

DISTRICT ALLOTMENT PROCEDURES

- The District has to meet certain criteria before Accounting can pay the allotment. The Executive Department (Dana Thomas) determines if the District has met the required criteria and then requests payment from Accounting.
- Accounting pays the District Allotments semi-annually including the May allotment (November through April) and the November allotment (May through October).
- \$1.00 US of the Optimist International dues goes back to the District.
- The District allotments calculations are based on the amount of full dues (excluding life members) **collected** not invoiced.
- The District allotments are paid per a report showing the total amount of full dues collected for each District. The dollar amount going back to the District would be \$1.00 in proportion of the dues billing in effect at that time.
For example: Annual Dues Billing = \$59.62
Payment Factor applied: $\$1.00/\$59.62 = .02015$
- Allotment will be applied to the District's outstanding Accounts Receivable balance over 60 days past due.

DISTRICT ALLOTMENT DUE DATES

May District Allotment

Due by January 31:

From Fall of current fiscal year
First Quarter District Board Meeting Minutes
First Quarter Executive Committee Meeting Minutes
Budget for this administrative year

Due by February 15:

IRS Form 990 for the previous administrative year (District with US Clubs Only)
Accountant's or District's Review Committee's Review of past year - see sample attached

Due by April 30:

From Jan/Feb/Mar of current fiscal year
Second Quarter District Board Meeting Minutes
Second Quarter Executive Committee Meeting Minutes

November District Allotment

Due by July 31:

From Spring of previous fiscal year
Third Quarter District Board Meeting Minutes
Third Quarter Executive Committee Meeting Minutes

Due by October 31:

- Financial Statements for 3rd Quarter
- District Convention Board Meeting Minutes
- Fourth Quarter District Executive Committee Meeting Minutes

Due by December 31:

District Policies as Approved by the International Board of Directors
(submit most current version of policies)

Note: If your District does not hold a quarter conference in any given quarter, send Optimist International an email to the attention of Dana Thomas at: dana.thomas@optimist.org and that email will represent confirmation of allotment fulfillment.

REPORTS

Reports from Clubs

REPORT	SENT TO	DUE DATE
Club Roster Adjustment	Optimist International	As Required
Club Officer Elect Report	Optimist International	May 20
President's Pride Report	Optimist International	September 30

Reports from Lieutenant Governors

REPORT	SENT TO	DUE DATE
ACPC	District S/T	November 15
Club Visitation Report	District S/T	NLT August 1
Zone Meeting Report	District S/T	30 days after meeting

Clubs and Lieutenant Governors must be reminded of the necessity for legible, complete and accurate information. Forms must bear official Club Name and Club Number and member numbers where applicable. **TO AVOID INCORRECT SPELLING OF NAMES AND ADDRESSES, PLEASE WRITE CLEARLY OR TYPE.**



GUIDELINES FOR PREPARING A DISTRICT REVIEW

A District Review is considered to be a certified statement of receipts and disbursements, and an accountability statement, including an analysis of all monies on deposit or invested in securities, supplemented by statements of receipts and disbursements on the conduct of (a) District conventions, (b) District meetings and conferences, (c) Oratorical Contests, (d) Junior Golf (e) Essay Contest and (f) Youth Clubs. Such review shall be performed by an independent Certified Public Accountant, a Certified Managerial Accountant, a Certified General Accountant, a Chartered Accountant, or a review committee*, as of 30 September each year.

All statements of receipts and disbursements, budgets and supplements thereto, shall be prepared and submitted in the form and manner of and shall correspond with the Standard District Chart of Accounts, and the numbers and definitions of those accounts, provided by Optimist International.

* An Independent Review Committee will be a committee of at least three people who have either a professional background in a financial field and/or experience as a secretary/treasurer at either the Club or District level. The members of this committee should not be a district officer or secretary/treasurer currently or in the preceding Optimist Year or any other persons with signatory authority of the District accounts for those years. These members should also not be a business partner, marital partner, romantic partner, parent, sibling, child, step child, step-parent, or in-law of any District officer or secretary-treasurer of the current or immediate preceding year or any other persons with signatory authority of the District accounts for those years. It is suggested that this be a rotating committee appointed by the Governor each year and the committee is approved by the District's Board of Directors.

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SAMPLE FINANCIAL REVIEW LETTER

(Date)

In accordance with Optimist International Bylaws, Article VII, Section 5 District Revenues and Disbursements, Paragraph E. Review, an annual review of the books of account of each District as of 30 September is required to be submitted to the District Board of Directors and Optimist International by 30 November of each year.

The Financial Review Committee has reviewed the books of account of the Optimist International District(Insert District # and Name) as of September 30, ____, including the statements of receipts and disbursements, and an accountability statement, including an analysis of all monies on deposit or invested in securities, supplemented by statements of receipts and disbursements in the conduct of (a) District conventions, (b) District meetings and conferences, (c) Oratorical Contests, (d) Junior Golf, (e) Essay Contest and (f) Youth Clubs. These financial statements are the responsibility of the Officers of Optimist International (Insert District # and Name). Our responsibility is to express an opinion of these financial statements based upon our review.

In our opinion the financial statements referred to above present fairly, in all material respects, the financial position of the Optimist International (Insert District # and Name) as of September 30, _____. The expenditures made appear to be for permissible expenses, and all receipts and expenses appear to have been accounted for properly.

Signed:

Print:

Date:

