

District 5930
The Rotary Foundation Grant Funds
2019-2020 Club Financial Management Plan

Rotary Club of _____

Club Number _____

Our Rotary Club agrees to adhere to all Rotary Foundation bank account requirements, including the opening of a new bank account, with two signatories for each new Global Grant.

- 1) Our Club agrees to maintain a standard set of accounts, including a record of all income, disbursements and receipts for all expenditures of \$75 or more.
- 2) Our Club agrees to disburse grant funds directly to the Rotarians, vendors and beneficiaries as approved in the grant application.
- 3) Our Club agrees to maintain separate statements of income and expenses, noting any interest earned and recoveries, so that such incremental dollars earned will be returned to TRF.
- 4) If we have more than one grant in progress at any one time, our Club agrees to maintain a general ledger which separates fund according to each project.
- 5) Our Club Agrees to maintain an inventory system for control of any equipment or other assets purchased with grant funds and to maintain records of items purchased, produced, or distributed through grant activities in accordance with RI terms and conditions.
- 6) Original invoices, budgets, written correspondence, competitive bid proposals, RI project reports, bank statements, monthly bank reconciliations, grant application, emails, etc., will be retained in accordance with TRF policies and procedures for a period of five years from the final report date, and as required by local, state, and/or federal laws.
- 7) Such supporting financial and other documentation shall be accessible for review by club members and audits as required by TRF, the District 5930 Rotary Foundation Audit Committee, and any bona fide regulatory governmental agency.

Club President's Name 2019-2020

Signature

Date

Club President Elect 2020-2021

Signature

Date