**FINAL REPORTS / AUDITS**

**Final Reports**

1. Final Reports MUST be filed in a timely manner (no later than AUGUST 31, 2024). If a district grant is going to take more than 6 months to complete (except scholarships) then an INTERIM/Progress REPORT should be filed. (You can use the final report form and just check off Interim Report)
2. No money is disbursed on District Grants until the Final Report, including copies of receipts, cancelled checks and pictures are received. We do not disburse Grant funds until we receive them from RI.
3. We do not receive the funds for the District Grant from the Foundation until we have received and filed all Final Grants from the previous year and we have sent our final recap report to the Foundation and it has been approved.

4. Any club not properly filing a final report may be subject to the loss of the District Grant Funds for that year and/or restricted from receiving a District Grant in the next year.

**Audits**

1. The Rotary Foundation may audit ANY grant at its discretion. We have no control over their choices. We must comply with any audit requests from the Rotary Foundation. Clubs will be expected to aid in the process if necessary. Clubs should retain all District Grant paperwork for no less than 7 years.
2. Once it is completed, the Foundation Committee will request an audit of the District Grant and all paperwork in file to assure our compliance with all policies and procedures of the District Grant Process
3. A report of this audit will be entered at the District Committee Meeting as part of the normal Foundation Report.