



## 2021-2022 Finance Committee Meeting

Thursday, July 14, 2022  
4:00 p.m.

### Agenda

1. Call to Order Pete Edwards, Chairperson
2. Review and recommend approval of minutes from the last Meeting on May 17, 2022 Pete Edwards, Chairperson
3. Review and recommend approval of the Circle K 2022-23 General Fund Budget Timothy Cunning
4. Review and recommend approval of the 2022 Aktion Club Convention Budget Timothy Cunning
5. Review and recommend approval of the District Quarterly Financial Statements ending June 30, 2022. Mark McDonald
6. Review and recommend approval of the SLP Quarterly Financial Statements ending June 30, 2022. Timothy Cunning
7. Adjournment Pete Edwards, Chairperson



# Kiwanis®

California-Nevada-Hawaii District

[www.cnhkiwanis.org](http://www.cnhkiwanis.org)

**Mark W. McDonald Executive Director / District Secretary**

8360 Red Oak Street, Suite 201 • Rancho Cucamonga, CA 91730-0608

Office: 909-989-1500 Ext. 103. Direct Dial 909-736-1703. Fax. 909-989-7779.

## **District Finance Committee Meeting Minutes May 17, 2022**

Committee Members Present on the Zoom meeting: Pete Edwards, Chairperson. Margo Dutton, Governor. Valarie Brown-Klingelhofer, Governor-elect. Gary Gray, Immediate Past Governor. Pete Horton, Treasurer. Mark McDonald, District Secretary. Steve Dreyer, Patricia Larrigan, Joe Dale, Dan Germain. A Quorum was present. Timothy Cuning, Director of Service Leadership Programs was present with one other guest.

Chairperson Pete Edwards called the meeting to order at 3:00 p.m.

Margo Dutton made a motion to approve the minutes of 4-22-22. Second by Valarie Brown-Klingelhofer. Motion passed.

Steve Dreyer made a motion to recommend approval of the Circle K General Fund Budget to the Board of Trustees. Second by Margo Dutton.

Valarie Brown-Klingelhofer made a motion to refer back the budget back to the Circle K Board. Second by Patricia Larrigan. Motion Passed to refer back.

Gary Gray made a motion to recommend to the Board of Trustees approval of the Circle K Fall Training budget. Second by Pete Horton. Motion Passed.

Gary Gray made a motion to recommend approval of the CNH Key Club District and the KIWIN'S District of Key Club International Convention travel budget to the District Board. Second by Margo Dutton. Motion Passed.

Margo Dutton made a motion to recommend to the District Board of Trustee approval of the Sponsored Leadership financial records through March 31, 2022. Second by Valarie Brown-Klingelhofer. Motion Passed.

Gary Gray made a motion to recommend approval to the District Board of Trustees the District Financial report through March 31, 2022. Second by Margo Dutton. Motion Passed.

Margo Dutton made a motion to recommend approval of the contract with Phoenix Decorating to build the 2023 Rose Float for Kiwanis. Second by Steve Dreyer. Motion Passed.

Margo Dutton made a motion to recommend to the District Board of Trustees approval of the budget for the 2023 Rose Float entry and expenses related to the tournament of Roses Parade. Second by Patricia Larrigan. Motion Passed.

With no additional items, the meeting was adjourned at 3:50 p.m.

