**DISTRICT 5710**

**SAMPLE CLUB FINANCIAL MANAGEMENT PLAN**

**FOR THE ROTARY FOUNDATION (TRF) GRANTS**

Club Name: ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** Club Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. ***Accounts:***

* The club will maintain a separate bank account to be used only for global grants. This means a separate account for each global grant. Global grant funds cannot be commingled.

 The club will maintain a separate bank account to be used only for district grants. Multiple district grants may be managed from one account.

* The accounts will be non-interest bearing and have at least two Rotarian signatories.

1. ***Transfer of custody:***

* When the club officers (President, Vice-President and Treasurer) change, new signature documentation will be provided to the bank.

1. ***Documentation***

* Documentation for the grants is the responsibility of the primary contact for the grants. They will maintain the documentation for five years, commencing with the end of the project. Grant contacts are required to maintain backed-up digital records in addition to any paper records, to minimize the chance of inadvertent loss of records.
* Where appropriate, inventory systems will document all assets purchased under the grant. The inventory list will be included in the documentation on the grant.
* Receipts of $75 or more will be maintained.

1. ***Compliance:***

* Compliance with all rules will be monitored by the primary grant contact. The district’s Grants Management Seminar, the Club MOU and the Terms and Conditions of TRF Grants will be the primary references.
* Compliance with local laws will be the responsibility of the primary grant contact. Grant contacts are reminded that local law refers to both our home district *and* the district in which grant funds are expended.

1. ***Reporting***

* The club Treasurer will reconcile the bank account monthly and provide appropriate reports to the club board.

1. ***Annually***

* A review of all grants will be reviewed by the Immediate Past President. Any discrepancies will be thoroughly reviewed and investigated by the current Club President, the treasurer, and the appropriate Avenue of Service Committee Chair.
* If funds are determined to have been misused, a full report will be made to the District Rotary Foundation Committee Chair followed by discussions as to the most appropriate method of resolution.