

**Club Qualification Memorandum of Understanding (MOU)
The Rotary Foundation– 2018-19**

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.

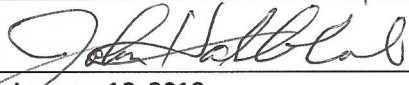
7. Reporting Misuse of Grant Funds

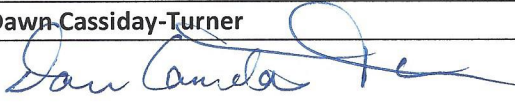
The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

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 McHenry**, the undersigned agree to comply with all of the conditions and requirements of the MOU for **Rotary year 2018-19** and will notify Rotary International District 6440 of any changes or revisions to club policies and procedures related to these requirements.*

Club President (2018-19)	
Term	7/1-2018-6/30/2019
Name	John Halbleib
Signature	
Date	January 18, 2018

✓ Club President-elect (2018-19) *	
Term	7/1/2018-6/30/2019
Name	Dawn Cassidy-Turner
Signature	
Date	January 18, 2018

*** NOTE: Clubs that do not have a President-nominee (President in 2019-20) selected when this form is due, may have it signed by the 2018-19 Club Secretary.**

Submit the completed form to the District 6440 Administrative Assistant, Kristina Laib, at admin@rotary6440.org.