

Rotary District Grants 2016-2017 Table of Contents

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Section 1

CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

THE ROTARY FOUNDATION

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

1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

3. Financial Management Plan

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

4. Bank Account Requirements

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The club bank account must
 - 1. Have a minimum of two Rotarian signatories from the club for disbursements
 - 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

5. Report on Use of Grant Funds

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

6. Document Retention

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
 - 1. Bank information, including copies of past statements
 - 2. Club qualification documents including a copy of the signed club MOU
 - 3. Documented plans and procedures, including:
 - a. Financial management plan
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation
 - 4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

Authorization and Agreement

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of Wenatchee, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2016-17 and will notify Rotary International District 5060 of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	<u>2015-16</u>
Name	<u>Bill Murray</u>
Signature	<u>Bill Murray</u>
Date	<u>3-25-16</u>

Club President-elect	
Term	<u>2016-17</u>
Name	<u>James S. Russell</u>
Signature	<u>James S. Russell</u>
Date	<u>2/25/16</u>

WRC-Wenatchee Rotary District Grant 2016-17

A copy of the grant application

A copy of the grant showing amount and restrictions (I see the MOU but it is general over all grants given by the Fdtn)

I want to see the correspondence that come with the "granting of the grant"

A copy of any correspondence regarding the grant from the Rotary Foundation, the District, the grantee

A list of the Board of Directors of WRC and administration staff in order to assess conflicts of interest

There is an indication that some work has already been started, has anything been paid, invoiced by vendors - where are we on the project

There is indication that Chris is working to comply with "them" by July 1

What exactly is he working on and what does the committee have to do by July 1

Who is on the Project Management Committee

As I indicated to Chris via separate email. - I am unable to be a check signer as long as I am licensed with my brokerage firm. I do not believe that will cause a large problem with the others on the committee.

Do any of the other committee members have a request I have not indicated.

Judy

Grant Application.

General Description

Please click the edit link below and complete a general description answering these 4 questions.

1. What project activities will take place?
2. When and where will these take place?
3. Who will be the beneficiaries?
4. Identify any areas of conflict of interest (if any).

This is one of two applications by Wenatchee Rotary. This WRC proposal is the highest priority, but we do have funds for both if the District awards both.

1. Current computer systems will be evaluated, discarded, installed, and networked by a representative of GTC Technical Support at no cost to the WRC through the help of a Cashmere Rotarian. With the move to new facilities in Wenatchee the WRC needs to upgrade or current computer services, software and networking to staff and limited services and training to residents at three facilities.

Bruce Hotel, 206 Palouse. One computer, software and printer for the receptionist and three computers and a printer in a secure room are needed. The for study area and play times for youth, adult computer skill training and assistance for residents to complete mandated reporting requirements.

New offices adjacent to Bruce at 200-204 Palouse. Three computers and a printer would be provided for one Program Director, Administrative Assistant and Deputy Director.

Parkside Housing, 1207 Cashmere. A computer, software networking are needed for the on-site manager and two computers are needed for residents in a community room to assist in their living and reporting requirements. at this recently remodeled facility. WRC Website Volunteer. A new WRC website will be created by GTC Technical Support at no cost to the WRC.. Wenatchee Rotary will underwrite the cost of the Vista volunteer and provide volunteer assistance and training. The Vista volunteer will be involved in planning and carrying out of capacity building activities like donor cultivation, fundraising event planning and media focus.

2. These activities will take place at the new administrative Headquarters of the Women's Resource Center adjacent to their existing housing at Bruce Hotel at 206 Palouse. The WRC has recently completed a remote new facility, Parkside Housing, 1207 Cashmere. Wenatchee, WA.

3. The beneficiaries will be the people in our community experiencing poverty and homelessness. Not only will we be easier to find by potential clients, we will also be easier to find for potential donors. Currently, staff have inadequate computing capabilities and no adequate web presence. We've learned that many people have tried to find us via the internet but failing that, have taken their contributions elsewhere.

4. A paid Co-Director, Laurel Turner, is a member of Wenatchee Rotary. We have two spouses of Rotary members who serve voluntarily on the WRC Board of Directors. A cooperating partner is GTC Technical Support that is offering technical guidance at no cost. I

Community Assessment & Impact

Please click the edit link below and answer these 3 questions.

1. How many non-Rotarians are expected to benefit from this project?
2. When, where, and how was a needs assessment undertaken?
3. Identify how this project aligns with one or more of the Rotary Foundation's six areas of focus.

1. The Women's Resource Center serves nearly 200 people per year through their Transitional Housing Program and their Permanent Supportive Housing Programs.

2. Wenatchee Rotary conducted firesides with our members where Chelan County Superior Court Judge TW "Chip" Small told a group that his priority for humanitarian service is to provide more beds at the Women's Resource Center so he could sentence more people before his court to their transitional and assisted housing. "It works," he said.

The City of Wenatchee performed a homeless needs assessment culminating in the 2016 Ten Year Plan to End Homelessness, which was adopted in late 2015 by the Wenatchee City Council. Available on line at <http://www.wenatcheewa.gov/index.aspx?page=80>

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Every year on the third Thursday of January, the entire country counts our homeless population. The "Point in Time" count for Chelan and Douglas Counties was conducted this year and, as in the past nine years, the Women's Resource Center was the lead agency. Current 2016 numbers are not yet available, but the 2015 PIT count showed that there are 415 homeless individuals living in the two county area in 266 "households." With a total population of 115,020 this translates to a slightly greater percentage of homeless people in Wenatchee per capita than in the greater Seattle area. This puts a great burden on the social services agencies in Wenatchee and surrounding communities. As grants are shrinking, the demand for services is rising.

3. This project aligns directly with economic and community development by providing more transitional housing for the homeless at a time when housing is being recognized as a fundamental step to empower the homeless toward independence.

Sustainability

Please click the edit link below and answer this question: How will sustainability and baseline and outcome measures be accounted for (quantitative and qualitative)?

With better technology and web presence, we will be able to more adequately measure the numbers of people who contact us via the internet and Facebook than we are now able to measure who call us on the telephone or visit our offices.

We will measure the usage of the computers by the tenants to see if they become more computer literate.

We should find that mandated reporting is more effective and efficiently completed by the residents who have program goals they must attain to remain in the housing.

We should find that residents can report greater ability to find work and move out of transitional housing.

Staff should be able to report better communication and ease of program work with the residents.

We should be able to measure increased satisfaction and support from donors and service people working with the WRC.

Sustainability will be based on Board action when Wenatchee Rotary committed to supporting the WRC in a number of areas over the next two to three years. We were recognized in an editorial of the Wenatchee World for our commitment to the struggling WRC. We established the WRC as the major fund raising project for our Wenatchee Rotary Auction with a goal of raising \$30,000 for the WRC. We succeed in our fundraising auction on January 30, 2016.

We expect our support and recognition of their progress should provide more resources as we build capacity for their fundraising and work with residents.

Cooperating Organizations

1. If a cooperating organization is involved, what activities will it implement?
2. Please provide the name and URL of the non-Rotarian partner website.

1. Cooperating Organizations

Local Tel — providing hook ups of facilities to fiber capacity

Marson and Marson — Provided building materials at their lowest cost rate equivalent to the largest contractor customers.

Waste Management — Provided special services for a dumpster during teardown of office space.

GTC Technical Support --- Brandon Burke, General Manager. GTC Technical Support is a local company that designs technical support call center solutions for companies outside the Wenatchee NCW community. It provides these type of community service projects in the local area and is not a potential vendor for the WRC. GTC Technical Support will also assist us in downloading free office suite software called LibreOffice from www.libreoffice.org.

URL of non-Rotarian partner website

GTC Technical Support -- <http://www.ygtc.com/>

Budget

Expected Expenses

<https://clubrunner.blob.core.windows.net/css/PageDesigner/images/add.png> Add A Budget Item

List all anticipated expenses for this project, including those that will be funded outside of the District grant portion.

Description	Supplier	Local Amount	Currency	Tax		Total Amount
4 Printers,	Staples	\$758.76	USD	\$63.74	\$822.50	\$822.50
Security sftw, etc	Staples	\$959.89	USD	\$80.63	\$1,040.52	\$1,040.52
Routers, etc.	LocalTel	\$270.00	USD	\$22.68	\$292.68	\$292.68
9 Computers, etc .	Staples	\$7,397.92	USD	\$621.43	\$8,019.35	\$8,019.35
Vista Volunteer	Vista	\$4,500.00	USD	\$0.00	\$4,500.00	\$4,500.00
Total:						\$14,675.05

Expected Income

Project Financing

List all anticipated income for this project, including funds that will be contributed by the club, other partners and the District grant portion. Note the Vista volunteer was not funded, so the award is \$5,088 matched by Wenatchee Rotary funds.

Description	Funding Source	Amount
Wenatchee Rotary	Auction Funds Club	\$5,088 50%
Wenatchee Rotary	District Grant	\$5,088 50%
Total:		\$12,425.53

Project Documents

Attach a signed three copies of

- ROTARY CLUB RESPONSIBILITIES AND AGREEMENTS FOR DISTRICT GRANTS.
- MEMORANDUM OF UNDERSTANDING.
- FINANCIAL PLAN.

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Welcome, **Judy Conner** | [Logout](#)

District 5060

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Technology Upgrade for Women's Resource Center for Housing

Grant Project: Technology Upgrade for Women's Resource Center for Housing

Status: **Funded**

Primary Sponsoring Club: Rotary Club of Wenatchee

Contact: McDarment V-C DRFC 09-10, John

Date Submitted: Feb 20, 2016 at 11:14 AM

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

Project Total Budget: \$14,675.05

Project Total Financing: \$12,425.53

Requested Grant Amount: \$5,088.00

Click on any of the tabs below to access and update the various sections of this Grant application.

[Details](#) [Application](#) [Budget](#) [Documents](#) [Project Overview](#)
[Individual Project Report](#) [Activity Log](#)

[Print](#)[Submit](#)

Project Description

Copy these questions and paste into the answer section below and then provide answers.

1. Describe the project. What was done, when, and where did the project activities take place?
2. How many people benefited from this project?
3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
4. How many Rotarians participated in this project?
5. What did they do? Please give at least two examples, not including financial support provided to

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the project.

6. If a cooperating organization was involved, what was its role?

7. If the actual costs incurred differ from the budgeted amounts, please explain in detail.

1. Describe the project. What was done, when, and where did the project activities take place?

2. How many people benefited from this project?

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

4. How many Rotarians participated in this project?

5. What did they do? Please give at least two examples, not including financial support provided to the project.

6. If a cooperating organization was involved, what was its role?

Financial Report

All sources of income. Add income items as needed.

Date	Description	Funding Source	Amount	%
Feb 20, 2016	Wenatchee Rotary Auction Funcs	Club/Other	\$7,250.00	100.00 %
Total:			\$7,250.00	100.00 %

All expense items. Please be specific and add lines as needed.

Description	Supplier	Local Amount	Currency	Tax	Total	Amount
Security software & harddrive backup	Staples	\$959.89	USD	\$80.63	\$1,040.52	\$1,040.52
4 Printers,	Staples	\$758.76	USD	\$0.01	\$758.77	\$822.50
Computers, printers, software, help desk support	Staples Office Supplies, Wenatchee	\$8,000.00	USD	\$640.00	\$8,640.00	\$648.00
Hook up fiber optics to WRC Facilities	LocalTel Communications	\$2,000.00	USD	\$160.00	\$2,160.00	\$162.00
Vista Volunteer	Vista Program	\$4,500.00	USD	\$0.00	\$4,500.00	\$4.00
Total:					\$2,677.02	

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TOTAL

Your Cart

Recently Added ▾

[Continue Shopping](#)

Ship all items to Staples store
200 Ferry Road Wenatchee, WA 98801

[Change Store](#)

FREE shipping on this order

[CHECKOUT](#)

Samsung 203E Black Toner Cartridge (MLT-D203E), Extra High Yield

[Add to Favorites](#)[Remove from Cart](#)[Ship to Address](#)

Not available for 1 hour pick up

☒

at \$170.99 Each

\$683.96

Expected Delivery By: Tuesday, February 23

\$683.96

Item: 49552 | | Model: MLT-D203E

Available for Auto Restock

170.99 each - 341.98

Samsung 406 Black Toner Cartridge (CLT-K406S)

[Add to Favorites](#)[Remove from Cart](#)[Ship to Address](#)[Pick Up in Store](#)
Ready in 1 hour!☒

at \$54.99 Each

\$219.96

Expected Delivery By: Tuesday, February 23

\$219.96

Item: 943814 | | Model: CLT-K406S

Available for Auto Restock

109.98

Samsung 406 Cyan Toner Cartridge (CLT-C406S)

[Add to Favorites](#)[Remove from Cart](#)[Ship to Address](#)[Pick Up in Store](#)
Ready in 1 hour!☒

at \$63.29 Each

\$253.16

Expected Delivery By: Tuesday, February 23

\$253.16

Item: 943816 | | Model: CLT-C406S

Available for Auto Restock

126.98

Samsung 406 Magenta Toner Cartridge (CLT-M406S)

[Add to Favorites](#)[Remove from Cart](#)[Ship to Address](#)[Pick Up in Store](#)
Ready in 1 hour!☒

at \$54.99 Each

\$219.96

Expected Delivery By: Tuesday, February 23

\$219.96

Item: 943813 | | Model: CLT-M406S

Available for Auto Restock

109.98

3 Year Electronics Protection Plan (\$60-\$99.99)

54.99

Add to Favorites

Remove from Cart



Item: 1266960 | | Model: 1266960

Ship to Address

Not available for 1 hour pick up



at \$11.99 Each

\$119.90

\$119.90

Expected Delivery By: Tuesday, February 23

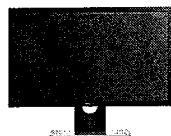
$$54.99 \times 9 = 152.91$$

$$16.99$$

Dell SE2216H 21.5" LED Monitor

Add to Favorites

Remove from Cart



Item: 1950056 | | Model: STP-0HK9YE

Ship to Address

Not available for 1 hour pick up



at \$159.99 \$159.99 Each

\$1,599.90

Expected Delivery By: Thursday, February 25

\$50 off Product Purchase:
Promotion not applied: Unfortunately the deal has expired.
Remove Coupon (15208)

Instant Savings Coupon at \$20.00 (limit 10): -\$200.00

Instant Savings Coupon at \$40.00 (limit 10): -\$400.00

\$20 off Product Purchase:
Promotion not applied: Unfortunately the deal has expired.
Remove Coupon (63252)

\$999.90

$$159.99 \times 9$$

$$1439.91$$

4-Yr PC Protection Plan

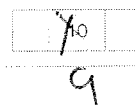
Add to Favorites

Remove from Cart



Ship to Address

Not available for 1 hour pick up



at \$199.99 Each

\$1,999.90

\$1,999.90

Expected Delivery By: Tuesday, February 23

SHOP BY
CATEGORY

SHOP DEALS

INK & TONER
FINDERYOUR STORE
Wenatchee, ...EASY
REORDERMY ACCOUNT
Please Sign In

$$9 \times 1799.91$$

HP Pavilion 550-126

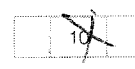
Add to Favorites

Remove from Cart



Item: 1939950 | | Model: N0A18AA#ABA

Ship to Address

Pick Up in Store
Ready in 1 hour!

at \$599.99 \$599.99 Each

\$5,999.90

Expected Delivery By: Wednesday, March 02

Instant Savings Coupon at \$36.00 (limit 10): -\$360.00

Instant Savings Coupon at \$64.00 (limit 10): -\$640.00

\$4,999.90

$$9 \times 5799.91$$

FREE Credit Card Reader from Square

☐ Send Coupon

Accept this offer for a free reader. A \$10 Value. Learn More

(no risk or obligation)

Terms and Conditions

The tax shown is estimated. Your Order Confirmation Email will include shipment details, product availability and estimated tax. If you are a tax-exempt customer

ORDER SUMMARY

Coupon Code

ADD

Samsung 406 Yellow Toner Cartridge (CLT-Y406S)

Add to Favorites

Remove from Cart



Ship to Address

Pick Up in Store
Ready in 1 hour!

at \$63.29 Each

\$253.16

\$253.16

Expected Delivery By: Tuesday, February 23

Item: 943815 | | Model: CLT-Y406S

Available for Auto Restock

126.55

3-yr Printer Protection Plan (\$300-\$399.99)

Add to Favorites

Remove from Cart



Ship to Address

Not available for 1 hour pick up



at \$59.99 Each

\$119.98

\$119.98

Expected Delivery By: Tuesday, February 23

Item: 1266955 | | Model: 1266955

Printer
warranty extension

Samsung SL-C460FW Xpress Color Laser All-in-One Printer

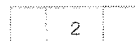
Add to Favorites

Remove from Cart



Ship to Address

Not available for 1 hour pick up



at \$399.99 Each

\$799.98

Expected Delivery By: Thursday, February 25

Item: 311267 | | Model: SL-C460FW/XAA

Instant Savings Coupon at \$50.00:

-\$100.00

\$50 off Product Purchase:
Promotion not applied: Unfortunately the deal
has expired.
Remove Coupon (71678)

799.98

\$699.98

3-yr Printer Protection Plan (\$100-\$149.99)

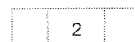
Add to Favorites

Remove from Cart



Ship to Address

Not available for 1 hour pick up



at \$14.99 Each

\$29.98

Expected Delivery By: Tuesday, February 23

Item: 1266958 | | Model: 1266958

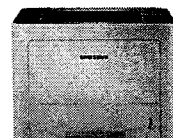
Printer Protection

\$29.98

Samsung® ProXpress SL-M3320ND Monochrome Laser Printer

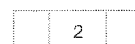
Add to Favorites

Remove from Cart



Ship to Address

Not available for 1 hour pick up



at \$119.59 Each

\$239.18

Expected Delivery By: Thursday, February 25

\$239.18

Item: 61695 | | Model: SL-M3320ND

Women's Resource Center of NCW

BOARD OF DIRECTORS

Name	Position	Profession/ Affiliation	Member Since
Tracey Kasnic	President	SVP of Inpatient Services & Chief Nursing Officer at Confluence Health	2/2002
Jennifer Mason	Vice President	Head Nurse Medical/Oncology Confluence Health	5/2014
Barry Kling	Secretary	Health District Administrator Chelan/Douglas Health District	6/2014
Steve Jacobs	Treasurer	CPA, Vice President of Finance Confluence Health	8/2004
Karen Rutherford	President Elect	Former City Council, Science/Math Teacher, Long-term Community Involvement	5/2014
Morgan Kingrey	Treasurer Elect	Branch Manager/AVP Banner Bank	6/2014
Jennifer Sands	Director	Attorney with Ogden Murphy Wallace	10/2009
Kay Sparks	Director	Retired Public Health Nurse, Coordinator Mental Health Task Force	10/2009

Laurel Turner Executive Director member of Wen Rotary 12/2014

Jane Provo Deputy Director married to member of Wen Rotary 7/2015

Section 2

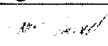
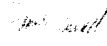
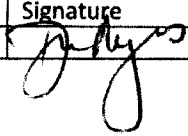
ROTARY CLUB RESPONSIBILITIES AND AGREEMENTS FOR DISTRICT GRANTS

Agreement Form

This agreement is entered into between the identified project sponsor and District 5060 Rotary Foundation Committee. In applying for, and accepting project funding, the project sponsor agrees:

- a) **To utilize the Project Funds to support a short-term humanitarian project** as described in this application, which benefits a community or humanitarian need. Funds provided by the District will not be used for any purposes other than those considered eligible by the District as described in the Terms and Conditions.
- b) **To read** The Rotary Foundation Code of Policies, section 11.010 Stewardship of Foundation Funds by Clubs and Districts and 14.040 Grant Reporting.
- c) **To implement the approved project in accordance with the Terms and Conditions for Rotary Foundation District Grants, The Rotary Foundation Code of Policies and District 5060 Financial Procedures and Documentation Requirements.** This includes but is not limited to involving Rotarian participation and issuing direct payments of expenses.
- d) **To defend, indemnify and hold harmless** Rotary International (RI), The Rotary Foundation (TRF), Rotary 5060, their respective Directors, Trustees, Officers, employees and the committee members of the Rotary District 5060 Grant Committee (Collectively RI/TRF/District) from any and all damages, losses, judgments, costs, fines, awards, liabilities, and or expenses, including without limitation reasonable attorney's fees and costs of litigation, asserted or recovered from RI/TRF/(District), that result or arise directly or indirectly, from the implementation of this project.
- e) **The primary Rotary club agrees to submit a final report when the project is completed, along with copies of all invoices and receipts. Should the project not be completed within 12 months, an interim progress report must be submitted yearly and a final report must be submitted once the project is done.**
- f) **The primary Rotary Club agrees to retain the final report and invoices, receipts for at least 5 years (or legal minimum).** The primary Rotary club understands that the District Grants Committee will withhold dispersing of any future funds until the final report is prepared and submitted with the accounting invoices and receipts.
- g) **The primary Rotary Club agrees to return any grant funds, in their entirety, including an interest earned should funds be misused or used for ineligible or illegal purposes.** This agreement may be cancelled for any reason without notice upon the failure of the sponsors to abide by the terms set forth herein.
- h) **Ideally the project should be completed within the grant year unless otherwise agreed upon.** If the primary club has not provided a final report with invoices and receipts for a prior grant, new requests for additional projects will be returned to the club.
- i) **The primary club will complete a Memorandum of Understanding and Financial Plan with the District and the club will declare any potential conflict of interest.**

On behalf of the Rotary Club of Wenatchee, the undersigned agree to comply with the terms and conditions of the grant application, as described above.

Applicant's Name	Club	Signature	
James S Russell	Wenatchee		
Applicant's email	Phone	Address	
james.s.russell@frontier.com	509-860-0675	401 NE 19 th St. #4, East Wenatchee, WA 98802	
President Elect	Club	Date	Signature
James S Russell	Wenatchee	2/25/16	
President Elect Nominee	Club	Date	Signature
Don Myers	Wenatchee	2/25/16	

Version 20150924

GRANT MANAGEMENT POLICIES AND PROCEDURES

The Rotary Club of Wenatchee officers hold the primary responsibility for Club qualification and the proper implementation of The Rotary Foundation (TRF) and Rotary District 5060 (District) grants. The President Elect of the Club is therefore appointed as an ex-officio member of the Grant Management committee.

Financial Management:

1. Generally accepted accounting practices will apply to all financial records involved in the receipt and disbursement of grant funds. This will include the practice of vouchers being approved for payment by two members of the Grant Management Committee prior to the check being written.
2. All purchases and distribution of equipment and other assets will be recorded in an inventory list and a receipt for each item shall be received upon delivery.

Bank Accounts:

1. Separate bank accounts shall be maintained for each grant received. The name on the account shall reflect the name of the grant and shall be low or non interest bearing.
2. All bank statements shall be retained in the permanent file of the specific grant when the grant project is completed.
3. All accounts shall be handled by the Grant Management Committee and checks will require any two of the following four approved signatures: Club President, Club President Elect, Grant Management Committee Chair, and Grant Management Committee Vice Chair.
4. The person who writes the check may not be a signatory on the check.
5. Custody of the accounts will be transferred by vote of approval of the Board of Directors of the Club.
6. At the completion of the project if there are any grants funds remaining, District Grant funds shall be returned to the District, and Global Grant funds shall be returned to The Rotary Foundation within the time frame required.

Reporting:

All required grant reports shall be completed by the project committee and it is the responsibility of the Grant Management committee to see that the reports are submitted according to TRF and/or District reporting requirements.

Document Retention:

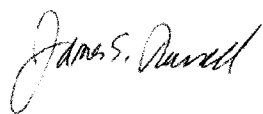
Documents for each grant shall be stored in hard copy in a secure location as well as in electronic format posted on the club website accessible to all members. This shall include but not be limited to the following:

- Bank information and statements
- Club qualification documents including a signed copy of the Memo of Understanding (MOU)
- A copy of the Grant Management policies and procedures
- All Inventory documents
- All receipts and invoices

All records shall be kept for a minimum of five (5) years, or longer if required by Washington state law.

Misuse of Grant Funds:

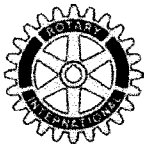
It is the responsibility of the Club President to immediately report to the District any potential and real misuse or mismanagement of grants funds.



February 25 2016

Signature	Date
James S Russell	President Elect 2016-17
Print Name	Club Position

Adopted 5/6/2016



WENATCHEE ROTARY CLUB 227

Board Meeting - May 12, 2016

In Attendance:

Officers	x	Name	email
President	x	Bill Murray	murrays@nwi.net
Pres-Elect	x	Jim Russell	james.s.russell@frontier.com
Treasurer	x	Chris Rumbles	christopher.rumbles@clacconnect.com
Secretary	x	Frank Clifton	fcclifton@aol.com
Past President		Jesus Hernandez	jesus.hernandez@cwhs.com
President Nominee	x	Don Meyers	donmyers57@gmail.com
Other			

Board of Directors					
x	2016	x	2017	x	2018
x	Kory Kalahar	x	Susan Albert		
x	Don Elfving	x	Jill Leonard	x	Alice Meyer
x	Leonard Singhose	x	Pete Van Well		Mario Cantu

Meeting location: Red Lion, Cadman Room

Meeting Minutes: The meeting was called to order by Bill Murray.

Time: 4:30 PM

Welcome: Introduction of guest, Lance Dooley, sculptor

Consent agenda: reports accepted by consent:

April minutes, financials, and attendance

Motion to approve made by Susan

Motion seconded by Kory.

Motion passed.

Discussion and Action items:

Bill explained that Maurice is present to present options, details, and cost estimates for a possible memorial monument in Rotary Park dedicated to the memory of Dr. Ed Cadman's role in founding Polio Plus, along with his protégé Carlos Canseco (RI president, 1984-85) of Mexico. After Maurice's departure, the board discussed many related issues, including:

- 1) whether Dr. Cadman would be in favor of such an expenditure, ...
- 2) if the timing should consider the progress of polio elimination, and ...
- 3) if delayed, what to do about a recent related donation from Confluence Health.

Jim also introduced information regarding a new TRF initiative for a major 2016-17 Polio-Plus fund-raiser in District 5060, which may include a Cadman Endowment and a special event here on April 7.

Motion by Jill: Table the Polio-Plus Memorial Recognition (bronze relief) Project until a later date, and advise Confluence Health accordingly.

Motion seconded by Jim.

Motion passed.

Sub-committee report (Pete and Kory) on filling open BOD position left by Patty Bahoshy-Ross:

Jay Smith was the strongest recommendation, based on his prior Rotary experience in Moses Lake.

He has agreed to be nominated, and would complete Patty's term.

Motion made by Bill to accept the nomination.

Motion seconded by Leonard.

Motion passed.

Report on Haiti – Jim recognized Susan to discuss the recent published report. She is encouraged by support from Jerry Gibbons and interest of Interact. Club members are being asked to consider donating travel miles for the Interact members to go and help build homes. There will be more information at a later meeting. The Haiti committee was encouraged to "keep going".

Auction committee report: Jim received 42 email votes (of 124 members), with 21 in favor of 2017. Much discussion followed as to cost-effectiveness.

Consensus agreed that continuity is worth the risk of reduced success, especially with an appealing cause.

Motion made by Jill to hold the auction annually, beginning in 2017.

Motion seconded by Leonard.

Motion passed.

District Conference: Jim and Frank are attending and will serve as voting delegates.

Motion made by Susan that Jim and Frank may serve, and that Jim be our delegate to RI Convention.

Motion was seconded by Alice.

Motion passed.

Grant funds – Chris asked for approval to open a new bank account with signatories to handle district grant.

Motion by Leonard, seconded by Jim.

Signatories will be Grant Committee heads: Jim (president), Don Myer (PE), Pete (VP).

New-member nomination. Bill asked for a motion to admit Michelle Shermer.

Motion by Leonard, second by Jim.

Motion passed.

Next meeting, same time, place unless announced. Meeting adjourned at 5:58 PM.

Respectfully submitted..... Frank Clifton, Club Secretary (2016 until ...)

Section 3

23/59

11.6.9.7
48997
①
②
① 350676
①
③ 29997
③ 459.99

Therefore, full price was paid for the remaining 4 desktops

Karen Rutherford, President, Board of Directors

Date _____



East Wenatchee #112
375 Highline Dr. S.
East Wenatchee, WA 98802

Z4 Member 840398227000

*****Bottom of Basket*****

923662 HP ENVY 7645 169.99 A
0000161495 CPN/ 923662 30.00-
E 1704330 TULLY HAWAII 46.99
E 0000157452 CPN/KCUPS 7.00-

*****BOB Count 2 *****

931972 MK620 BUNDLE 49.99 A
931972 MK620 BUNDLE 49.99 A
1044141 LJPRO M277C6 389.99 A
0000161494 CPN/1044141 70.00-
1090469 HP 510-P1270 599.99 A
1090469 HP 510-P1270 599.99 A

TOTAL NUMBER OF ITEM(S) SOLD 7

SUBTOTAL 1,799.93

TAX 152.52

**** TOTAL 1,952.45

XXXXXXXXXXXX9201

SWIPED

Seq#: 9944 App#: 61897D

Visa Resp: APPROVED

Tran ID#: 701100009944....

Merchant ID: 990112/1

APPROVED - Purchase

AMOUNT: \$1,952.45

01/11/2017 13:16 112 9 162 192

Visa 1,952.45

CHANGE 0.00

A 8.2% TAX 152.52

TOTAL TAX 152.52

TOTAL NUMBER OF ITEMS SOLD = 7

COUPONS TENDERED \$ 107.00

01/11/2017 13:16 112 9 162 192

Executive members earn a 2% reward
annually up to \$750.00, or
approximately \$35.93 on this
purchase. They also get added benefits
& larger discounts on Costco Services
See Membership for exclusions and

Printer

*} 2 Keyboard mouse
Printer/copier
2 Desktop computers*

- Total - \$39.99 for coffee

*\$ 1,912.46 Total
Tech. acquisition*

25/59



East Wenatchee #112
375 Highline Dr. S.
East Wenatchee, WA 98802

T6 Member 840398227000
5 @ 129.99
639188 LG 24M47HP 649.95 A
5 @ 10.00
0000158895 CPN/ 639188 50.00-

SUBTOTAL 599.95
TAX 53.30
**** TOTAL 653.25

XXXXXXXXXXXXX3153
Seq#: 13491 App#:
Instant Credit Resp: APPROVED
Tran ID#: 634900013491....
Merchant ID: 99011211

APPROVED - Purchase
AMOUNT: \$653.25
12/14/2016 12:25 112 13 4 808

Instant Credit 653.25
CHANGE 0.00

A 8.2% TAX 53.30
TOTAL TAX 53.30
TOTAL NUMBER OF ITEMS SOLD = 5
COUPONS TENDERED \$ 50.00
12/14/2016 12:26 112 13 4 808

Executive members earn a 2% reward annually up to \$750.00, or approximately \$11.99 on this purchase. They also get added benefits & larger discounts on Costco Services. See Membership for exclusions and details.

SEASONS GREETINGS & HAPPY HOLIDAYS

OP#: 808 Name: Scott K
Thank You!
Please Come Again
Whse:112 Trm:13 Trn:4 OP:808



East Wenatchee #112
375 Highline Dr. S.
East Wenatchee, WA 98802

T6 Member 840398227000
3 @ 129.99
639188 LG 24M47HP 389.97 A
3 @ 10.00
0000158895 CPN/ 639188 30.00-
SUBTOTAL 359.97
TAX 31.98
**** TOTAL 391.95

XXXXXXXXXXXXX0297 SWIPED
Seq#: 13494 App#: 06508D
Visa Resp: APPROVED
Tran ID#: 634900013494....
Merchant ID: 99011211

APPROVED - Purchase
AMOUNT: \$391.95
12/14/2016 12:29 112 13 6 808

Visa 391.95
CHANGE 0.00

A 8.2% TAX 31.98
TOTAL TAX 31.98
TOTAL NUMBER OF ITEMS SOLD = 3
COUPONS TENDERED \$ 30.00
12/14/2016 12:29 112 13 6 808

Executive members earn a 2% reward annually up to \$750.00, or approximately \$7.19 on this purchase. They also get added benefits & larger discounts on Costco Services. See Membership for exclusions and details.

SEASONS GREETINGS & HAPPY HOLIDAYS

OP#: 808 Name: Scott K
Thank You!
Please Come Again
Whse:112 Trm:13 Trn:6 OP:808



East Wenatchee #112
375 Highline Dr. S.
East Wenatchee, WA 98802

T6 Member 840398227000

5 @ 129.99

639188 LG 24M47HP

649.95 A

5 @ 10.00

0000158895 CPN/ 639188

50.00-

SUBTOTAL

599.95

TAX

53.30

**** TOTAL

653.25

XXXXXXXXXXXX0297

SWIPED

Seq#: 13493

App#: 07983D

Visa

Resp: APPROVED

Tran ID#: 634900013493....

Merchant ID: 99011211

APPROVED - Purchase

AMOUNT: \$653.25

12/14/2016 12:28 112 13 5 808

Visa

653.25

CHANGE

0.00

A 8.2% TAX

53.30

TOTAL TAX

53.30

TOTAL NUMBER OF ITEMS SOLD = 5

COUPONS TENDERED \$ 50.00

12/14/2016 12:28 112 13 5 808

Executive members earn a 2% reward
annually up to \$750.00, or
approximately \$11.99 on this
purchase. They also get added benefits
& larger discounts on Costco Services.
See Membership for exclusions and
details.

SEASONS GREETINGS & HAPPY HOLIDAYS

OP#: 808 Name: Scott K

Thank You!

Please Come Again

Whse:112 Trm:13 Trn:5 OP:808

Policy Information



East Wenatchee #112
375 Highline Dr. S.
East Wenatchee, WA 98802

THE RETURN POLICY FOR TELEVISIONS, TUNER-FREE DISPLAYS, PROJECTORS, COMPUTERS, MAJOR APPLIANCES, TOUCHSCREEN TABLETS, CAMERAS, CAMCORDERS, MP3 PLAYERS AND CELLULAR PHONES IS 90 DAYS FROM DATE OF PURCHASE.

Manufacturer's warranty service is available on all electronics products. See manufacturer's warranty for specific coverage terms.

For TELEVISIONS, TUNER-FREE DISPLAYS, PROJECTORS, COMPUTERS (excluding TABLETS) and MAJOR APPLIANCES, Costco extends the MANUFACTURER'S WARRANTY to two years from date of purchase. Please call Costco Concierge Technical Support @ 1-866-861-0450 for warranty assistance.

PLEASE RETAIN YOUR RECEIPT FOR PROOF OF WARRANTY ENTITLEMENT.

For FREE technical support, set-up help, or warranty assistance for televisions, tuner-free displays, projectors, computers, major appliances, tablets, cameras, camcorders, and MP3 players, call Costco Concierge Technical Support @ 1-866-861-0450.

Manufacturer's savings subject to tax.

SEASONS GREETINGS & HAPPY HOLIDAYS

OP#: 808 Name: Scott K

Thank You!

Please Come Again

Whse:112 Trm:13 Trn:3 OP:808

monitors

5 desktop computers

#3 Televisions

Router

5 TV mounts

2 TV's returned

subtotal: 4,804.81

393.99 tax

\$5,198.80

T6 Member 840398227000
5 @ 129.99
639188 LG 24M47HP 649.95 A
5 @ 10.00
0000158895 CPN/ 639188 50.00-
1090469 HP 510-P127C 599.99 A
0000159651 CPN/1090469 100.00-S
1090469 HP 510-P127C 599.99 A
0000159651 CPN/1090469 100.00-S
1090469 HP 510-P127C 599.99 A
0000159651 CPN/1090469 100.00-S
1090469 HP 510-P127C 599.99 A
0000159651 CPN/1090469 100.00-S
1090469 HP 510-P127C 599.99 A
0000159651 CPN/1090469 100.00-S
9484848 VIZ E48-D0 359.99 A
9484848 VIZ E48-D0 359.99 A
9484848 VIZ E48-D0 359.99 A
9484848 VIZ E48-D0 359.99 A
9484848 VIZ E48-D0 359.99 A
997292 AC3000 WIFI 249.99 A
0000159490 CPN/997292 50.00-
5 @ 78.99
1933410 SLT2-B1 394.95 A
SUBTOTAL 5,544.79
TAX 493.62
**** TOTAL 6,038.41

XXXXXXXXXXXXXXXX3153

Seq#: 13490 App#:

Instant Credit Resp: APPROVED

Tran ID#: 634900013490....

Merchant ID: 99011211

APPROVED - Purchase

AMOUNT: \$6,038.41

12/14/2016 12:25 112 13 3 808

Instant Credit 6,038.41
CHANGE 0.00

A 8.2% TAX 493.62
TOTAL TAX 493.62
TOTAL NUMBER OF ITEMS SOLD = 21
COUPONS TENDERED \$ 600.00
12/14/2016 12:25 112 13 3 808

Executive members earn a 2% reward annually up to \$750.00, or approximately \$110.77 on this purchase. They also get added benefits & larger discounts on Costco Services.



East Wenatchee #112
375 Highline Dr. S.
East Wenatchee, WA 98802

04 Member 840398227000

NIND 1090469 HP 510-P127C 599.99 A

NIND 1090469 HP 510-P127C 599.99 A

SUBTOTAL

1,199.98

TAX

98.40

**** TOTAL

1,298.38

2 Desktop computers

XXXXXXXXXXXX9201

SWIPED

Seq#: 10373

App#: 59331D

Visa

Resp: APPROVED

Tran ID#: 700600010373....

