Policies and Procedures

Burnsville Rotary Foundation

Adopted

02-20-2017

BURNSVILLE ROTARY FOUNDATION

The purposes of this corporation shall be generally to operate exclusively for charitable, benevolent and educational purposes and specifically as follows:

1. To promote the welfare of others by relieving the wants of the helpless, the needy and the indigent and assisting in providing for their physical, mental and spiritual needs.
2. To promote the well-being of others by assisting them in securing the benefits of education in all its forms and by assisting educational institutions and organizations to achieve their purposes and goals.
3. To promote the welfare of the City of Burnsville, the State of Minnesota, the United States of America and their citizens by assisting their respective governments in the performance of their functions and by aiding and furthering the development and continuance of international understanding and good will.
4. To purchase, lease, receive by gift, grant, legacy, devise or otherwise acquire, hold, sell, exchange, transfer, repair, maintain, improve, mortgage, pledge or otherwise hypothecate, whether absolutely or in trust, and in any other manner deal in and deal with real and personal property of every class, kind or degree and any interest or right therein, including the shares, bonds, securities and other evidence of indebtedness of any domestic or foreign corporation, partnership or individual.
5. To carry on, either alone or in cooperation with or through the instrumentality of others, any and all activities in furtherance of the objects and purposes hereof.
6. To exercise any and all other rights and powers which may be necessary, incidental, desirable or expedient to the accomplishment of any of the aforesaid purposes.

BOARD OF DIRECTORS

The board of directors of the Foundation will be the same as the board of directors of the Burnsville Rotary Club with the exception that the President Elect of the Club will be the President of the Foundation.

COMMITTEES -

1. FUND RAISING COMMITTEE (FRC) - its work is to raise funds
2. COMMUNITY COMMITTEE - Its work is to evaluate potential local uses for funds
3. INTERNATIONAL COMMITTEE - Its work is to evaluate potential international uses for funds.
4. VOCATIONAL COMMITTEE - Its work is to evaluate potential vocational fund uses.

BUDGETING -

1. Budgeting - Each year, the Board shall prepare its plan for Foundation Fund expenditures. The budget must be finalized by September 30.

FUND RAISERS

- There are presently two major fund raising events:

1. Concert for Caring - this provides the primary source of funds for the annual Foundation budget.
2. Burnsville Uncorked - this has historically been an event to raise funds to support community projects. The funds raised at this event will continue to be used for community projects, however at the discretion of the Board of Directors of the Foundation, a portion of the Burnsville Uncorked funds may be transferred and used for the annual Burnsville Rotary Foundation Budget. This amount shall be limited (on a cumulative basis) during any fiscal year to an amount not greater than 20% of the balance remaining in the Burnsville Uncorked account as of the last day of the previous fiscal year end. Future Burnsville Uncorked events will continue to raise funds in support of the Burnsville Noon Foundation projects, along with the possibility of a portion to be used for Community, International, or Vocational Burnsville Rotary Foundation needs/requests. Burnsville Uncorked proceeds may or may not be utilized for a joint project with the Burnsville Breakfast Club.

FUND RAISING MANAGEMENT -

The fund-raising event management is the responsibility of the Fund-Raising Committee. The chairperson of the FRC is responsible for submitting a detailed revenue/expense budget to the Foundation Board for each event for review and approval. The Treasurer of the Foundation is responsible for the financial transactions (depositing funds and paying expenses) and the financial accounting of each fund-raising event. Separate fund accounts will be maintained to accurately reflect total and detailed revenue sources (ticket sales, sponsor donations, auction income etc.) and expenses. Reports will be prepared by the Treasurer and submitted to the FRC chair and the Foundation Board. These reports are to be presented as soon after the event as possible, but within 90 days of the event.

POLICIES OF FUND RAISING

1. Ticket Sales - Ticket sales for the events held at the Ames Center will be assigned to and managed by the Center's ticketing system to ensure accurate and timely accounting of ticket sales. At the conclusion of the events, the Ames Center will provide a settlement check in accordance with the Ames Center agreement signed by the Foundation.
2. Raffle Tickets - The FRC chair is responsible for establishing procedures to manage the ticket sales and cash accounting for raffle ticket sales. At the end of the raffle event, the validated cash receipts will be placed in a safe deposit bag and placed in the Ames Center safe for pickup by the Treasurer (or designee) for bank deposit on the next banking day.
3. Auction Payments - Internet online auctions (i.e. Bidding for Good) transactions will be made via the automated credit card processing system account to be set up in conjunction with the online auction vendor. Funds will be transferred directly to the Foundation bank account. The Treasurer is responsible for setting up and managing the payment processing account. Silent and live auction payments will be processed via check or credit card using the Foundation's credit card processing account. The Treasurer will provide payment swipe modules to committee members responsible for collecting auction payments. A list of all transactions shall be prepared by the FRC and submitted to the Treasurer for inclusion in the financial records of the event. Transaction errors will be reported to and corrected by the Treasurer.
4. Corporate Sponsor Funds - The FRC corporate sponsor committee is responsible for soliciting donations and collecting checks from donors and maintaining donor records. Payment checks are given to the Treasurer or designee for bank deposit and financial accounting.
5. Vendor Contracts - The FRC chair or designate is responsible to negotiate appropriate vendor contracts and approve contracts provided the costs associated with the contract are within the budget parameters approved by the Board. Any expense in excess of $500 not included in the approved budget must be approved by the Board. Major legal contracts, such as the Ames Center Agreement, must be signed by an officer of the Board (President, Vice President, Secretary or Treasurer). A copy of the major contracts and agreements will be maintained by the FRC chair and the Treasurer.
6. Expenses - Requests for payment of event expenses must be approved by the FRC chair. Payment requests shall be submitted to the Treasurer. In the event that the Treasurer is not available for a period of time, they must be presented to the President. The Treasurer shall process the payment in accordance with the approved budget parameters and within the terms specified in the invoice for payment.
7. Periodic Receipts and Disbursements - The Treasurer or designate is responsible for weekly collecting the contents in the Post Office Box and distributing the pertinent materials to the FRC. The FRC or designate will subsequently determine appropriate disposition of the items.
8. Auction Transaction Reports - The FRC is responsible for preparing detailed transaction summaries on all auctions including online, silent and live auctions conducted at fund raising events. The reports shall be submitted to the Treasurer for inclusion in the event final financial report.
9. Financial Reports - The Treasurer shall prepare monthly reports following the event budget approvals until the events final accounting which should occur as soon as all financial information has been received, but no later than 90 days following the event. Monthly reports will include revenue and expense details, including actual vs. planned, as outlined in the event budget. (approved by the board 9/11/14)

FOUNDATION DONATION GUIDELINES.

The policies and procedures were adopted by the Board in December 2012. The Guidelines are intended to ensure that charitable donations given on behalf of the Foundation support the mission statement values of Rotary.

The guidelines assign the responsibility for reviewing and approving donation requests to the Board and not to an individual Board Member. The guidelines also stipulate that the review of the requests must be completed prior to inclusion in a final budget presented for approval.

GUIDELINES FOR DONATION REQUESTS

1. The request must be sponsored by an active Rotary member
2. The Rotary member will present the request to the Foundation Board
3. If the organization does not have a Rotary relationship, the request would be assigned to an appropriate Board member to guide the process.
4. The proposer must clearly identify the reason and need for the funding request.
5. The application for funds must include the following:
6. The funds requested must not be the sole income of the charity
7. The entity must be a 501(c)(3 organization.
8. The organization must provide evidence of at least a 75% donation ratio
9. The organization must have been in existence for at least two years
10. A current Balance Sheet and P & L of the organization signed by the Treasurer and/or CEO of the organization must be presented.
11. A copy of the IRS Exemption Letter
12. A plan that outlines the intended use of the funds, expected outcomes, people served and the capacity of the organization to deliver the intended services, and the time period that the monies will be required.
13. Identity of the organizations primary funding source.
14. If the organization does not have a positive net worth, then they must provide a copy of the prior year IRS 990 form and a copy of the most current bank statement.

PROCEDURE, SELECTION AND DISBURSEMENT GUIDELINES

1. The Board reviews the formal request and votes to approve or disapprove the request. It should be noted that the Board has the discretion to make exception to the criteria set forth within the Guidelines if it deems the request follows the mission statement and values of Rotary.
2. Upon affirmative action, the Board then presents the approved donation as part of the normal budget process.
3. Upon approval of the budget, the funds shall be distributed to the charities in a timely manner. If possible, a representative of the recipient charity should provide a brief summary as to how the funds will be used to benefit the charity's mission and objectives.
4. The Community and International chairs are responsible for scheduling the timely distribution of budgeted funds. However, any Board member may assist in coordinating donations to specific charities