Mark W. McDonald,  
District Secretary

2022-23 Circle K General Fund Budget

	2022-23 Budget	2022-23 YTD	2021-22 Budget	2021-22 YTD	2020-21 Budget	2020-21 YTD	2019-20 Budget	2019-20 YTD	
<b>CASH RECEIPTS</b>									
10.401.0	District Per Capita 1600 x \$10.00	\$16,000.00	\$0.00	\$15,000.00	\$12,500.00	\$19,000.00	\$12,590.00	\$25,000.00	\$20,320.00
10.417.0	International Convention	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	\$450.00
10.418.0	President's Retreat	\$0.00	\$0.00	\$720.00	\$615.38	\$0.00	\$0.00	\$2,800.00	\$2,345.00
	Student Dues - Contributions	\$3,200.00	\$0.00						
	District Fundraising - Mocktail	\$1,000.00	\$0.00						
10.419.0	Spring Training Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$124.30
10.420	Fund Raising Events								
10.421	Crazy Komp PTP								
	Crazy Komp Income	\$0.00	\$0.00	\$0.00	\$1,601.00	\$0.00	\$894.50	\$0.00	\$8,061.04
	Crazy Komp Expense	\$0.00	\$0.00	\$0.00	-\$1,601.00	\$0.00	\$0.00	\$0.00	(\$130.00)
	Total Crazy Komp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$894.50	\$0.00	\$7,931.04
10.422	Kiwanis Family House								
	KFH Income	\$0.00	\$0.00	\$0.00	\$936.65	\$0.00	\$1,285.80	\$0.00	\$2,418.15
	KFH Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,285.80)	\$0.00	(\$2,418.15)
	Total Kiwanis Family House	\$0.00	\$0.00	\$0.00	\$936.65	\$0.00	\$0.00	\$0.00	\$0.00
10.423	PTP	\$0.00	\$0.00	\$0.00	\$107.66	\$0.00	\$2,260.98	\$0.00	\$0.00
10.424	Enviromental Defense Fund								
	EDF Inome	\$0.00	\$0.00	\$0.00	\$1,621.04	\$0.00	\$3,052.63	\$0.00	\$9,611.72
	EDF Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,611.72)
	Total Enviromental Defense Fund	\$0.00	\$0.00	\$0.00	\$1,621.04	\$0.00	\$3,052.63	\$0.00	\$0.00
10.425	NAACP								
	NAACP Income	\$0.00	\$0.00	\$0.00	\$2,152.22	\$0.00	\$3,067.89	\$0.00	\$110.00
	NAACP Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$110.00)
	Total NAACP	\$0.00	\$0.00	\$0.00	\$2,152.22	\$0.00	\$3,067.89	\$0.00	\$0.00
	Total Fund Raising Events	\$0.00	\$0.00	\$0.00	\$4,817.57	\$0.00	\$9,276.00	\$0.00	\$7,931.04
10.44	Investment Income								
	Interest Income	\$0.00	\$0.00	\$0.00	\$102.12	\$200.00	\$84.23	\$0.00	\$275.38
	Other Investment Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Investment Income	\$100.00	\$0.00	\$100.00	\$102.12	\$200.00	\$84.23	\$250.00	\$275.38
	Total General Fund Receipts	\$20,300.00	\$0.00	\$16,220.00	\$18,035.07	\$19,200.00	\$21,950.23	\$31,450.00	\$31,445.72
<b>DISBURSEMENTS</b>									
<b>Administrative</b>									
20.540	Credit Card/PayPal Expenses	\$0.00	\$0.00	\$0.00	\$35.38	\$0.00	\$30.19	\$0.00	\$0.00
10.541.0	Computer Software, Small Equipment & Webinars	\$125.00	\$0.00	\$200.00	\$105.27	\$250.00	\$122.13	\$200.00	\$472.38
10.542.0	Telephone	\$250.00	\$0.00	\$400.00	\$59.19	\$250.00	\$292.43	\$400.00	\$80.01
10.542.05	Web Site	\$60.00	\$0.00	\$150.00	\$50.00	\$60.00	\$50.00	\$150.00	\$60.00
10.544.0	Office Supplies	\$100.00	\$0.00	\$300.00	\$19.05	\$50.00	\$0.00	\$300.00	\$44.06
10.546.0	Postage & Shipping	\$100.00	\$0.00	\$200.00	\$12.64	\$200.00	\$92.81	\$200.00	\$221.45
10.548.0	Printing	\$150.00	\$0.00	\$500.00	\$136.59	\$500.00	\$493.79	\$500.00	\$10.33
10.566.0	Annual Audit	\$150.00	\$0.00	\$150.00	\$85.70	\$250.00	\$184.58	\$250.00	\$164.80
10.579	Bank Charges	\$25.00	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00
10.699.01	CNH Kiwanis DCON Expense	\$75.00	\$0.00	\$75.00	\$100.23	\$0.00	\$0.00	\$0.00	\$63.69
10.699.03	Service Leadership Dept. Expense (KDO Expenses)	\$5,500.00	\$0.00	\$5,500.00	\$2,571.17	\$5,500.00	\$3,862.50	\$5,500.00	\$5,150.00
	Total Administrative	\$6,535.00	\$0.00	\$7,500.00	\$3,175.22	\$7,060.00	\$5,128.43	\$7,525.00	\$6,266.72