Merchant ID: 99011211

APPROVED - Purchase

AMOUNT: \$1,298.38

01/06/2017 11:48 112 10 139 19

Visa

1,298.38

CHANGE

0.00

A 8.2% TAX

98.40

TOTAL TAX

98.40

TOTAL NUMBER OF ITEMS SOLD -

2

01/06/2017 11:48 112 10 139 19

Executive members earn a 2% reward annually up to \$750.00, or approximately \$23.98 on this purchase. They also get added benefits & larger discounts on Costco Services. See Membership for exclusions and details.

amazon.com

Details for Order #116-5752265-8340201[Print this page for your records.](#)

Order Placed: December 15, 2016
Amazon.com order number: 116-5752265-8340201
Order Total: \$322.48

Not Yet Shipped**Items Ordered**

2 of: **Logitech HD Pro Webcam C920**, Widescreen Video Calling and Recording, 1080p Camera, Desktop or Laptop Webcam
 Sold by: Amazon.com LLC

Price
 \$49.95 99.90

Condition: New

5 of: **AmazonBasics High-Speed HDMI Cable - 6 Feet (2-Pack) (Latest Standard)**
 Sold by: Amazon.com LLC

\$11.98 59.90

Condition: New

1 of: **Logitech M570 Wireless Trackball**, Computer Wireless Mouse, Long Range Wireless Mouse
 Sold by: Amazon.com LLC

\$20.25

Condition: New

1 of: **NETGEAR Nighthawk X4 AC2200 WiFi Range Extender (EX7300)**
 Sold by: Amazon.com LLC

\$117.99

Condition: New

Shipping Address:

Jane Provo
 4135 W EAGLEROCK DR
 WENATCHEE, WA 98801-9603
 United States

Shipping Speed:

Two-Day Shipping

Payment information**Payment Method:**

Visa | Last digits: 0297

Item(s) Subtotal: \$298.04
 Shipping & Handling: \$0.00

Billing address

Jane Provo
 4135 W EAGLEROCK DR
 WENATCHEE, WA 98801-9603
 United States

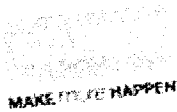
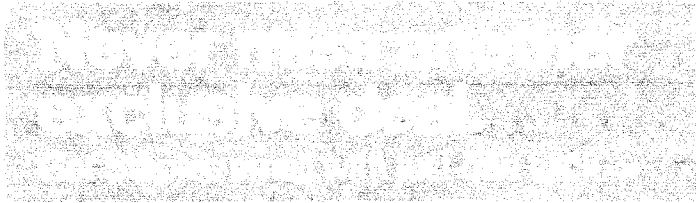
Total before tax: \$298.04
 Estimated tax to be collected: \$24.44

Grand Total: \$322.48

To view the status of your order, return to [Order Summary](#).

James Russell

From: StaplesReceipt@staples.com
Sent: Friday, February 19, 2016 10:43 AM
To: JAMES.S.RUSSELL@FRONTIER.COM
Subject: Here's the Receipt You Requested in Our Store



200 Ferry Road
 Wenatchee, WA 98801
 (509) 663-4200

SALE 1787467 1 001 48597
 0948 02/19/16 10:37

QTY SKU PRICE

REWARDS NUMBER 5352908908

1	ECLIPSE WINTERFROS	
	02231701	4.79
1	SEAGATE BCKUP+ SLI *	
	763649052877	79.99
Instant Savings <-8.50>		
1	ECLIPSE SPEARMINT	
	02231905	4.79N
1	SPLS 3X5 RULED IND	
	718103187541	1.79
1	ECLIPSE SPEARMINT	
	02231905	4.79N
1	SPLS 3X5 RULED IND	
	718103187541	1.79
1	ECLIPSE WINTERFROS	
	02231701	4.79
1	STAPLES 3 TIER MES	
	718103182232	33.99
SUBTOTAL		136.72
Standard Tax 8.40%		10.68
TOTAL		\$147.40
Visa		147.40
Card No.: XXXXXXXXXXXXX0212 [S]		

	Total For This Period	Total Year-to-Date
Total Overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Deposits and Additions
 Date Description Amount
 2/28 Interest Deposit 1.25 IN

Daily Balance Information
 Date Balance Date Balance
 2/01 10,784.81 2/28 10,786.06

Interest Rate Summary
 Date Rate
 1/31 0.150000%

Free Business Checking
 Account Number @XXXXXXXXXXXX6050 Statement Dates 2/01/17 thru 2/28/17
 Previous Balance 512.00 Days in the statement period 28
 Deposits/Credits .00 Average Ledger 164.57
 1 Checks/Debits 512.00 Average Collected 164.57
 Service Charge .00
 Interest Paid .00
 Current Balance .00

	Total For This Period	Total Year-to-Date
Total Overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Checks in Serial Number Order
 Date Check No Amount
 2/10 102 512.00
 * Indicates Missing Check Numbers

Daily Balance Information
 Date Balance Date Balance
 2/01 512.00 2/10 .00

Date 1/31/17 Page 4 of 5
 Primary Account Acct Ending 5423
 Enclosures 11

Cash Management CK

Acct Ending 5456 (Continued)

Deposits and Additions

Date	Description	Amount
1/31	Interest Deposit	1.37 IN

Daily Balance Information

Date	Balance	Date	Balance
1/01	10,783.44	1/31	10,784.81

Interest Rate Summary

Date	Rate
12/31	0.150000%

Free Business Checking

Account Number	Acct Ending 6050	Statement Dates	1/01/17 thru 1/31/17
Previous Balance	10,688.00	Days in the statement period	31
Deposits/Credits	.00	Average Ledger	10,031.48
1 Checks/Debits	10,176.00	Average Collected	10,031.48
Service Charge	.00		
Interest Paid	.00		
Current Balance	512.00		

	Total For This Period	Total Year-to-Date
Total overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Checks in Serial Number Order

Date	Check No	Amount
1/30	103	10,176.00

* Indicates Missing Check Numbers

Daily Balance Information

Date	Balance	Date	Balance
1/01	10,688.00	1/30	512.00

Date 12/30/16 Page 4 of 5
 Primary Account Acct Ending 5423
 Enclosures 11

Cash Management CK

Acct Ending 5456 (Continued)

Interest Rate Summary
 Date Rate
 11/30 0.150000%

Free Business Checking	Acct Ending 6050	Statement Dates 12/01/16 thru 12/31/16
Account Number	10,688.00	Days in the statement period 31
Previous Balance	.00	Average Ledger 10,688.00
Deposits/Credits	.00	Average Collected 10,688.00
Checks/Debits	.00	
Service Charge	.00	
Interest Paid	.00	
Current Balance	10,688.00	

	Total For This Period	Total Year-to-Date
Total overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Daily Balance Information
 Date Balance
 12/01 10,688.00

Date 11/30/16 Page 4 of 5
 Primary Account Acct Ending 5423
 Enclosures 6

Cash Management CK

Acct Ending 5456 (Continued)

Daily Balance Information

Date	Balance	Date	Balance
11/01	10,780.74	11/30	10,782.07

Interest Rate Summary

Date	Rate
10/31	0.150000%

Free Business Checking

Account Number	Acct Ending 6050	Statement Dates 11/01/16 thru 11/30/16
Previous Balance	10,688.00 ✓	Days in the statement period 30
Deposits/Credits	.00	Average Ledger 10,688.00
Checks/Debits	.00	Average collected 10,688.00
Service charge	.00	
Interest Paid	.00	
Current Balance	10,688.00 ✓	

	Total For This Period	Total Year-to-Date
Total overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Daily Balance Information

Date	Balance
11/01	10,688.00

Date 10/31/16 Page 4 of 5
 Primary Account Acct Ending 5423
 Enclosures 17

Cash Management CK

Acct Ending 5456 (Continued)

Interest Rate Summary
 Date Rate
 10/02 0.150000%

Free Business Checking
 Account Number **Acct Ending 6050** Statement Dates 10/03/16 thru 10/31/16
 Previous Balance 10,688.00 Days in the statement period 29
 Deposits/Credits .00 Average Ledger 10,688.00
 Checks/Debits .00 Average Collected 10,688.00
 Service Charge .00
 Interest Paid .00
 Current Balance 10,688.00

	Total For This Period	Total Year-to-Date
Total overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Daily Balance Information
 Date Balance
 10/03 10,688.00

Date 9/30/16 Page 3
 Primary Account @XXXXXXXXXX@5423
 Enclosures 6

Free Business Checking
 Account Number @XXXXXXXXXX@6050
 Previous Balance 5,188.00
 1 Deposits/Credits 5,500.00
 Checks/Debits .00
 Service Charge .00
 Interest Paid .00
 Current Balance 10,688.00

Statement Dates 9/01/16 thru 10/02/16
 Days in the statement period 32
 Average Ledger 6,391.12
 Average Collected 6,219.25

	Total For This Period	Total Year-to-Date
Total Overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Deposits and Additions
 Date Description
 9/26 Deposit

Amount
 5,500.00 **

Daily Balance Information
 Date Balance
 9/01 5,188.00

Date
 9/26

Balance
 10,688.00

Date 8/31/16 Page 3
 Primary Account @XXXXXXXXXX@5423
 Enclosures 11

Cash Management CK

@XXXXXXXXXX@5456 (Continued)

Daily Balance Information

Date	Balance	Date	Balance
8/01	13,775.53	8/31	13,777.28

Interest Rate Summary
 Date 7/31 Rate 0.150000%

Free Business Checking

Account Number	@XXXXXXXXXX@6050	Statement Dates	8/01/16 thru 8/31/16
Previous Balance	.00	Days in the statement period	31
2 Deposits/Credits	5,188.00	Average Ledger	1,213.41
Checks/Debits	.00	Average Collected	64.51
Service Charge	.00		
Interest Paid	.00		
Current Balance	5,188.00		

	Total For This Period	Total Year-to-Date
Total Overdraft fees	\$.00	\$.00
Total Returned item fees	\$.00	\$.00

Deposits and Additions

Date	Description	Amount
8/12	Phone/In-Person Transfer	100.00
	james, chris/ricardo	
8/25	Deposit	5,088.00 **

Daily Balance Information

Date	Balance	Date	Balance
8/01	.00	8/12	100.00
		8/25	5,188.00

Section 4

Women's Resource Center of NCW

202 Palouse Street
PO Box 2051
Wenatchee, WA 98801
Phone: 509-662-0121

January 11, 2017

Downtown Rotary
Project Management Committee

ATTENTION: Judy Connor

Re: Technology Upgrade Grant

Dear Rotarians:

In response to the concern expressed about the inclusion of three televisions and accompanying wall mounts in the items acquired through your generous District Technology Grant, I offer the following explanation.

