

Financial Plan for _____

If your club uses this template be certain to fill in the “blanks or (_____)” with the information specific to your club processes and members.

If a club will write three (3) or more checks for a District Grant project, grant funds will be kept in a dedicated bank account used solely for the grant funds. The name of the account will clearly identify the club and its use for grant funds, by being named Rotary Club of _____ Grant Account. If the club needs to maintain more than one grant account, the name should differentiate between accounts. This account shall be a low or non-interest bearing account. If any interest is earned, that interest will be documented and used for eligible, approved grant activities.

Disbursements from club grant accounts require approval by signature of the president or club foundation chair. Each club should designate the appropriate person, but assure that the person authorizing the expenditure is NOT one of the persons who can sign checks for disbursements. Authorized Approver:

Disbursement checks from club grant accounts require the signature of two of the following persons: treasurer, grant treasurer, club foundation chair (unless has responsibility as noted in the preceding paragraph). Insert titles of officers: _____

It is recommended that the club adopt the procedure as described earlier for a change in signatory. At the least, the following should be adopted: Updated signature cards will be provided to the bank in which club grant accounts are deposited no later than 30 days after a change in any signatory on the accounts.

The grants treasurer or the club treasurer shall maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds. This person shall also retain all bank information, including copies of bank statements.

Responsible Title for Inventory: _____ is responsible for establishing an inventory system for equipment and other assets purchased with grant funds.

Responsible Title for Record Keeping: _____ is responsible for keeping grant records for at least five years, and for assuring a process for storing the records during turnover of club officers and members. The process should be adopted by the Board/Executive Committee of the club.