

Committees Defined

The Committees of the Kiwanis Club of Glendale, as established and approved during the 1995-1996 Kiwanis year and implemented during the 2000-2001 Kiwanis year are five Administrative Committees: Administration, Club Meetings, Communications, Finances and Fundraising, and Membership; and five Service Committees: Community Services, Human and Spiritual Values, Sponsored Programs, Young Children: Priority One, and Youth Services.

Chairs for each committee shall be appointed by the President, with the recommendation that a Vice Chair for each committee shall be appointed by the President Elect with the expectation of assuming chairmanship during the following Kiwanis year.

Approval and supervision of projects and activities of each of the Administrative Committees and the management of their budgets including receipts and disbursements during a Kiwanis year is the responsibility of the Board of Directors of the Kiwanis Club of Glendale.

Approval and supervision of projects and activities of each of the Service Committees and the management of their budgets including receipts and disbursements during a Kiwanis year is the responsibility of the Board of Directors of the Glendale Kiwanis Youth, Inc.

Budgets

Upon completion of the prescribed Community Analysis and Club Analysis not later than August of each year, each of the ten Committees shall prepare, in writing, a plan of its projects and activities for the ensuing Kiwanis year, and shall prepare and submit a written budget of the anticipated income and expenses within the scope of its responsibilities not later than September 10th, accompanied by the appropriate Glendale Kiwanis Grant Application Form as a cover sheet. The requests shall represent only those items which the appropriate Committee recommends be approved and implemented.

The Finance and Fundraising Committee shall consider the plans and requests of all ten Committees and shall convene to compile a comprehensive Administrative Budget and a comprehensive Service Budget which must be submitted to the Board of Directors for the ensuing Kiwanis year not later than October 1st, the first day of the fiscal year for which the budgets are effective.

The Finance and Fundraising Committee is not charged with the responsibility of assessing the merits or value of the requests of any of the Committees, other than its own, but to assess and report on significant concerns, especially regarding any excess of expenses over income. The Finance and Fundraising Committee shall meet periodically throughout the year, preferably quarterly, to consider late requests and unusual deviations in income.

The Board of Directors of the Kiwanis Club of Glendale shall consider and adopt the annual Administrative Budget at a meeting on or before October 1st of the year it is to serve.

Representatives of the Administrative Committees should be in attendance to resolve any concerns and lobby for their programs, if necessary.

The Board of Directors of the Glendale Kiwanis Youth, Inc. shall consider and adopt the annual Service Budget at a meeting on or before October 1st of the year it is to serve. Representatives of the Service Committees should be in attendance to resolve any concerns and lobby for their programs, if necessary.

Receipts and Disbursements

For all committee events, the following rules apply:

1. Committee Chairperson, with the assistance of the committee, is to determine an event. Then they must work up a budget for costs of the event, and revenues that may be received for the event.
2. The Chairperson is to present this budget, in written form, with all items delineated, to the Board of Directors. The Board will determine if it is approved as submitted or with variations. The ruling of the Board is binding to the committee.
3. The Chairperson of each committee, or if delegated, of each subcommittee, is to balance all monies. A balance sheet of income and expenses, to be updated monthly is required. This balance sheet is to be reviewed monthly by the Chairperson, Treasurer, Secretary, and President. Actual monies received (cash or checks) are to be received by the Chairperson only. No monies are to be given to the Treasurer or Secretary directly.
4. After a full listing of receivables is compiled, consisting of: (see “Committee Income/Expense Statement”)
 - Person giving the money
 - Event or purpose
 - Dollar amount
 - Date receivedThe Chairperson is to keep a copy of the filled-out forms, and a copy is to be stapled to each payment that goes to the Secretary.
5. If something goes contrary to the approved budget, as determined at the monthly reviews, the Chairperson is to inform the Board immediately. The Board will review the monthly breakdown and will decide how to proceed, or authorize a modification to the budget.
6. Authorization to spend money must be approved in writing, (see “Committee Income/Expense Statement”) by the Committee Chairperson, before it is actually spent. The authorization form must be attached to the payment request and, later with the actual receipt. This must be given to the Chairperson. Only the Chairperson can submit a request for payment to the Treasurer or Secretary.
7. Each Committee which has budgeted income or expenses will be assigned an account on the appropriate Chart of Accounts. The account designation must appear on all transactions.
8. Credit cards may be accepted for amounts in excess of \$20.00 for dues, meals, contributions and all events, with the sole exception of Scrip sales. Only Visa and MasterCard may be accepted at this time.

Adoption and Amendment

This Policy Statement must be approved by the Finance and Fundraising Committee of the Kiwanis Club of Glendale, after which it will be submitted to the Board of Directors of the Kiwanis Club of Glendale and of Glendale Kiwanis Youth, Inc. for review and consideration. Upon its approval, the Policy Statement must be submitted to the membership of Kiwanis Club of Glendale for its approval to become standing resolution and policy of the club.

This Policy Statement may be amended or revised at any time by following the same procedure.

Approved and Adopted

Finance & Fundraising Committee Chair: _____ Date __/__/__

Kiwanis Club of Glendale, Board President: _____ Date __/__/__

Glendale Kiwanis Youth, Inc. President: _____ Date __/__/__

Kiwanis Club of Glendale President: _____ Date __/__/__