All three of these televisions are intended to be used solely as screens or monitors to enable groups of individuals to participate in trainings and group activities. The three units are slated to be installed in the following locations for use as monitors to be used by staff and residents for training, education, webinars, etc.:

- Staff conference room in administrative offices at 202 Palouse
- Computer lab at the Bruce Transitional Housing facility at 206 Palouse
- Computer lab at Parkside Supportive Housing facility at 2107 Cashmere

These monitors will not be connected to cable and will not be used television viewing.

All of the technology-related devices acquired through this grant are itemized on the attached spreadsheet. All of the appropriate receipts are attached and Karen Rutherford, our Board President has signed and dated the document, attesting that all items have been purchased.

Thank you again for the generosity of the Downtown Rotary. This grant is enabling us to expand our educational opportunities for staff and residents and to bring our overall system up to date. For this, we are enormously grateful.

Sincerely,

Jane Provo

Jane Provo
Deputy Director

Cc: Jim Russell, President

Women's Resource Center of NCW

202 Palouse Street
PO Box 2051
Wenatchee, WA 98801
Phone: 509-662-0121

January 4, 2017

Downtown Rotary
Project Management Committee

ATTENTION: Judy Connor

Re: Technology Upgrade Grant

Dear Rotarians:

First of all, let me apologize for the delay in responding to Judy's concerns expressed in her email message to all of you on December 27th. I've been down with the crud that seems to be sweeping the area and am just today back in the office. Her concern stemmed from our acquisition of five televisions and accompanying wall mounts which apparently had not been included in the original proposal and were deemed to be ineligible for reimbursement.

According to Laurel, there had been discussion about the need to acquire large TV monitors in the original proposal. Community rooms which include computer labs have now been completed at both the Bruce and Parkside. There is a need for monitors of this type to allow groups of individuals to participate in trainings and group activities.

Three of these 48" televisions are slated to be installed in the following locations for use as monitors to be used by staff and residents for training, education, webinars, etc.:

- Staff conference room in administrative offices at 202 Palouse
- Computer lab at the Bruce Transitional Housing facility at 206 Palouse
- Computer lab at Parkside Supportive Housing facility at 2107 Cashmere

These monitors will not be connected to cable and are intended to allow for use by groups of individuals.

The other two televisions and wall mounts will be deleted from this grant and in place of those items, we will acquire printers, connecting cables and toner. Those receipts will be submitted as soon as the items are purchased and we will be sure to meet or exceed the total amount of the grant in order to avoid your having to reimburse the District.

If I can retrieve the packet of receipts I gave to you at the Rotary meeting, that will facilitate the return of some items. I will repackage all of the appropriate receipts and make sure one of our Board members signs and dates the itemized spreadsheet.

Thank you for your patience. This grant is enabling us to expand our educational opportunities for staff and residents and to bring our overall system up to date. For this, we are enormously grateful.

Sincerely,

Jane Provo

Jane Provo
Deputy Director

Cc: Jim Russell, President

42/59

Judy Conner

From: Laurel Turner [wrclaurelturner@gmail.com]
Sent: Tuesday, April 18, 2017 8:08 AM
To: Judy Conner; James Russell; Jane Provo
Subject: Information for Grant Report

- ten (all) employees will be helped.
- # volunteers?? This was essentially a funding grant for purchase of equipment, however, a technology consultant volunteered his time to help us figure out our needs and he was given permission to provide services to us free of charge by the owner of the company he works for and she is a very active member of Cashmere Rotary, JC Baldwin.
- who might use some of the equipment for classes at Bruce and Parkside. Currently, there are financial literacy classes conducted using the computers and the large monitors. There is also weekly homework help for school aged children. Also, we are re-instituting family activity night and will use the large monitors for games and videos.
- # Bruce residents benefitting from the "trickle down" of computers once available after the new stuff came for the "computer lab". The entire population of the Bruce will have access to the "computer lab" so generally speaking all of the adults and children of appropriate age would be around 45-50.
- # Bruce residents who benefit from the trainings, classes. Currently we have 76 individuals at the Bruce and all benefit from trainings and classes.
- # Parkside residents who benefit from their classes and "computer lab". All 15 residents at Parkside will benefit from the computer lab.

Hi Judy,

I hope the information above is helpful.

I am headed into a meeting that will last until 11:00 or so but will check my email as soon as I am back if you have further questions.

Thank you once again for your support.

Laurel Turner
 Executive Director
 WRC Housing and Supportive Services
 Women's Resource Center of NCW
 (509)662-0121 Ext 112

Mission Statement: The Women's Resource Center provides individuals and families experiencing poverty and homelessness with the housing and supportive services they need to be part of a healthy, diverse community.

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4/19/2017

Judy Conner

From: Judy Conner [Judy@cnc CPA.com]
Sent: Thursday, April 06, 2017 4:15 PM
To: 'igconner@nwi.net'
Subject: FW: My UW appointment

From: Pete Luchini
Sent: Thursday, April 06, 2017 4:13 PM
To: CNC <CNC@cnc CPA.com>
Subject: My UW appointment

Just to update everyone, UW was able to confirm Baby's diagnosis/prognosis. It is Trisomy 18 (Edward's Syndrome.) Baby continues to have the choroid plexus cysts in the brain and is lagging behind in growth. Baby also appears to have a hole in the heart and only one functioning kidney. It's unlikely Baby will make it to delivery and even less likely it will survive delivery - but you never know. My health is very good, and there are no expected risks for me.

My focus waivers, so I appreciate your continued patience and the support you have all provided.

Thanks,
Pete

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44/59

Judy Conner

From: Jim Russell [james.s.russell@frontier.com]
Sent: Friday, January 27, 2017 1:25 PM
To: Jane Provo
Cc: Judy Conner; TurnerLaurel
Subject: Re: Grant for WRC

Separate the payment from the report. Pay it immediately, write the next month.

Sent from [BlueMail](#)

On Jan 27, 2017, at 11:23 AM, Jane Provo <janedahc@aol.com> wrote:

Jim, laurel is out of town and I'm at a 2-day workshop in Chelan. I will try to get this report to you folks this weekend. I'm eager to get the funds released because all the tech equipment was purchased on my personal credit card and the payment is soon due. We're looking forward to the big event tomorrow night. Jane

Sent from my iPhone

On Jan 26, 2017, at 9:15 PM, James Russell <james.s.russell@frontier.com> wrote:

Why don't you send a query to Steve Altmayer about how we're supposed to attach receipts for an online report. We're slowly moving into the new world.

Laurel, Jane, Judy is ready to finish our report to the District, but she needs a brief report about how many people benefitted from the installation and how many Rotarians were involved from the beginning, including getting the rooms ready to torn up so they could be remodeled, me getting estimates, Gary, etc. Judy's ready to send it when you get those particulars. Your report doesn't have to extensive, less than a page. Anytime in February is OK for the District, but I can tell Judy has an itchy finger to press that return key and send it.

Thanks, Jim

<image004.png>

Jim Russell – Beam

President 2016-2017

Wenatchee Rotary

www.wenatcheerotary.org

4/19/2017

45/59

<https://www.facebook.com/WenatcheeRotary/>

C: 509-860-0675

James.s.russell@frontier.com

#jsrwriter

From: Judy Conner [<mailto:igconner@nwi.net>]

Sent: Thursday, January 26, 2017 2:51 PM

To: 'James Russell' <james.s.russell@frontier.com>

Subject: RE: Grant

Crap - I wrote the report yesterday and it will be ready to mail - with the information you gave me at the beginning of this project. I was supposed to attach receipts. I do not know the answers to some of these questions for example how many people benefited, how many Rotarians participated and what did they do (two examples).

Perhaps the project managers need to prepare me a report - all I have is financial.

From: James Russell [<mailto:james.s.russell@frontier.com>]

Sent: Wednesday, January 25, 2017 5:33 PM

To: 'Judy Conner'

Cc: 'Chris Rumbles'; FTClifton@aol.com; Pete Van Well

Subject: RE: Grant

Judy, I can't find a Grant Identifying Number, but I suspect it might be a number Chris Rumbles knows about, so I'm including him in this email.

The report is done online at the District 5060 website. I suppose you have this, but here are the questions that need to be answered:

Copy these questions and write the answers in a word document in preparation to paste them into the answer section online.

1. Describe the project. What was done, when, and where did the project activities take place?
2. How many people benefited from this project?
3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
4. How many Rotarians participated in this project?

