



# District 5240 Club Qualification 2016-2017

The Rotary Foundation Memorandum of Understanding

# Topics Overview

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds
8. Authorization and Agreement

# The Rotary Foundation Memorandum of Understanding

## Club Qualification

- Club is qualified for one year beginning July 1, 2016
- Club must comply with TRF Memorandum of Understanding (MOU) and the District 5240 Addendum
- Club is responsible for the use of funds for club-sponsored grants
- Qualification may be suspended or revoked for misuse or mismanagement of grant funds
- Club must cooperate with any financial, grant, or operational audits

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## Club Officer Responsibilities

- Club officers hold primary responsibility for club qualification
- Appoint one club member to implement, manage, and maintain club qualification
- Stewardship measures and proper grant management practices
- Avoid any actual or perceived conflict of interest

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## Financial Management Plan

- Maintain a standard set of accounts
- Disburse grant funds in accordance with approved grant application
- Maintain segregation of duties for handling funds
- Establish an inventory system
- Comply with local law

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## Bank Account Requirements

- Two Rotarian signatories
- Be a low or non-interest-bearing account
- Separate account opened for each club sponsored Global Grant for which funds will be received
- Bank statements must be retained and made available upon request
- Club must maintain a written plan for transferring custody of the bank accounts

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## Report on Use of Grant Funds

- The Club Must Adhere To All TRF Reporting Requirements
- Keep a list of due dates for the club's reports, and designate someone to monitor the process.
- Make sure that reports are written as the project is implemented

# The Rotary Foundation Memorandum of Understanding

Income	
District Grant (DDF)	\$1,500
RC of SB Sunrise	\$1,000
RC of Santa Barbara	\$ 500
<b>Total Income</b>	<b>\$3,000</b>

Expenditures	
Medical supplies	\$750
Electrical material	\$350
Plumbing material	\$350
Transportation	\$200
Roof material	\$500
<b>Total Expenditures</b>	<b>\$2,150</b>

Income and Expenditures must match

Funds should only be expended on items in the grant expense plan



# The Rotary Foundation Memorandum of Understanding

Income	
District Grant (DDF)	\$1,500
RC of SB Sunrise	\$1,000
RC of Santa Barbara	\$ 500
<b>Total Income</b>	<b>\$3,000</b>

Expenditures	
Medical supplies	\$750
Electrical material	\$350
Plumbing material	\$350
Transportation	\$200
Roof material	\$500
Food	\$300
Fence repair labor	\$250
Medical Equipment	\$300
<b>Total Expenditures</b>	<b>\$3,000</b>

Income and Expenditures must match  
Funds should only be expended on items in the grant  
expense plan

# The Rotary Foundation Memorandum of Understanding

## Document Retention

- Bank Information
- Club qualification documents including a copy of the signed club MOU
- Financial Management Plan
- Information related to grants, including receipts and invoices for all purchases, bank records, and important emails
- Club records accessible to all Rotarians in the club and district
- Photos and other information reporting the progress of the project
- Documents must be maintained for a minimum of five years

# The Rotary Foundation Memorandum of Understanding

## Reporting Misuse of Grant Funds

Report Any Potential And Real Misuse Or Mismanagement Of Grant Funds To The District

- Create a process for reporting misuse or mismanagement of funds
- Involve several club members in the grant to ensure transparency
- Make it known to all members.

# The Rotary Foundation Memorandum of Understanding

## Authorization and Agreement

- Agreement between the club and the district
  - **Who signs the MOU?**
- Club President for the Rotary year 2016-2017
- Club President for the Rotary year 2017-2018

# District 5240 Addendum To The Club Memorandum of Understanding



# District 5240 Addendum to the Club MOU

## Club Qualification

- Clubs must send two members to the District Qualification session. One of them must be the President Elect.
- Club must be qualified in order to be the lead club on District Grants and Global Grants
- An unincorporated club must agree to the Club MOU through the signature of the club's President and President-elect
- An incorporated club must agree to the Club MOU with a club resolution signed by the Secretary

# District 5240 Addendum to the Club MOU

## Club Officer Responsibilities

- Appointing at least two experienced club members to implement, manage, and maintain club qualification
- Grant funds will not be used for political or religious purposes
- Financial Management Plan
- Avoid perception of conflict of interest

# District 5240 Addendum to the Club MOU

## Document Retention

Box.com

[drs@district5240.org](mailto:drs@district5240.org).

