

## **Club Financial Management Plan Template**

**Clubs in District 5490 are free to use or adapt this document to make your own Club's Financial Management Plan. Your club's plan needs to be consistent with the Rotary Foundation Club Memorandum of Understanding, Grant Terms and Conditions, and the Grant Management Manual.**

**Rotary District 5490  
Club Financial Management**

**Purpose and Scope:**

The purpose of this document is to define the plan for managing the \_\_\_\_\_ Rotary Club Foundation finances. As such, the scope of this plan is limited to those finances pertaining to the Club's stewardship over Funds used for Rotary Foundation District Grants and Global Grants (where applicable) as defined and specified by The Rotary Foundation (TRF). Specifically excluded from the scope of this plan is management of Club operational finances, Club charitable finances not involving the Rotary Foundation, and finances associated with a Club Foundation.

**Club Rotary Foundation Member Responsibilities**

- The Club will appoint at least one member to implement, manage, and maintain club qualification as defined in the Club Memorandum of Understanding.
- The Club will appoint a Rotary Foundation Chair for a term of 3 years.

**Guiding Principles**

The guiding principles behind the Club's administration of District and Global Grants are:

- All projects funded with District and Global Grant money must comply with all requirements found in The Rotary Foundation Grants Management Manual, publication EN-611.
- It is desired that the funds granted result in a lasting benefit to the targeted population. Thus, it is desirable that clubs join together in partnership to sponsor a single project that can be larger, have a broader and more sustained impact, and include more Rotarians from the District.
- It is desirable that clubs partner with outside, third-party organizations to expand the impact of the projects. However, all projects funded by a District Grant must be proposed, managed and directed by Rotarians. All activities associated with District Grants must be verifiable and transparent at the District and Club levels.
- The Club's administration of District and Global Grants shall conform to the requirements and intents of the Rotary Foundation Club Memorandum of Understanding (MOU) with the Rotary Foundation.

**Grant Management Plan**

Club Qualification

1. Clubs submitting applications for District or Global Grants must be qualified. To remain qualified, the club will:
  - a. Agree to implement and sign the Memorandum of Understanding for clubs.

- b. Have at least two members attend the District Foundation Grants Seminar annually. It is highly recommended that the President-Elect and Club Rotary Foundation Chair attend. Note: the Club can send as many participants as desired.
- c. Be current on its RI and District dues, and in good standing with the District, Rotary International, and The Rotary Foundation.
- d. Be current on all required tax returns for the Rotary Club and any associated Club Foundation.
- e. Have established and reported an annual giving goal to the District Foundation Chair for the current year, and for the next year by February 15th of each year.
- f. Contribute to the Rotary Foundation Annually.
- g. Have, by January 1st of each year, reported it's Club President-Elect to the District and to Rotary International.
- h. Be current on all Rotary Foundation District and Global Grant reports.

#### District Grant Process

One District Grant will be requested each year from The Rotary Foundation from which Club's can request funding for Club sponsored projects. The process to apply for funds from the District Grant are as follows:

1. Club requests for District Grant funds: Clubs will submit their funding requests on line via the website, [www.matchinggrants.org/district](http://www.matchinggrants.org/district). Each project will be assigned a unique project number by the website.
2. Schedule for club funding requests: The timing for submittal of club funding requests will be communicated to clubs each Rotary year.
3. The District will notify all clubs of the funding decisions and checks will be distributed by the District Rotary Foundation Committee.

#### Global Grants Process

The process for the submittal and evaluation of Global Grant applications will be as follows:

1. The process for applications, grant management, approvals, and reporting for Global Grants will be consistent with the Rotary Foundation Grants Management Manual, Rotary publication EN-611.
2. Global Grant Application: Clubs will submit Global Grant applications on line via the Rotary International Member Access website.

3. Should the club be a recipient of any Global Grant funds they will be deposited in a separate Club bank account specifically and solely for the project. Funds received from a District Grant can be deposited in the Club General account but must be accounted for separately.

#### Reporting Requirements – District Grants

As a stipulation of receiving District Grant funds the club will commit to comply with the following reporting requirements:

1. Final report: within two months of project completion or no later than March 31 of the grant year, a final report must be completed online containing the following:
  - A summary of the project indicating what was done with respect to each of the project goals as set forth in the grant application.
  - A complete financial accounting of how the full project money was spent in detail including all receipts or invoices for items purchased and services contracted.
  - A report of the number of Rotarians who participated in the project and a brief description of what each did on the project.
  - Any other reporting requirements stipulated by TRF.
  - Photographs documenting the project. (optional)
2. If the District Grant funds and the matching club funds are not fully spent, unmatched District Designated Funds must be returned to the district. For example, if the club project totaled \$8,000 (\$4,000 DDF and \$4,000 club funds). \$7,000 was spent on the project. The club returns \$500 to the District making the project \$3,500 DDF and \$3,500 club funds.

