

Rotary International District 9640

TRF District Financial Management Plan 2022-2023

1. District Grants Subcommittee

District Grants Subcommittee will consist of the District Grants Subcommittee Chair, District Rotary Foundation Chair and the District Governor with the District Governor-elect as a non-voting participant. The District Stewardship Subcommittee Chair shall sit in on meetings as an observer without voting rights to oversee stewardship and management practices. The District Grants Subcommittee will set priorities for District Designated Funds (DDF) spending and review this District Financial Management Plan prior to the start of each Rotary year considering any findings of the Annual Financial Review.

All Foundation funded projects will meet the [Terms and Conditions for Rotary Foundation District Grants](#) and the [Terms and Conditions for Rotary Foundation Global Grants](#).

2. District Grant Administration

Application criteria, timing and funding priorities will be determined annually prior to, and outlined at, the President-elect Training Seminar by the District Grants Subcommittee.

Clubs submitting applications for District Grants must be qualified by:

- Submitting a [Club Qualification Memorandum of Understanding](#) (MOU) signed by both Club President and President-elect
- entering their Club Foundation Goals in My Rotary
- having a Club Foundation Chair
- having the member who manages club qualification complete a Grant Management Seminar
- being current in payment of dues to Rotary District 9640 and Rotary International
- being current in meeting reporting requirements on Open Grants

All qualified clubs are encouraged to submit a [District Grant Application](#) for no more than three proposed projects for the forthcoming Rotary year. Clubs with more than one application should rank them in order of priority. Club contributions toward Foundation giving and club contribution to the project will be taken into consideration if the funds requested exceed the funds available.

Grant awards to any one club on any one project will not exceed A\$5,000. Project budgets may exceed A\$10,000, and sources should be noted in the grant application. Separate grants from the same club cannot fund the same project. However, two or more clubs can partner and combine their grants for one project.

Clubs will submit a signed District Grant application on the [District Grant Application](#) form, together with a signed MOU, to the District Grants Subcommittee Chair before the closing date. He/she will work with the respective clubs to resolve any content and format issues relating to the application prior to consideration by the District Grants Subcommittee. This subcommittee will meet to decide DDF allocations to be included in the one-off District Block Grant application. The District Block Grant will be finalised and submitted online through the Grant Centre by the District Grants Subcommittee Chair and authorised by the District Governor and District Rotary Foundation Chair.

On approval of the Block Grant, the District Grants Subcommittee Chair will advise clubs accordingly and outline procedures for successful clubs to report on their project and be reimbursed by grant funds. Projects cannot start until the club receives approval from the District Grants Subcommittee Chair for the grant project. No reimbursements are allowed for projects started prior to the approval date.

3. Global Grant Administration

Clubs seeking any District 9640 DDF for any global grants must seek approval from the District Grants Subcommittee prior to including DDF in any online draft submission, even if they are not a host or international sponsor. Clubs are expected to at least match the requested DDF.

In addition to qualification requirements for district grants, a primary sponsor club will be required to have at least two members of their sponsoring committee participate in additional in-person aspects of a grant management seminar focussed on providing specific grant support and guidance. This may be in the form of a one-off event or a series of timely support consultations.

4. Other Uses of DDF

Requests for DDF contributions to PolioPlus, Rotary Peace Centres, or Areas of Focus can be considered at any time for approval by the District Grants Subcommittee.

5. District Grant Financial Management

District 9640 will operate a separate bank account for receipt and disbursement of District Grant funds. (Separate accounts may be required for district sponsored global grants.)

Account details: Rotary International District 9640 Limited Foundation Account
 National Australia Bank Limited Bundall Qld
 BSB 084-462 Account number 39-434-2969

The District Treasurer will be responsible for maintaining the account records with copies to be provided to the District Rotary Foundation Chair/District Grants Subcommittee Chair.

Operating authority on the account will be in accordance with the District 9640 Finance Manual (District Governor and District Treasurer jointly). Transferring custody of the bank account will be in accordance with the District 9640 Finance Manual with any change in District Governor and/or District Treasurer.

Disbursement of grant funds will be made on receipt of a District 9640 Expenditure Voucher signed off by District Grants Subcommittee Chair with copies of appropriate documentation attached. All payments will be made electronically direct to the relevant Club/District Community/Project account.

District preference is for all payments to be made on a reimbursement basis (ie after the event) on submission of a brief project report including appropriate receipts. This includes district project activities eg Vocational Training Teams (VTT) where the District VTT Subcommittee Chair shall submit a report including appropriate receipts for reimbursement after the event. However, where club finances do not allow completion of the project without support, the District Grants Subcommittee may approve payment during project implementation. Where a club project has been delayed beyond the current Rotary year, the club can seek an extension of time to complete the project. In this case, the District Grants Subcommittee may distribute the allocated grant funds to the club in advance to close the existing District Block Grant. Where clubs are given grant funds in advance, those funds must be deposited in a separate bank account as per the Club MOU requirements. On project completion, the club will still need submit a final report so that district records are complete for audit purposes.

6. Record Keeping & Document Retention

The District Treasurer will maintain and retain all financial records together with all other District 9640 financial records.

The District Grants Subcommittee Chair will maintain and ensure retention for a minimum five years of:

- Copies of bank account statements/transaction records
- Record of attendance at District 9640 Grant Management Seminars
- Club Memorandum of Understanding documents
- Club District Grant applications and all relative correspondence
- Club reports on completion of projects, receipts and expenditure vouchers submitted to the District Treasurer
- Copies of District Block Grant application, Report, and appropriate Rotary Foundation correspondence
- Copies of District communication re District Grants/DDF
- an inventory system for equipment and other assets purchased with grant funds, and records for items that are purchased, produced, or distributed through grant activities

These documents will be retained in an orderly file for each Rotary year and eventually archived with other District records.

7. Misuse or Mismanagement of Grant Funds

The procedure of disbursing district grant funds upon completion of the project materially reduces scope for misuse/mismanagement of grant funds. Should any indication of misuse or mismanagement of grant funds arise, elevation of the matter to the District Grants Subcommittee is required immediately to enable an appropriate plan of action be decided and implemented.

8. Annual Financial Assessment

District 9640 has elected that the annual financial assessment be conducted by the District Auditor after an initial detailed assessment by the District Stewardship Subcommittee Chair. The District Stewardship Subcommittee Chair shall submit a report of the findings from the annual financial assessment to the District Governor, District Governor-elect, District Rotary Foundation Chair, District Grants Subcommittee Chair and to all clubs in the district within three months of the end of each Rotary year.

9. Report on Use of District Designated Funds (DDF)

Districts must report to their clubs on the use of all DDF to their member clubs by

- Providing a report annually at a district meeting to which all clubs are invited or eligible to attend that includes a breakdown of expenditures for each project that received funding and the names of districts, clubs, and individuals who received grant funds
- Including financial information on such grants in the governor's final monthly communication

Revised 15 July 2022

District Governor Karen Thomas

District Rotary Foundation Chair Anthony Heading

District Grants Subcommittee Chair Neil Jones

District Stewardship Subcommittee Chair Glenn Wran