2022-23 Circle K General Fund Budget

<b>Officer &amp; Board</b>									
10.582.0	Governor Travel & Administrative	\$2,500.00	\$0.00	\$1,500.00	\$1,188.30	\$1,500.00	\$408.88	\$2,000.00	\$825.44
10.588.0	Exec Board Travel (April-June 2021) (Travel to STC's)	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$750.00	\$0.00
10.591.0	Secretary Travel & Administrative	\$1,000.00	\$0.00	\$600.00	\$324.69	\$450.00	\$0.00	\$750.00	\$240.26
10.592.0	Treasurer Travel & Administrative	\$750.00	\$0.00	\$750.00	\$423.24	\$450.00	\$61.53	\$750.00	\$579.27
10.595.0	Spring Training Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00
10.596	Board Officer Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$281.85	\$0.00	\$0.00
10.597.01	Board Travel to Hawaii (Governor Only)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00
10.597.03	Incentive Program (Pins)	\$0.00	\$0.00	\$250.00	\$0.00	\$500.00	\$0.00	\$500.00	(\$0.36)
10.598	President's Retreat Expense	\$0.00	\$0.00	\$690.00	\$184.83	\$0.00	\$0.00	\$2,400.00	\$2,008.85
10.597.02	Hawaii Students Travel to DCON	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00
	<b>Total Officer &amp; Board</b>	<b>\$5,750.00</b>	<b>\$0.00</b>	<b>\$5,290.00</b>	<b>\$2,121.06</b>	<b>\$4,900.00</b>	<b>\$752.26</b>	<b>\$12,650.00</b>	<b>\$3,653.46</b>
<b>Committee Expense</b>									
10.650.0	Board Reserve	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00
10.681.0	Board Meeting Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10.682.0	MR&E Chair	\$200.00	\$0.00	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00	\$50.86
10.684	Foundation Training Funds Reimb.	\$500.00	\$0.00	\$300.00	\$0.00	\$400.00	\$0.00	\$500.00	\$199.58
10.685	Kiwanis Committee Expense	\$2,750.00	\$0.00	\$1,750.00	\$0.00	\$1,500.00	\$0.00	\$2,750.00	\$1,403.48
10.690.0	Kiwanis Family & Foundation Chair	\$300.00	\$0.00	\$400.00	\$400.00	\$400.00	\$0.00	\$400.00	\$399.94
10.692.0	International Convention	\$2,000.00	\$0.00	\$1,400.00	\$1,010.80	\$0.00	\$0.00	\$1,400.00	\$1,207.60
10.693.0	Service Chair	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00
10.693.05	Service Project Expenses	\$200.00	\$0.00	\$150.00	\$0.00	\$300.00	\$0.00	\$200.00	\$0.00
10.694	Awards Chair	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	\$90.78
10.695.0	Tech Chair	\$250.00	\$0.00	\$150.00	\$96.19	\$300.00	\$0.00	\$150.00	\$30.00
10.697	Communications and Marketing Chair	\$300.00	\$0.00	\$150.00	\$44.99	\$150.00	\$140.56	\$150.00	\$142.85
10.694.0	Membership Recognition Chair	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00
10.698.0	Miscellaneous Expense	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.53
NEW	Administration & Operations Chair	\$250.00	\$0.00	\$100.00	\$76.43	\$100.00	\$0.00	\$0.00	\$0.00
	Lt. Governor's Budgets	\$2,800.00	\$0.00	\$2,250.00	\$1,460.31	\$3,600.00	\$277.28	\$4,500.00	\$2,462.92
	<b>Total Committee Expense</b>	<b>\$9,800.00</b>	<b>\$0.00</b>	<b>\$7,200.00</b>	<b>\$3,338.72</b>	<b>\$7,250.00</b>	<b>\$417.84</b>	<b>\$11,550.00</b>	<b>\$6,281.54</b>
	<b>Total Budgeted Disbursements</b>	<b>\$22,085.00</b>	<b>\$0.00</b>	<b>\$19,990.00</b>	<b>\$8,635.00</b>	<b>\$19,210.00</b>	<b>\$6,298.53</b>	<b>\$31,725.00</b>	<b>\$16,201.72</b>
	<b>Net Budgeted Revenue Over &lt;Expense&gt;</b>	<b>-\$1,785.00</b>	<b>\$0.00</b>	<b>-\$3,770.00</b>	<b>\$9,400.07</b>	<b>-\$10.00</b>	<b>\$15,651.70</b>	<b>-\$275.00</b>	<b>\$15,244.00</b>
<b>Circle K Board Approval:</b>									
<b>Interfund Transfers</b>									
10.910.00	District Convention Profits	\$1,500.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10.911.00	F.T.C. Profits	\$1,500.00	\$0.00	\$2,000.00	\$2,937.76	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Net Revenue Over &lt;Expense&gt;</b>	<b>\$1,215.00</b>	<b>\$0.00</b>	<b>\$230.00</b>	<b>\$12,337.83</b>	<b>-\$10.00</b>	<b>\$15,651.70</b>	<b>-\$275.00</b>	<b>\$15,244.00</b>
<b>Lt. Governor's Travel &amp; Office</b>									

