

**D7040 Foundation Committee Financial Management Plan for the 2024-2025 Rotary Year (as at July 2024)**

**PURPOSE**

The D7040 Financial Management Plan provides information on effective oversight, good stewardship, and consistent administration of D7040 funds as they apply to the management of Rotary Foundation Grants. The plan includes detailed, district-specific policies and procedures that are reviewed regularly, as well as The Rotary Foundation (TRF) Guidelines, rules and procedures.

**EXCLUSIONS**

This plan does not include D7040 funds that are used solely for D7040 operations. Those are managed by the D7040 District Treasurer with oversight from the D7040 Finance Committee.

**THE D7040 FOUNDATION COMMITTEE STRUCTURE 2023-2024**

- DISTRICT ROTARY FOUNDATION CHAIR (1)
- GRANTS COMMITTEE (5)
- GRANTS STEWARDSHIP COMMITTEE – DSG REVIEW AND GLOBAL GRANT ADVISORY (5)
- ANNUAL FUND CHAIR (1)
- ENDOWMENT & MAJOR GIFTS COMMITTEE (2)
- SCHOLARSHIPS (2)
- POLIO PLUS (3)
- PAUL HARRIS SOCIETY (1)

Ex-Officio members of the Foundation Committee include:

- D7040 INTERNATIONAL SERVICES DIRECTOR (1)
- D7040 – Governor Stream (DG, DGE, DGN) (3)
- Zone 28 ARRFC – (Assistant Regional Rotary Foundation Co-ordinator) (1)

<b>2024-2025 Rotary Year</b>	<b>Contact info can be found on <a href="http://www.Rotary7040.org">www.Rotary7040.org</a></b>
Title	Name
District Governor	Teresa Whitmore
District Rotary Foundation Chair	Barbara Fisk
Grants Co-Chairs	Carol Cartier/Dawn Straka
Stewardship Chair	Peter Labelle
Annual Fund Chair	TBA
Endowment & Major Gifts	Sue Bellor/Bonnie Black
Scholarships	Katie Burke
Polio Plus	Joan Hunter
Paul Harris Society	Hadi Mortada
District International Director	Bonnie Black
Governor Stream	DGE Graeme Fraser /DGN Barbara Fisk
Zone 28 ARRFC	Tina Chapman (D7790)

## Procedures for Grant Financial Management in D7040

1. All clubs involved in grants of any kind are required to sign both, current Memoranda of Understanding (World and District Addendum) and, adhere to the club qualification and grant management policies guidelines contained therein.
2. Funds for the District Spend Plan are received only ONCE during the Rotary year, from The Rotary Foundation. The timing of the receipt of these funds varies based on the receipt, approval and processing of the annual District Spend Plan application, which is comprised all club requested funds for D7040 District Simplified Grants and District Matching Grants, also known as club projects. Funds may be received as early as July 15<sup>th</sup>, or possibly, as late as END of the Rotary year. A District may only submit one Spend Plan each Rotary year. Funds are received in USD\$ and deposited into the District Grants USD\$ account.
3. As per the District Foundation policies currently in effect, funds for District Simplified grants are NOT disbursed to clubs until, a) the project is fully completed, which could be as late as June 30<sup>th</sup>, and b) the stewardship committee has fully vetted and reviewed the project financials, receipts, and summaries for correctness and accountability. Any fund overages are returned to the District, to be submitted to The Rotary Foundation upon completion of the District Spend Plan Report.
4. As per the District Foundation policies currently in effect, funds for District Matching grants are disbursed to the clubs prior to the completion of the grant, based on the project budget submitted for the District Spend Plan. Following the completion of the project, the Stewardship committee fully vets and reviews the project financial, receipts, and summaries for correctness and accountability. Any fund shortages are covered by the submitting club. Any fund overages are returned to the District, to be submitted to The Rotary Foundation upon completion of the District Spend Plan Report.
5. The annual District Spend Plan Report is due to The Rotary Foundation by June 30<sup>th</sup> fully detailing the funds accepted by the District and subsequently paid out to clubs for projects against the approved District Spend Plan. Funds not spent, over \$1000 USD, are returned to The Rotary Foundation. Funds overspent, are covered by the offending club. **District cannot generate a new District Spend Plan for the next Rotary year, until the current one is reported, approved, and any outstanding funds returned to The Rotary Foundation.**
6. District Designated Funds (DDF) are funds that do not roll through the District in any way. The funds are held at The Rotary Foundation and as Global Grants are approved, processed and funded, the funds are transferred from the DDF to the Global Grant. All accounting for the Global Grants is strictly maintained by The Rotary Foundation and is one of the primary reasons for the Charity Navigator, 4 Star rating, received now, for 16 consecutive years. The DDF is a continuously rolling figure based on the processing of Global Grants, potentially changing from day to day. Oversight of the DDF is the responsibility of the District Foundation Chair and Foundation Stewardship Committee. The current and continuously updated, DDF report from Rotary International/My Rotary is available to all District Governors and Governors-Elect, the District Foundation Chair, their designates, at any time.
7. Scholarships in D7040, are actually Global Grants and treated as such. In D7040, 2 years out of every 3, scholarships are funded through direct, named, District Endowments. These funds are sent

to the District in USD\$ and are deposited into the District USD\$ grants bank account. The District then pays out the individual \$30,000 USD for their studies. (increased to \$35,000 USD for 25-26 academic year and beyond) This individual must then account for every dollar in their final report at the end of their program year to The Rotary Foundation. Any shortages/overages are dealt with by The Rotary Foundation directly with the student.

In the 3<sup>rd</sup> year of the Scholarship cycle, funding comes from a combined share of the DDF and World fund, totalling no more than \$30,000 USD. DDF share is approximately \$17,000 USD. These funds are transferred by The Rotary Foundation in USD\$ to the District Grants USD\$ account and disbursed to the student as above.

8. A District may apply for a Disaster Response grant for a specific Disaster as identified by Rotary International, be it local or abroad. The maximum value of this grant is \$25,000 USD and only paid if a) the application is approved and b) there are sufficient funds available in The Rotary Foundation Disaster Response Fund account. This money is paid to the District USD\$ grant account, in USD\$ and is subsequently sent on to the disaster recipient, in the currency requested by the recipient. The District Stewardship committee is responsible for the oversight, accounting and reporting of this grant. The District Treasurer is responsible for providing the District USD\$ grant account information to The Rotary Foundation in a timely manner, or the grant may be cancelled in its entirety.
9. **Failure to report in a timely fashion for ANY District grant (District Simplified or Matching/Spend Plan, Scholarship, Disaster) may result in District suspension for future grants, until all outstanding issues are resolved. Failure to report in a timely fashion to The Rotary Foundation for any Global Grant may result in Clubs being suspended until all outstanding issues are resolved.**