

Rotary District 5580
The Rotary Foundation – Grants Account
DRAFT Financial Management Plan

Revised May 7, 2016

*Per District MOU

General

District	Rotary District 5580
DGS	District Grants Subcommittee
DGSC	District Grants Subcommittee Chair
DRFC	District Rotary Foundation Committee
DRFCC	District Rotary Foundation Committee Chair
MOU	Memorandum of Understanding
TRF	The Rotary Foundation

District Memorandum of Understanding with TRF

The District Memorandum of Understanding (MOU) with TRF is the basis for this Financial Management Plan. If the terms of the MOU change, this document shall be changed to conform to current requirements by TRF.

Bank Account

The District will maintain a bank account in an FDIC insured bank, to be used solely for TRF grants. It shall be interest bearing, and any interest earned shall be used only on eligible, approved grant activities, or returned to TRF.

Grant funds shall not be deposited in any investment account, including but not limited to mutual funds, certificates of deposit, bonds, or stocks.

Our account is with Wells Fargo through its branch located at 230 W. Superior Street, Duluth, MN 55802. Viewing of the account is available through online banking.

*The account name is "Rotary District 5580 District Grant Account" (herein also referred to as the District Grants Account). It is noted that the District also does its banking through Wells Fargo via several other separate accounts. Care is taken to avoid confusion regarding the accounts. The District Grants Account shall/will always be named in such a way as to distinguish it from other District Accounts.

District 5580 accounts at Wells Fargo are as follows:

- ✓ xxxx0989 – Rotary District 5580 general checking account for District operations
- ✓ xxxx0511 – Rotary District 5580 District Grant Account
- ✓ xxxx0574 – Rotary District 5580 World Community Service savings account

- ✓ xxxx1161 – Rotary District 5580 general savings account

The full account numbers can be found on bank statements and other accounts will be opened as needed.

The District Rotary Foundation Committee Chair, with the assistance of the District Treasurer, is responsible for insuring that new signatories complete the necessary paperwork to be authorized to sign checks and that those who no longer have such authority are removed from the list of authorized signers.

Monthly bank statements are sent to the District Treasurer and are also available online.

Reconciliation of Bank Statements and Filing

The District Treasurer shall reconcile bank statements no less than quarterly and file them in the District 5580 files. The District Treasurer will monitor the structure of the current accounts and any future accounts.

Retention of Bank Statements

Bank Statements pertaining to District 5580 accounts shall be retained in the Rotary District 5580 files for a period of 7 years from the last day of the Rotary Year in which the check was issued.

Wire Transfers

Wire Transfer Forms must be signed by two authorized signatories. Generally, these will only be used for Global Grants and the fees associated with the transfers will be charged to the specific Global Grant.

If fees for wire transfers are related to disbursing District Grant funds, such fees may be paid by the Administration portion of the District (block) Grant if approved.

Service Charges

Service charges for the account (other than Global Grant wire transfers) will be paid from the Administration portion of the District (block) Grant. The same account is used for Global Grants and District Grants, but all expenses related to having the account are charged to the District (block) Grant.

Checks/Cheques

Checks will be written by the District Treasurer who will have all blank checks. Two signatures are required for any check. Those authorized to sign will be the signatories on the account.

Checks and Wire Transfer Requests

Requests for checks and/or wire transfers will be made to the District Grant Subcommittee Chair, the District Executive Secretary and the District Treasurer, by email, with appropriate documentation. With the DGSC's approval, the request will be forwarded to the District Treasurer for payment. These requests should be made electronically so that they can be easily forwarded to the appropriate District officers.

Returning Funds to The Rotary Foundation (TRF)

If all District (block) Grant funds are not used, the unused funds are to be returned to TRF. Once the final Spending Plan Report is submitted, the District Rotary Foundation Committee Chair or District Grants Subcommittee Chair will initiate a request to return the funds. An email will be sent to our TRF assigned Zone Regional Grant Officer to indicate that the funds have been returned.

The returned funds will be reflected on a subsequent SHARE report which will be sent to the District Governor and DRFCC by our TRF assigned SHARE Supervisor.

Grant requirements -

A bank account and general ledger that separates funds by grants according to each project will be maintained by the appropriate District Club. Files for each grant will be maintained by District 5580 which will contain all grant reports including revenues and expenditures as outlined in the grant proposal.

Reports reflecting all receipts and expenditures will be maintained by the District Administrative Secretary at the direction of the DRFCC and DGSC, and will be available electronically on an annual basis and upon request. The entire statements will be available to the District Rotary Foundation Committee and a report of grant activity and finances will be made at each DRFC and District Grants Subcommittee meeting.

Receipts for all expenditures of \$75 or more will be required and copies of such receipts will be maintained in District Foundation Files pertaining to the applicable grant.

Grant funds will be disbursed, as appropriate, directly to clubs, as approved in grant applications. Grant funds that are not disbursed shall be kept in the established project grant account without diversion, except for direct payment for grant activities, or to return funds to TRF.

Separate statements of income and expenses

Ongoing statements of income and expenses for all of District 5580 grant programs will be maintained as the Grant Summary Report with interest and any recoveries noted.

Inventory of equipment purchased for administrative purposes with grant funds

District 5580 will not purchase inventory with grant funds. However, if equipment purchased for administrative purposes with grant funds should be purchased in the future, the inventory listing will be maintained by the District Administrative Secretary. It shall not be necessary to keep records of minor amounts of paper, envelopes, and file folders; however, those who have access to such items shall use them only for grant purposes.

Conversion of funds

Any use or conversion of funds in another currency shall be done in compliance with applicable local laws of the U.S. and the other country and/or the official Rotary International Exchange Rate available on the RI website.

Audit

An annual audit shall be conducted by the District Audit Committee. This audit should be completed as soon as possible in conjunction with the District 5580 Audit Committee meeting. However, a separate audit committee meeting can be called if warranted. The results are to be reported to the District Rotary Foundation Committee and the District Governor

Compliance

The District Stewardship Chair shall assist the District Rotary Foundation Committee and District Grants Subcommittee in insuring that procedures and financial protocols are in compliance with TRF requirements.

Review of this Financial Management Plan

This Financial Management Plan shall be reviewed and updated as appropriate by the DRFC in May or June each year.

**District Grants – Check Procedure
Rotary District 5580**

Revised April 30, 2016

General

DGS	District Grants Subcommittee
DGSC	District Grants Subcommittee Chairperson
DRFCC	District Rotary Foundation Committee Chairperson

No check request will be processed until the grant has been approved by the District Grants Subcommittee and the funds released from TRF.

Checks will be written on the District Grants Account (full name: “Rotary District 5580 District Grant” account) with Wells Fargo and requires two signatures. Authorized signers are the District Treasurer and an active member of the District Grants Subcommittee or other active member of District 5580.

Official record filing of approved grant applications and fully completed check requests will be the responsibility of the District Grants subcommittee Chair. Such documents will be retained and filed with other District records for 7 years from the last day of the Rotary Year in which the check was issued.

Issuing Checks

Step 1. Check requests for District Grants will be initiated by the Club receiving the grant to the District Grants Subcommittee Chair, the District Administrative Secretary and the District Treasurer through an email request. The request will include documentation of the separate bank account for the grant that has been approved and the match deposited into the account.

The DGSC will approve the request and send an email to the District Treasurer and the District Rotary Foundation Committee Chair.

Step 2. The District Treasurer will write and sign the check, obtain a second signature and mail it to the appropriate Club person.

Step 3. The cheque stub indicating the cheque number, date, payee, and amount will be retained by the District Treasurer and reported on the Grant Summary Report.