2022-23 Circle K General Fund Budget

10.601.0	Capital	\$300.00	\$0.00	\$250.00	\$250.00	\$400.00	\$0.00	\$500.00	\$468.78
10.602.0	Central Coast	\$300.00	\$0.00	\$250.00	\$132.41	\$400.00	\$0.00	\$500.00	\$499.99
10.606.0	Desert Oasis	\$300.00	\$0.00	\$250.00	\$296.93	\$400.00	\$0.00	\$500.00	\$404.23
10.607.0	Foothill	\$325.00	\$0.00	\$250.00	\$249.77	\$400.00	\$60.87	\$500.00	\$226.76
10.609.0	Golden Gate	\$300.00	\$0.00	\$250.00	\$123.38	\$400.00	\$79.90	\$500.00	\$0.00
10.604.0	Citrus	\$350.00	\$0.00	\$250.00	\$0.00	\$400.00	\$136.51	\$500.00	\$39.14
10.603.0	Metro	\$325.00	\$0.00	\$250.00	\$300.81	\$400.00	\$0.00	\$500.00	\$182.77
10.605.0	Paradise	\$300.00	\$0.00	\$250.00	\$107.01	\$400.00	\$0.00	\$500.00	\$142.00
10.608.0	Sunset	\$300.00	\$0.00	\$250.00	\$0.00	\$400.00	\$0.00	\$500.00	\$499.25
Total Lt. Gov. Travel & Office		\$2,800.00	\$0.00	\$2,250.00	\$1,460.31	\$3,600.00	\$277.28	\$4,500.00	\$2,462.92
<b>Approved by Circle K District Board</b>									
<b>Other Revenue &amp; Expense</b>									
10.843	District Project Income (District Prof. Development Conf.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10.843.05	District Project Income (DLSSP)	\$0.00	\$0.00	\$0.00	\$310.00	\$0.00	\$0.00	\$0.00	\$1,444.00
10.852	District Project Expense (District Prof. Development Conf.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10.852.05	District Project Expense (DLSSP)	\$0.00	\$0.00	\$0.00	\$2,592.92	\$0.00	\$0.00	\$0.00	(\$946.08)
10.89	Kiwanis CNH Foundation Scholarships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Other Income <Expense>		\$0.00	\$0.00	\$0.00	\$2,902.92	\$0.00	\$0.00	\$0.00	\$497.92
<b>Net Revenue Over &lt;Expense&gt;</b>		\$1,215.00	\$0.00	\$230.00	\$15,240.75	-\$10.00	\$15,651.70	-\$275.00	\$15,741.92

## 2022 Aktion Club Convention Budget

Notes: Wonder Valley increased 2019 fees by 6% (Singles & Doubles) & 3% (Triples, Quads, Dorms & Pavillions) 2022 fees are lower than years past

