

**Message from the Board of Directors**  
**Regina Rotary Community Fund Inc.**

This is the second full year of existence for the newly constituted Regina Rotary Community Fund Board. The fiscal year end of June 30, 2016 will be reported today along with an update on other activities undertaken to date. The 6 month calendar year ending December 31, 2016 will be reported in the Spring of 2017. The fiscal year of the Community Fund is January 1 to December 31. This amendment was approved by the Club membership August 29, 2016 and was instituted to better align the Community Fund calendar year fundraising with donor charitable giving and tax reporting.

The purpose of the Regina Rotary Club Community Fund Inc. (Community Fund) is to administer and manage funds raised by the Rotary Club of Regina (the Club) for community and charitable activities in accordance with the Constitution and Bylaws of the Club.

The Community Fund represents trust monies raised under various distinct fundraising initiatives and has a fiduciary responsibility to disclose the treatment of revenues and expenses in an open and transparent way.

Over this past year much has been done to give structure to the Community fund operations. Accepting the recommendations from the Financial Review conducted by Murray Westerlund on behalf of the Club established a clear direction for the Community Fund and identified the areas needing strengthening and structure.

To date, the Community Fund has put in place all recommendations from the Financial Review. They include:

1. Create two distinct General Ledgers and accounts to separate the General Fund and Community fund
2. Eliminate movement of monies between accounts except with concurrence between both boards of both funds to ensure full transparency
3. Signing officers – involvement of at least one other officer of the Community Fund be required where any payment is being considered out of that fund
4. Develop a manual of core policies and procedures to support our practices to ensure continuity and compliance
5. Implement an automated receipting and donations management system
6. New projects contemplated by the Rotary Club and operated through the Community Fund be supported by a business plan and budget and the project should be carefully monitored, analyzed and reported based on the business plan and budget with variances clearly documented and explained by the responsible chair of the project

A new database management system called DONATIONS was implemented to track all donor information including current donations, pledges, donor recognition preferences and issue charitable donation receipts. To further facilitate donations, the Community Fund is now able to process both one time and recurring credit card transactions. As well, the Community Fund can receive gifts of publicly traded stocks. Once received in our investment account the stock is sold and the funds are transferred to the Community Fund account. Having these options available for our membership and other interested supporters was necessary to accept Legacy Project donations and pledges.

To date, the Community Fund has processed \$133,685 in Legacy donations and another \$16,906 was received from the Carol Festival and other donations to date. Each donor will receive charitable tax receipts, issued electronically at the end of this year for the amounts donated during 2016.

Of course, none of this would have been possible without the dedication and support of the Community Fund Board of Directors. A special thanks to Nora Yeates and Kay Doxilly whose terms were up as of June 30, 2016. Your commitment and input to ensuring we could accept donations and separate the financial reporting laid an important foundation on which we were able to proceed.

To the current Board of Al Goudie, Doug Alexander, Gilda Treleaven-Graham and Rollie Hardy I offer my sincere thanks for your efforts. We accomplished so much in the last few months so the Community Fund could accept and manage donations for the Legacy Project. Finally, I would be remiss if I didn't give a special tribute to our fellow Rotarian Rollie Hardy. Rollie has worked tirelessly and dedicated more time and energy to finding the right software, researching point of sale options and investigating and following up on countless other matters needing resolution. On behalf of your Board colleagues a very special thank you - You are a true Rotarian.

This concludes my term on the Community Fund Board. It has been a true labour of love and a great experience to work closely with my Board colleagues and make new friends. Thank you.

Respectfully Submitted,

Judy Davis, Chair  
December 12, 2016