



## Lions Clubs International District 105SW

### Rules of Audit

- 1 These rules are the basis of the District Expenses Budget and they apply to all Specialist District Officers, Region and Zone Chairpersons and other officers or representatives of the District whom the District Governor (DG) may appoint from time to time.
- 2 All claims are to be submitted in writing to the District Treasurer on the standard form available from either the District Treasurer (DT) or District Secretary (DS). Claims should be submitted at the six month point and then at the year end. In any case within 21 days of the end of the fiscal year.
- 3 All claims must be approved and signed by the DG.
- 4 No Officer/Chairperson may claim for more than one visit per club per year unless with the prior written approval of the DG. No claims will be approved for attending a social function. No claim may be made for room hire or the provision of refreshments at any event or meeting, be it District or otherwise, without the prior written approval of the DG.
- 5 No claim may be made by specialist District Officers for more than one attendance at a Multiple District (MD) meeting without the DG's prior permission. Shared transport should be arranged wherever possible.
- 6 Any claim for subsistence or overnight accommodation must have the prior written approval of the DG and must have appropriate receipts attached.
- 7 Claims can be made at the following rates:

Car mileage	20p per mile (shared transport where possible)
Public Transport	At the most economical rate
Postage	2 <sup>nd</sup> class rate (see note 3)
Telephone	Cheap rates – cheapest of either land or mobile line
Photocopying	3p per sheet (see note 3)
Overnight accommodation	Up to £50 towards the overall cost
Subsistence	Up to £15 per day towards the overall cost

### Receipts to be attached to all claims

- 8 The costs and income of District events such as Forum should be set so that they balance.

- 9 Claims for expenses not listed in paragraph 7 may only be made with the prior written permission of the DG. Travel to District Convention, Forum and other similar events is not an allowable expense claim.

## NOTES

- 1 District Officers may claim to attend meetings as follows:

All Cabinet members	Cabinet meetings
Region Chairpersons	Zone meetings, Region/Zone Chairpersons meetings and one visit to each club in the Region
Zone Chairpersons	Zone meetings, Region/Zone Chairpersons meetings and one visit to each club in the Zone
Specialist District Officers	One MD meeting per year

Shared transport should be arranged when possible. Claims for attendance at meetings outside of these rules must have the prior written approval of the DG.

- 2 Costs associated with Charter Anniversaries, cheque presentations etc... are the responsibility of the club making the invitation. There is no recompense for representing the DG at these functions.
- 3 The DS has the District photocopying machine. DO's should allow time for this to be used to produce any items required for either distribution or use at meetings. The expense of using a commercial source must be justified at the time of the claim. Mail shots and distribution to the clubs must be approved by the DG and mailed via the DS with the monthly mail distribution.
- 4 Expense claims exclude costs of spouses/partners who accompany unless approved in advance by the DG.
- 5 Claims outside of these Rules of Audit will be rejected. The DG's decision on all such matters will be final.

**July 2009**