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5. What did they do? Please give at least two examples, not including financial support provided to the project.
6. If a cooperating organization was involved, what was its role?
7. If the actual costs incurred differ from the budgeted amounts, please explain in detail.

You'll need to get financial records in a file ready format also.

To file the report you go online to District 5060 website. You'll need a login name and password if you haven't done it before. Frank or I could help. Here are the steps to logon:

1. District 5060 website: <http://portal.clubrunner.ca/50005>
2. In the upper right corner you'll see: "Member Login" Click on it.
3. You login or click on "New and existing users: *Judy . Conner . 1365*
Molliedo 8
4. On the member login website, in the upper right corner, you see: "Member Area." Click on that.
5. You'll see a blue banner with Rotary District 5060 and underneath a gray banner with text headings. Click on "Grants"
6. Underneath the gray banner is a blue banner with text headings: click: "My Club Grants"
7. Underneath the second narrow banner you'll see "Submit a Grant Request My Club Grants." Underneath that you'll see dates: **2017-2018** in bold. To the left of that is the text: "Previous Year" Click that.
8. You should see our Technology Upgrade for ..." Click the title.
9. You should the Title of the Grant in white and black that contains the overview of our grant. Underneath the headings you'll see "Click on any of the tabs below to access and update..."
10. Underneath that is a blue box on the first tab saying "Details" . Move your mouse to the right of that box until you reach "Individual Project Report." Hold your mouse over that until you see the hand with a finger. Click it.
11. You should see Individual Project Report in a blue box and underneath that you'll see the headings for the questions I sent you to answer first. Underneath the seventh, last question you'll see a box with the first question repeated. It the body of the report. Copy your text from your word file and paste it into the report format.
12. You'll need to do the same with the financial data.
13. As you go through it, you can update the report to keep from losing your work.
14. When your done you can hit submit.

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Steve Altmayer who was copied in the other email I sent you, can be helpful. So can Frank and I, although this is a new process. I used it to submit the grant request, so I have some experience with it.

Thanks for being so courageous! Jim

<image003.png>

Jim Russell – Beam

President 2016-2017

Wenatchee Rotary

www.wenatcheerotary.org

<https://www.facebook.com/WenatcheeRotary/>

C: 509-860-0675

James.s.russell@frontier.com

#jsrwriter

From: Judy Conner [<mailto:igconner@nwi.net>]
Sent: Wednesday, January 25, 2017 11:15 AM
To: 'James Russell' <james.s.russell@frontier.com>
Subject: Grant

I have recieved the information from WRC and have cross checked the receipts and will ask Angela to help us in getting the money to the Center (in the absence of Chris).

I will proceed with the report to district. In reviewing my information, I do not have a Grant identifying number nor do I have an address where the report is to be sent. Can you help with either.

4/19/2017

Judy Conner

From: Judy Conner [Judy@cnc CPA.com]
Sent: Tuesday, November 01, 2016 10:50 AM
To: 'igconner@nwi.net'
Subject: FW: WRC Computer systems installation from the WRC/District 560 grant

Attachments: image003.png; Staples bid price excel file 1.0.xlsx



Staples bid price
 excel file 1...

From: James Russell [mailto:james.s.russell@frontier.com]
 Sent: Monday, October 31, 2016 3:49 PM
 To: Judy Conner <Judy@cnc CPA.com>; Pete Van Well <pete2@vanwell.net>; Don Myers <donmyers57@gmail.com>
 Cc: Laurel turner <wrclaurelturner@gmail.com>
 Subject: WRC Computer systems installation from the WRC/District 560 grant

Laurel Turner has informed me that the remodel of the Bruce Hotel has progressed to the point where she expects to prepare an invoice to purchase the attached computers and accessories as proposed and approved by the District. We have the \$10,175.04 approved from several sources earlier in the year, so we'll have to explore how the prices and needs are finally priced as we get the final approval. Don, Pete and I are available signers for the checks.

Laurel may contact me to work with Staples to get the final details worked out I'm looking forward to completion on the project. Jim

[Wenatchee]

Jim Russell - Rise up!
 President 2016-2017
 Wenatchee Rotary
www.wenatcheerotary.org<<http://www.wenatcheerotary.org/>>
<https://www.facebook.com/WenatcheeRotary/>
 C: 509-860-0675
James.s.russell@frontier.com<<mailto:James.s.russell@frontier.com>>
 #jsrwriter

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49/59

Judy Conner

From: Rumbles, Christopher [Christopher.Rumbles@claconnect.com]
Sent: Tuesday, July 26, 2016 11:05 AM
To: Peter Van Well; 'Judy Conner'; 'Don Myers'
Cc: 'Jim Russell'
Subject: RE: [External] RE: Grant Committee from Judy Conner

Pete,

The signatories are set up for the CVB account already, so nothing further is necessary at this time. Jim, Pete, and Don are listed as signatories on the account.

Chris



Christopher Rumbles, CPA, Associate
CliftonLarsonAllen LLP

Direct 509-663-5622, Mobile 360-581-7803
christopher.rumbles@CLAconnect.com

Main 509-663-5622 x13718, Fax 509-663-5732
517 North Mission Street, Suite B, Wenatchee, WA 98801
CLAconnect.com



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CliftonLarsonAllen LLP

7/27/2016

50/59

Judy Conner

From: Don Myers [donmyers57@gmail.com]
Sent: Thursday, June 23, 2016 6:28 PM
To: Peter Van Well
Cc: James Russell; Judy Conner; Christopher Rumbles
Subject: Re: Grants Management Committee

I leave town Sat morning for ten days. Mission trip in Mexico so out of touch.

D

On Jun 23, 2016, at 4:16 PM, Peter Van Well <pete2@vanwell.net> wrote:

Judy, Don and Chris, With July 1 rapidly approaching, do we need to meet on this?

From: James Russell [<mailto:james.s.russell@frontier.com>]
Sent: Monday, May 09, 2016 3:59 PM
To: 'Judy Conner' <igconner@nwi.net>; 'Don Myers' <donmyers57@gmail.com>; pete2@vanwell.net
Cc: 'Christopher Rumbles' <christopher.rumbles@claconnect.com>
Subject: RE: Grants Management Committee

The attachments and comments are listed below next to Judy Conner's questions. Thanks for getting this organized, Judy. Jim



Jim Russell – Rise up!
 President Elect

Wenatchee Rotary

www.wenatcheerotary.org

C: 509-860-0675

[James.s.russell@frontier.com](mailto:james.s.russell@frontier.com)

#jsrwriter

From: Judy Conner [<mailto:igconner@nwi.net>]
Subject: RE: Grants Management Committee

Jim, I've had an opportunity to review the paper work that was sent to the committee. In addition, I believe we need the following information:

A copy of the grant application The application is file: WRC Grant Report File

A copy of the grant showing amount and restrictions (I see the MOU but it is general over all grants given by the Fdtn). Three documents: are inside the three club commitment files detailing all our requirements. We were awarded %088 and need to match it. The vista volunteer was not matched.

I want to see the correspondence that come with the "granting of the grant." The correspondence was primarily

6/27/2016

51/59

through the online grant module at the District. There may be more specific instructions, but I can't find what you're asking for at present.

A copy of any correspondence regarding the grant from the Rotary Foundation, the District, the grantee The correspondence has primarily been through online District Website. I'm not sure at this time how to give you access as the Grants Management Committee.

A list of the Board of Directors of WRC and administration staff in order to assess conflicts of interest. Laure Turner and Jane Provo will be asked to provide that information and send it directly to you.

There is an indication that some work has already been started, has anything been paid, invoiced by vendors - where are we on the project None of the expenses for the technology project have been spent. Other WRC project invoices have been paid in 2015-16.

There is indication that Chris is working to comply with "them" by July 1 Those questions can be explained by Chris

What exactly is he working on and what does the committee have to do by July 1 Those questions can be explained by Chris

Who is on the Project Management Committee. Jeo St. Jean and Gary Provo are co-project managers along with Leonard Singhose.

As I indicated to Chris via separate email. - I am unable to be a check signer as long as I am licensed with my brokerage firm. I do not believe that will cause a large problem with the others on the committee. We agree.

Do any of the other committee members have a request I have not indicated.

Judy

From: James Russell [<mailto:james.s.russell@frontier.com>]

Sent: Wednesday, April 27, 2016 2:55 AM

To: 'Judy Conner'; Don Myers; Pete Van Well

Cc: Christopher Rumbles

Subject: Grants Management Committee

Dear Judy, Don and Pete, I respectfully request that you serve our club this coming year as the Grants Committee under the leadership of Judy. The District requires to have a Grants Management Committee, which I proposing will consist of Judy Conner with accounting experience as Chair, Don Myers as PE, Pete Van Well as PE Nominee and Vice Chair. The Committee's responsibility will be four-fold:

1. assure the requirements for club administration and financial controls are in place by the time we receive our District grant funds on July 1, 2106;
2. ensure the WRC Grant Project Committee completes its work and submits its final report; and
3. gain a MOU for the Club for future grants;

Signatories will be Judy and Pete as chair and Vice-chair and Don and me as PE and P. All checks require two signatures.

You'll be working with Chris who has seen these documents and is working to comply with them by July 1 when we receive our money. I don't see this being a substantial amount of time. The project pays for and helps connect computer systems and wiring which have been identified in the grant. Work is proceeding at the WRC to prepare the installation.

The Club must also establish the Project Management committee to ensure compliance with the supervision of the project, providing requests for funds, receipts, project management and the final report. The Project Committee is responsible for implementing the work and making the purchases for the grants project, which will be implemented by the WRC Grants Project Committee, which I'll announce shortly.