The 2022 budget numbers are lower due to COVID considerations

Acct #	Registration Income	Number	Rate	2022 Actual	2022 Budget	2019 Actual Number	2019 Budget Number	2019 Actual	2019 Budget
410.01	Registration Fees-Single	5	\$445.00	\$0.00	\$2,225.00	1	5	\$564.00	\$3,100.00
410.01	Registration Fees-Doubles	20	\$345.00	\$0.00	\$6,900.00	20	20	\$8,275.00	\$8,360.00
410.01	Registration Fees-Triples	3	\$330.00	\$0.00	\$990.00	3	9	\$3,362.00	\$3,213.00
410.01	Registration Fees-Quads	20	\$285.00	\$0.00	\$5,700.00	12	28	\$10,255.00	\$9,240.00
410.01	Registration Fees-Dorm Rate	77	\$275.00	\$0.00	\$21,175.00	145	111	\$28,048.00	\$32,079.00
410.01	Registration Fees-Pavillion Rate	0	\$200.00	\$0.00	\$0.00	0	4	\$0.00	\$808.00
20.421	KI Children's Fund Grant			\$0.00	\$18,000.00			\$0.00	\$0.00
422	Kiwanis Cal-Nev-Ha Foundation Support			\$0.00	\$4,000.00			\$4,601.33	\$4,000.00
		125		\$0.00	\$58,990.00	181	177	\$55,105.33	\$60,800.00
	<b>Expense</b>								
20.561	Awards (Banner Patches), Printing			\$0.00	\$400.00			\$154.40	\$500.00
20.566	Audit Fee			\$0.00	\$400.00			\$0.00	\$500.00
20.619	Background Checks			\$0.00	\$55.00			\$0.00	\$50.00
	Camp Fees District Secretary	1	\$405.00	\$0.00	\$405.00			\$0.00	\$418.00
	Camp Fees District Officers	2	\$405.00	\$0.00	\$810.00			\$1,318.00	\$1,456.00
	Camp Fees SLP Director	1	\$405.00	\$0.00	\$405.00			\$377.00	\$418.00
20.617	Camp Fees-Single	1	\$405.00	\$0.00	\$405.00			\$0.00	\$2,256.00
20.617	Camp Fees-Double **	22	\$362.00	\$0.00	\$7,964.00			\$6,032.00	\$6,032.00
20.617	Camp Fees-Triples	3	\$343.00	\$0.00	\$1,029.00			\$966.00	\$2,898.00
20.617	Camp Fees-Quads	20	\$333.00	\$0.00	\$6,660.00			\$3,528.00	\$8,232.00
20.617	Camp Fees-Dorm Rate	77	\$331.00	\$0.00	\$25,487.00			\$35,960.00	\$27,528.00
20.617	Camp Fees-Pavillion Rate	0	\$179.00	\$0.00	\$0.00			\$0.00	\$676.00
20.594	Credit Card Processing Fee			\$0.00	\$50.00			\$0.00	\$50.00
20.618.18	Meals (Snacks and Sunday Lunch)			\$0.00	\$1,500.00			\$1,337.74	\$700.00
20.622	Entertainment, Water Slides, Hayride, Speaker Fees			\$0.00	\$8,000.00			\$2,763.40	\$2,500.00
20.615	Set Up Labor to set up stage			\$0.00	\$500.00			\$500.00	\$700.00
20.651	Printing			\$0.00	\$200.00			\$0.00	\$150.00
	Shirts				\$2,880.00				
20.666	Speaker's Travel			\$0.00	\$0.00			\$0.00	\$600.00
20.672	Staff Travel Director of SLP - Van Rental, Gas			\$0.00	\$800.00			\$83.89	\$400.00
20.693	Web Site Maintenance (per Christy 04-22-20)			\$0.00	\$250.00			\$240.00	\$200.00
20.645	Postage			\$0.00	\$0.00			\$0.00	\$0.00
20.705	KI Children's Fund Expense			\$0.00	\$0.00			\$0.00	\$0.00
20.684	Telephone			\$0.00	\$100.00			\$76.25	\$150.00
20.679	Supplies Service Project Material			\$0.00	\$0.00			\$1,768.65	\$1,000.00
		127		\$0.00	\$58,300.00			\$55,105.33	\$57,414.00
	<b>Net Revenue Over Expense</b>			\$0.00	\$690.00			\$0.00	\$3,386.00
	Foundation Support								