year in total and receive reimbursement as listed in the attached file. We didn't ask for reimbursement for hotel expenses, but it would be great if you can reimburse mileage.

Let me know if you have any questions.

Roger Jacobson  
Division 23 LT Governor 2018-2019 and 2019-2020



# Kiwanis

California-Nevada-Hawaii District

## Cal-Nev-Ha District of Kiwanis International Mileage Supporting Statement

Office: *SA [Signature] Di-23*

Date	Destination/Club	Purpose	Mileage Beginning	Mileage Ending	Total Mileage
1	Kiwanis Club of Elko	attend membership	75224	73812	588
2	Milwaukie Shasta Area CA	attend convention	78720	78898	178
3	District Convention	attend convention	81417	82383	966
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Total Mileage Claimed On This Voucher: **0**

# Deon Refund

California-Nevada-Hawaii  
Ste 201  
8360 Red Oak St.  
Rancho Cucamonga, CA 91730  
United States

Mary Walls (Beth)  
Alta Vista Insurance  
1020 S Santa Fe Ave  
Vista, CA 92084-7000  
USA

Invoice #	14502
Date	7/9/2019
Balance Due (USD)	0.00
Due Date	8/8/2019

item	associated record	unit cost (USD)	quantity	price (USD)
Member registration (Member Regular Registration (register by 7/31/19))	Walls, Beth	225.00	1	225.00
		<b>Total</b>		225.00
		<b>Paid</b>		-225.00
		<b>Balance due</b>		<b>0.00 USD</b>

less processing fee  $\frac{\$225.00 - 25.00}{\$200.00}$   
refund

## Tricia Hart

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**From:** Beth Walls <Beth@aviains.com>  
**Sent:** Thursday, September 05, 2019 10:15 AM  
**To:** Tricia Hart  
**Subject:** Convention Registration Fees Refund Request

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Board of Trustees members,

Please consider this my formal request for your consideration of refunding the registration fees submitted by my club for my attendance at the CNH District Convention in Las Vegas. Please accept my apology for the delay in submission of this request.

I was unable to attend due to my decision to honor my mother's request to drive her to an appointment at the Heart Institute in Phoenix. She was diagnosed with an aortic aneurysm following Atrial Fibrillation in early August and we were waiting for a surgeon to schedule an appointment with her. Unfortunately, this coincided with the dates of the convention and far beyond.

The fees were submitted on my behalf by my club, and as I am unable to repay them I am hoping you will consider refunding them this money to allow another club member to utilize it for education, fellowship and training. Thank you for your consideration.

Respectfully submitted,

Mary (Beth) Walls  
Oceanside Pacific Kiwanis  
Oceanside, CA