- Club Name
- Primary contact person
- Email of primary contact person



# District 5240 Addendum to the Club MOU

## Authorization and Agreement

- Agreement between the Club and the District
- Who signs the District 5240 Addendum to the Club MOU?
  - Club President for the Rotary year 2016-2017
  - Club President for the Rotary year 2017-2018

# District 5240 Addendum to the Club MOU

DRFCC Wade Nomura PDG

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# District 5240 Addendum to the Club MOU

## Questionnaire

- Check attendance
- Assure understanding

## **When to Submit the MOU's**

**Submit MOU's before your District Grant Application.**

**Applications will not be considered if the MOU's have not been received.**

# District 5240 Addendum to the Club MOU

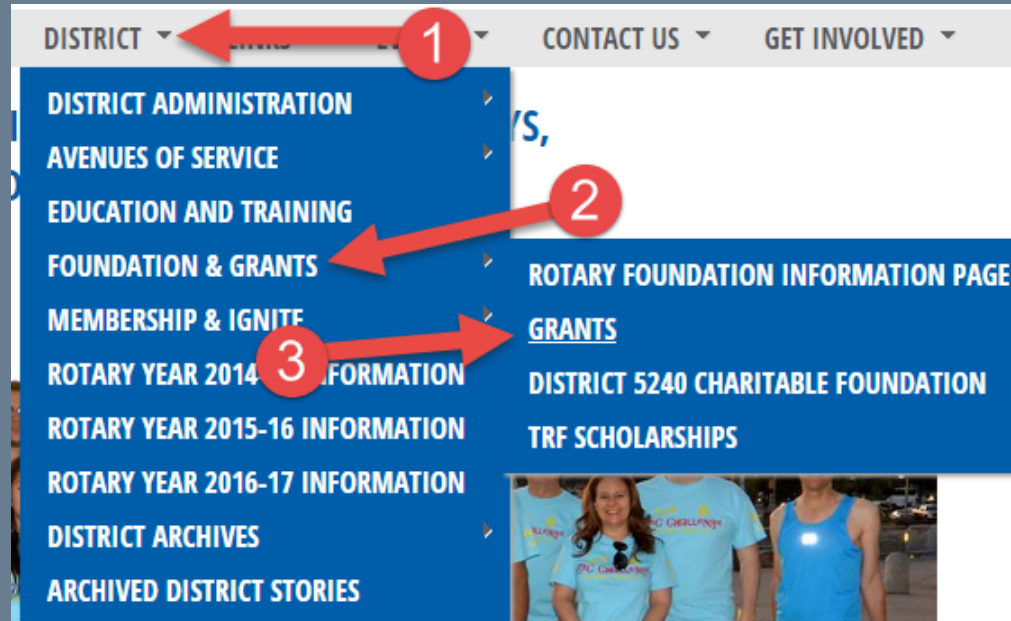
- When to submit District Grant Applications
- January 15<sup>th</sup> to March 31<sup>st</sup> 2016
- Second round: April 1<sup>st</sup> to April 15<sup>th</sup>, 2016



# District 5240 Addendum to the Club MOU

## Where are the MOU's?

- RotaryDistrict5240.org
- District
- Foundation and Grants
- Grants
- 2016-17 Club Qualification



# QUESTIONS?

District Grant Subcommittee Chair  
David Gore  
davcgor@gmail.com

District Grants Chair  
Bruce Howard  
bruce@brucehowardrealtor.com

Global Grants Chair  
Luz Maria Ortiz-Smith, PDG  
luzmaria@smithandortiz.com