

[Club Name]

Financial Management Plan

As required by the Future Vision's MOU minimum guidelines each club's financial management plan should be documented. This written management plan will be maintained in the Club's document retention system.

Club Name: _____ "The Club"

The Club does the following to adhere to the minimum guidelines for financial management (# indicates which guideline is being addressed):

1. Bank Account Establishment and Maintenance

- *The Club has a bank account specifically for operating funds, named "[name of account]". The designated signors for the account are _____, _____, _____.*
- *The Club has a bank account specifically for gaming funds, named "[name of account]". The designated signors for the account are _____, _____, _____.*
- *The Club has a bank account specifically for grant funds, named "[name of account]". The designated signors for the account are _____, _____, _____.*
***Examples of possible signors include the Club president, president-elect, treasurer and one to two other board or club members.*

2. Transfer of Custody Plan

- *The Club authorizes at least four to five Rotarian board members to be signors for the bank accounts. This allows flexibility if one or more of the designated signatories are unable to perform their duties. The signature card with the bank(s) is reviewed and updated annually. The current signature card was reviewed and updated on _____/_____/_____.*

3. Account Maintenance and General Ledger Maintenance:

- *The Club uses: (check one or more if they apply)*
an excel spreadsheet
QuickBooks
Club Runner
Other: _____
to track how funds are used and track the balance of any unused restricted (non-operating) funds. The records are designed to separately track funds according to each project.
- *Disbursements - The Club makes all payments by check or wire transfer, and requests copies of receipts for each payment. Authorization for each transaction is done by the Club president, _____, or their designee, _____.*

- *All financial records are kept by the Club treasurer, _____, or their designee, _____. Records are retained for a minimum of 5 years, or longer if required by funding source. All organizational and tax records are retained permanently. The records are stored at _____.*
- *Copies of all vendor invoices/statements and/or receipts are retained to use for grant reporting and reimbursement requests. For equipment or other assets purchased with grant funds, a list will be maintained with each item description, its price and current owner. Original records will be maintained in the Club's document file for disbursements. Copies will be kept in place of originals if the grant requires original records to be submitted. A copy of each document will be filed and retained in a grant specific file as specified in the grant agreement. All reports and correspondence for the grant will also be kept. The Club will send a copy of the records to the international partner club, if applicable. Grant records are kept by the Club treasurer, _____, or their designee, _____.*
- *QuickBooks (or whatever program was checked above) backups are done monthly and a copy of the back up is stored in a remote location. Username and passwords are used to limit access to the Club's treasurer and president or their designees*

4. Monitoring and Reporting:

- *Monthly Financial Statements - The Club has appointed a member of the Club with an accounting background to prepare monthly statements of income and expense, as well as balance sheet and budget to actual reports. The appointed member's name is _____. These reports are provided to the board at each board meeting.*
- *Monthly Bank Statement Reconciliations - The Club appointed a member of the Club with an accounting background to prepare the monthly bank statement reconciliations in conjunction with the statements of income and expense. The appointed member's name is _____.*
- *Grant Activities and the Law - The Club has designated the Club president, _____ and Rotarian, _____ to ensure the Club qualifies to participate in Rotary Foundation Global and Packaged Grants by:*
 1. *Implementing the financial and stewardship requirements in the memorandum of understanding provided by the Rotary Foundation.*
 2. *Sending at least one club member to the district's grant management seminar each year.*
 3. *By meeting additional requirements specified by the District.*

Additionally, the two members listed above are responsible for ensuring that all grant activities are performed in accordance with local laws.