

DZIMC Day-Long Retreat Dana Policy, 1-26-14

This policy has been developed to clarify the procedure for the collection of day-long retreat monies (dana) and the distribution thereof.

At day-long retreats there are generally two dana baskets: one for the teacher and one for DZIMC (the Sangha). The teacher's basket is for attendees' dana contribution to the teacher for the teachings. The dana in the teacher's basket should be given directly to the teacher by the retreat organizer. It belongs to the teacher and does not fall under the purview of DZIMC.

The other basket is for dana to cover DZIMC expenses to put on the retreat. These typically include the teacher's travel expenses, occasionally the teacher's overnight accommodations if they stay in a commercial establishment, the "rent" for the retreat venue, and sometimes other incidental expenses. The dana in the DZIMC basket (checks and cash) should be collected by the retreat organizer, counted, and sent to the DZIMC Treasurer. Checks should be made out to "DZIMC". The Treasurer will verify the amount, deposit it in the DZIMC checking account, and cut checks to reimburse the teacher for their travel expenses and to the retreat venue for "rent" of the facility.

As a Nevada Not-for-Profit Corporation, DZIMC has a fiscal responsibility to account accurately for our income and expenses. This means keeping a paper track of expenses, which includes documentation of the teacher's travel and other expenses. If the teacher drives to the retreat, then a simple agreement on miles traveled is sufficient. The Treasurer will pay the teacher the standard IRS rate for mileage. If the teacher flies to the retreat then a copy of the airline ticket should be provided for the treasurer's records. If a commercial overnight stay is involved, a copy of the hotel invoice should be provided. No-one doubts the integrity of our teachers, but for IRS accountability DZIMC needs to have adequate documentation of expenses we pay for.

If the money in the DZIMC basket exceeds the expenses for the retreat, then the extra money stays in the DZIMC checking account. If the money in the DZIMC basket is less than the retreat expenses, then the difference is made up from the DZIMC checking account. It is recognized that some retreats will contribute to the DZIMC account and some will be subsidized from the account.

Adopted by DZIMC Board Resolution on January 26, 2014