

CONFERENCE – APPROVAL OF & FINANCING

(was # 505-1) APPROVED BY FALL CONFERENCE, REVISION "1", DATE 11/6/2004

The host squadron shall obtain approval of D31 as to the overall program of activities.

The cost of hosting the district conference will be solely the responsibility of the host squadron unless:

- A. The host squadron submits a ***BUDGET*** of all income and expenses for approval by the members of the District Conference at its regular meeting at the preceding conference, and, under certain circumstances, if accepted by the council, this may be presented at the nearest preceding Winter or Summer Council meeting for approval.
The squadron hosting a specific conference shall present the budget showing the cost of each activity, hotel room cost, and estimated number of attendees, and other charges to be sustained by the attendees
- B. The host squadron presents a financial statement of ***ACTUAL*** income and expenses for the conference, and
- C. If the squadron complies with A and B above, any approved monies will be paid by, or received by, the district within 30 days after the conference after receipt of Item "B" by the District Treasurer.

The normal financial requests are as follows:

1. A specific amount of money is requested for the approved activities in order for the squadron to make certain down-payments required of the vendors. This money will be paid back in full by the host squadron to the district.
2. A specific amount of money is requested to pay for a certain activity that has been approved by the council/conference. This money may, or may not, be repaid to the district depending on the final arrangements by the district.
3. A specific amount of money is requested for the approved activities where there is a possibility that there may be less paying attendees than budgeted. In this case a loss by the squadron hosting the conference will be covered by the district up to an approved set dollar amount. If there is a profit, the district will receive the profit up to, but not to exceed, that same amount for which the district is liable, for the approved set dollar amount, in case of a loss.
4. Other types of reasonable financial arrangements may be requested by a host squadron and considered by the council with any approval by the conference.