Chris, here are the three files and commitments we've signed for the WRC grant and which we went over on Tuesday and the three people who will oversee the grant for this year. .

6/27/2016

James Russell

From: James Russell <james.s.russell@frontier.com>
Sent: Monday, May 09, 2016 11:45 AM
To: 'Judy Conner'
Subject: RE: Grants Management Committee

Expires: Tuesday, September 06, 2016 12:00 AM

I'm working on the documents, Judy. I'll get them to you, Jim



Be a gift to the world

Jim Russell – Rise up!

President Elect

Wenatchee Rotary

www.wenatcheerotary.org

C: 509-860-0675

James.s.russell@frontier.com

#jsrwriter

From: Judy Conner [mailto:igconner@nwi.net]
Sent: Saturday, May 07, 2016 12:16 PM
To: 'James Russell' <james.s.russell@frontier.com>; 'Don Myers' <donmyers57@gmail.com>; 'Pete Van Well' <pete2@vanwell.net>
Cc: 'Christopher Rumbles' <christopher.rumbles@claconnect.com>
Subject: RE: Grants Management Committee

Jim, I've had an opportunity to review the paper work that was sent to the committee. In addition, I believe we need the following information:

- A copy of the grant application
- A copy of the grant showing amount and restrictions (I see the MOU but it is general over all grants given by the Fdtn)
 - I want to see the correspondence that come with the "granting of the grant"
- A copy of any correspondence regarding the grant from the Rotary Foundation, the District, the grantee
- A list of the Board of Directors of WRC and administration staff in order to assess conflicts of interest
- There is an indication that some work has already been started, has anything been paid, invoiced by vendors - where are we on the project
- There is indication that Chris is working to comply with "them" by July 1
 - What exactly is he working on and what does the committee have to do by July 1
 - Who is on the Project Management Committee

As I indicated to Chris via separate email. - I am unable to be a check signer as long as I am licensed with my brokerage firm. I do not believe that will cause a large problem with the others on the committee.

Do any of the other committee members have a request I have not indicated.

Judy

From: James Russell [<mailto:james.s.russell@frontier.com>]

Sent: Wednesday, April 27, 2016 2:55 AM

To: 'Judy Conner'; Don Myers; Pete Van Well

Cc: Christopher Rumbles

Subject: Grants Management Committee

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3. gain a MOU for the Club for future grants;

Signatories will be Judy and Pete as chair and Vice-chair and Don and me as PE and P. All checks require two signatures.

You'll be working with Chris who has seen these documents and is working to comply with them by July 1 when we receive our money. I don't see this being a substantial amount of time. The project pays for and helps connect computer systems and wiring which have been identified in the grant. Work is proceeding at the WRC to prepare the installation.

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Chris, here are the three files and commitments we've signed for the WRC grant and which we went over on Tuesday and the three people who will oversee the grant for this year. .

The three signed files are:

Club qualifications MOU

Rotary Club Responsibility Agreement

District Grant Application Financial plan

Thanks all of you for your continued service and leadership.



Jim Russell – Rise up!

President Elect

Wenatchee Rotary

C: 509-860-0675

James.s.russell@frontier.com

#jsrwriter

54/59

Judy Conner

From: Laurel Turner [wrclaurelturner@gmail.com]
Sent: Tuesday, April 18, 2017 8:08 AM
To: Judy Conner; James Russell; Jane Provo
Subject: Information for Grant Report

- ten (all) employees will be helped.
- # volunteers?? This was essentially a funding grant for purchase of equipment, however, a technology consultant volunteered his time to help us figure out our needs and he was given permission to provide services to us free of charge by the owner of the company he works for and she is a very active member of Cashmere Rotary, JC Baldwin.
- who might use some of the equipment for classes at Bruce and Parkside. Currently, there are financial literacy classes conducted using the computers and the large monitors. There is also weekly homework help for school aged children. Also, we are re-instituting family activity night and will use the large monitors for games and videos.
- # Bruce residents benefitting from the "trickle down" of computers once available after the new stuff came for the "computer lab". The entire population of the Bruce will have access to the "computer lab" so generally speaking all of the adults and children of appropriate age would be around 45-50.
- # Bruce residents who benefit from the trainings, classes. Currently we have 76 individuals at the Bruce and all benefit from trainings and classes.
- # Parkside residents who benefit from their classes and "computer lab". All 15 residents at Parkside will benefit from the computer lab.

Hi Judy,

I hope the information above is helpful.

I am headed into a meeting that will last until 11:00 or so but will check my email as soon as I am back if you have further questions.

Thank you once again for your support.

Laurel Turner
 Executive Director
 WRC Housing and Supportive Services
 Women's Resource Center of NCW
 (509)662-0121 Ext 112

Mission Statement: The Women's Resource Center provides individuals and families experiencing poverty and homelessness with the housing and supportive services they need to be part of a healthy, diverse community.

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4/19/2017

Wenatchee Rotary
Grant Management Committee
7/16/16

Grant Committee Members:

Judy Conner, Chairman
Don Myers, President elect
Pete Van Well, V. Chairman
Chris Rumbles, ad hoc

Project Management Committee:

Joe St Jean, co-manager
Leonard Singhose, co-manager
Gary Provo, member

I have reviewed the information provided to me with regard to the duties of our committee. I have summarized the important (my perception) of the requirements and our actions to fulfill our duties.

- In our final report we will acknowledge the conflict of interest associated with the project (these were disclosed in the Grant Application). Jane Provo, Deputy Director of the WRC (Women's Resource Center of NCW) is the wife of Project Management Committee member, Gary Provo. Laurel Turner, Executive Director of WRC, is a member of Wenatchee Rotary.
- Voucher payments:
One member of the WRC Board of Directors must initial and date invoice to evidence approval for payment (excluding Laurel or Jane).
One member of the Project Management Committee must initial and date invoice to evidence approval for payment.
Two members of the Grant Management Committee must initial / sign and date invoices before payment
- Maintain a separate bank account clearly labeled as a grants account (this has already been done and we are holding for the deposit of the grant funds, not yet arrived).
- Two check signatures are required. The preparer of the check can not be a signer (Chris will prepare the check for signature and is not a check signer). Since I am unable to be a check signer, that leaves Don and Pete as the required check signers (not sure if we included Jim Russell as a check signer, if so he can cover for absent regular check signers). The grant requirements says the only check signers can be: Club president, Club president-elect, Grant Committee Chairman, Grant Committee Vice Chairman.
- We need approval of the Rotary Board of Directors to approve the separate account and authority to deposit the grant funds into it. Jim is aware of this provision and I have asked for a copy of the minutes to document this provision.
- Document retention:
Documents shall be stored in hard copy as well as in electronic format posted on the club website accessible to all members. It includes:
Bank information and statements.

Club qualification documents including a signed copy of the Memo of understanding (MOU).

Copy of Grant Management policies and procedures.

All inventory documents (I don't think this is applicable to us).

All receipts and invoices.

All Documents must be kept for a minimum of 5 years.

- Grant report is to be completed by the Project Management Committee and it is our responsibility to see that the report is submitted to the District.
- The Grant amount is \$5,088 plus matching by the club of the same amount, totaling \$10,176.
- The attached document titled " Wenatchee Rotary District Grant Award for WRC Technology Upgrade" is the "budget according to Jim".

Section 5

Wenatchee Rotary Club No. 227
District 5060 Grant 2016-2017
Final Report

Grant description:

The statement mission of the Women's Resource Center of NCW (a tax exempt 501c(3) organization) is to provide individuals and families experiencing poverty and homelessness with the housing and supportive services they need to be part of a healthy diverse community. The organization recently expanded and moved many client related and administrative services to a new location. The grant was for the purchase of computers and other technology to upgrade obsolete equipment in the original location and enhance technology support for the new location, for both administrative and residential use.

Grant oversight:

Rotarians played a major role in the planning and oversight of the project. The committees were responsible for the implementation, management and maintenance of club qualification for this grant. The Members directly associated with the grant activities were as follows:

Grant Committee Members:

Judy Conner, Chairman
Don Myers, President elect
Pete Van Well, Vice Chairman
Chris Rumbles, ad hoc

Project Management Committee

Joe St Jean, Co-manager
Leonard Singhose, Co-manager
Gary Provo, member

Completion of activity:

The equipment has been purchased and is currently in full use by the organization. The organization has accounted to the Grant Committee with the receipts of all purchases of equipment to complete the upgrade. The total purchases qualifying for the grant totaled \$10,239.69. The district grant was for \$5,088.50 and the matching Wenatchee Rotary Grant was for the same amount, totaling \$10,176. A check for \$10,176 has been written to the Women's Resource Center of NCW.

The Project Committee has inspected the sight for the appropriate use and installation of the technology equipment. A Co-manager of the Project

Management Committee has signed documents to attest to his observations. The President of the Board of Directors of Women's Resource Center of NCW has signed to document the purchase of equipment and use of the funds.

No grant funds were disbursed until the project was completed. A separate non-interest bearing checking account was established for this grant and all activity was recorded and maintained by a Rotary Member that did not have check signing privileges. Two check signatures were required to disburse the one check written to pay out the grant. Wenatchee Rotary will retain all documents associated with this project for a minimum of five years.

As required in the Rotary Club Responsibilities and Agreements for District Grants document, copies of all invoices and/or receipts have been submitted with this report.

If there is any additional information that the district requires, do not hesitate to contact me.

Report submitted by:



Judy Conner, Chairman Grants Committee
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