#### Reporting Requirements – Global Grants

1. The process and requirements for reporting related to Global Grants will be consistent with the Rotary Foundation Grants Management Manual, Rotary publication EN-611.

#### **Financial Controls**

1. The club Treasurer, or others as assigned by the Rotary Foundation Committee Chair, will be perform the following:
  - a. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
  - b. Maintain a standard set of accounts using Quickbooks Online or similar program from time approved by the club board.
  - c. Maintain receipts and check requests for all grant expenditures for a period of five years.

- d. Insure that all club banking activities, including the conversion of funds, are in accordance with applicable laws.
  - e. Maintain a separate bank account for grant funds (optional for District Grants) and adhere to all Rotary Foundation bank account requirements as follows:
    - i. The Club Grant Bank Account should be low or non interest bearing; any interest earned will be documented and used on eligible, approved grant activities or returned to TRF.
    - ii. The name on the account will be "Club Name" Grant Bank Account.
    - iii. Grant funds may not be deposited in investment accounts of any kind.
    - iv. Signature approvals for the Club Grants account will be the Club Treasurer, the Club President, and the Club Rotary Foundation Chairperson.
  - f. Perform monthly bank reconciliations and retain them electronically.
  - g. As requested but at least annually within 30 days after the end of each Rotary year, the Club Treasurer will make available to the Club President and the Club Rotary Foundation Chair, the General Ledger, Income Statements, Balance Sheet and Bank Statements.
  - h. When a signatory position has a changed, ensure that new signature cards are completed with the bank within 60 days of the change.
2. All checks and withdraws require two Rotarian signatures.
  3. No disbursements are authorized without the approval of the Club Rotary Foundation Chairperson on an approved check request.

## **Discrepancies**

1. The District Rotary Foundation Chair and the Rotary Foundation will be notified of any discrepancies and/or misuse of funds as soon as they are identified. The Club Rotary Foundation Chairperson will cooperate with The Rotary Foundation to resolve these issues. Resolutions could include returning of funds to the Club, District, or The Rotary Foundation.

## **Records Management**

### District Grants

1. Individual project records will be maintained for a period of five years after the final reports is completed and approved. These records will be maintained by the Club Grants Chairperson and will include the following:
  - The original application as reviewed by the District Grants Chairperson prior to funding.
  - A copy of the cancelled check sent to the sponsoring club to fund the grant.
  - Copies of invoices and receipts.
  - Photos (optional)
  - The final report.

2. Other records will be maintained for five full Rotary years as follows:
  - a. A copy of all Committee meeting minutes.
  - b. Any applicable legal documents.
  - c. A copy of liability insurance if necessary if necessary for specific projects.
  - d. Copy of travelers insurance policies if necessary for specific projects.
  - e. Club qualification documents and Memorandum of Understanding.
  - f. Copies of reports submitted to TRF and information collected from project participants and entities receiving grant funds; including receipts and invoices for all purchases made with grant funds.
  - g. Written or electronic correspondence related to Rotary Foundation funds and projects as applicable.

### **General Requirements**

1. Report to the Club of Grant Activity: Annually, in the month of July or August, the Club Rotary Foundation Chairperson will transmit to all club members a summary report regarding the Club grant activity during the previous Rotary year, including District Grants and Global Grants.
2. Annual review and evaluation of this Plan: Annually, within one month prior to or after the end of the Rotary year (that is in either June or July), the club board will meet to assess the operational performance of this Plan. The purpose of this review is to determine if the procedures work to the satisfaction of those involved and if the plan serves the well. It is specifically not the purpose of this review to perform an audit on the financial records.
3. Changes to this Plan: If, from time to time, it is needed to make changes to this Plan to better serve the club or to correct a deficiency in the plan such changes may be proposed to the Club Rotary Foundation Chairperson who will communicate the proposed change(s) to all members of the Club Rotary Foundation Committee for comment. Any comments received will be resolved and the resulting proposed changes to the plan will be made. Changes in the procedures may be made by majority vote of the Committee. No changes will be made that are in conflict with The Rotary Foundation policies, bylaws, or guidelines. If approved changes are made, the plan will be revised with a new publication date.