

Club Financial Management Plan Template

Clubs in District 7450 are free to use or adapt this document to make your own Club's Financial Management Plan. Your club's plan needs to be consistent with the Rotary Foundation Club Memorandum of Understanding, Grant Terms and Conditions, and the Grant Management Manual.

Rotary Club of _____ Financial Management Plan
Dated _____

Purpose and Scope:

The purpose of this document is to define the plan for managing the Rotary Club of _____ Foundation finances. As such, the scope of this plan is limited to those finances pertaining to the Club's stewardship over Funds used for Rotary Foundation District Grants and Global Grants as defined and specified by The Rotary Foundation (TRF). Specifically excluded from the scope of this plan is management of Club operational finances, Club charitable finances not involving the Rotary Foundation, and finances associated with a Club Foundation.

Club Rotary Foundation Member Responsibilities

- The Club will appoint a Rotary Foundation Chair (RFC) for a term of 3 years; the RFC will implement, manage, and maintain club qualification as defined in the Club Memorandum of Understanding.

Guiding Principles

The guiding principles behind the Club's administration of District and Global Grants are:

- All projects funded with District and Global Grant money must comply with all requirements found on Rotary International website including "A Guide to Global Grants" publication 1000-EN and "Terms and Conditions for Rotary Foundation District Grants and Global Grants" and any other materials published periodically by The Rotary Foundation.
- It is desired that the funds granted result in a lasting benefit to the targeted population. Thus, it is desirable that clubs join together in partnership to sponsor a single project that can be larger, have a broader and more sustained impact, and include more Rotarians from the District.
- It is desirable that clubs partner with outside, third-party organizations to expand the impact of the projects. However, all projects funded by a District Grant must be proposed, managed and directed by Rotarians. All activities associated with District Grants must be verifiable and transparent at the District and Club levels.
- The Club's administration of District and Global Grants shall conform to the requirements and intents of the Rotary Foundation's Club Memorandum of Understanding (MOU) and the District 7450's Addendum to the MOU.

Grant Management Plan

Club Qualification

1. Clubs applying for District or Global Grants must be qualified. To remain qualified, the club will:
 - a. Agree to implement and sign the Memorandum of Understanding for clubs. Refer to Club Qualification section of Memorandum of Understanding for District Grants for specific club qualification details.

District Grant Process

District Grants will be requested each year from The Rotary Foundation District Designated Funds (DDF) from which the Club can request funding for Club sponsored projects. The process to apply for funds from the District Grant is as follows:

1. Club requests for District Grant funds: Clubs will complete District Grant applications located on District 7450 website: www.rotarydistrict7450.org.
2. A club may apply for more than one district grant yearly but must label the applications Primary and Secondary (first and second) Projects.
3. Schedule for club funding requests: The timing for submittal of club funding requests will be communicated to the club each Rotary year.
4. The District will notify the club of the funding decisions and checks will be distributed by the District Rotary Foundation Committee.

Global Grants Process

The process for the submittal and evaluation of Global Grant applications will be as follows:

1. Before applying for a Global Grant, clubs will file a global grant proposal with the Global Grants Subcommittee, including an estimate of the financial support requested from District Designated Funds (DDF).
2. The process for applications, grant management, approvals, and reporting for Global Grants will be consistent with "A Guide to Global Grants" , Rotary publication 1000-EN.
3. Global Grant Application: Clubs will submit Global Grant applications on line via the Rotary International Member Access website.
4. Should the club be a recipient of any Global Grant funds, funds will be deposited in a separate Club bank account specifically and solely for the project.

Reporting Requirements – District Grants

As a stipulation of receiving District Grant funds the club will commit to comply with the following reporting requirements:

1. Interim Report: If the project cannot be completed in the Rotary year of the district grant, the club must notify the District Grants Subcommittee and file an interim report with the District Grants Subcommittee chair by June 1 of the grant year, and every six months after that until completed. The expectation is that district grants will be completed in the Rotary year granted.
 - A brief progress report which will describe both the advances made in fulfilling the project as described in the application and mention of any obstacles that have been experience in the project. Mention should be made regarding the planned solutions to any problems.
 - A summary accounting of how the money has been spent by major categories.
 - An estimate of the remaining time to completion.
2. Final report: within two months of project completion or no later than June 30 of the grant year, a final report must be completed (forms are located on the District website) containing the following:
 - A summary of the project indicating what was done with respect to each of the project goals as set forth in the grant application.
 - A complete financial accounting of how the full project money was spent in detail including all receipts or invoices for items purchased and services contracted.
 - A list of Rotarians who participated in the project and a brief description of what each did on the project.
 - Any other reporting requirements stipulated by TRF.
 - Photographs documenting the project. (optional)
3. If the District Grant funds and the matching club funds are not fully spent, unmatched District Designated Funds must be returned to the district. For example: The club project totaled \$2,000 (\$1,000 DDF and \$1,000 club funds). \$1300 was spent on the project. The club returns \$350 to the District making the project \$650 DDF and \$650 club funds.

Reporting Requirements – Global Grants

The process and requirements for reporting related to Global Grants will be consistent with the Rotary Foundation “A Guide to Global Grants”, Rotary publication 1000-EN.

Financial Controls

1. The club Treasurer, or others as assigned by the Rotary Foundation Committee Chair, will be perform the following:
 - a. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.

- b. Maintain a standard bookkeeping chart of accounts.
 - c. Maintain receipts and check requests for all grant expenditures for a period of five years.
 - d. Insure that all club banking activities, including the conversion of funds, are in accordance with applicable laws.
 - e. Maintain a separate bank account for grant funds for Global Grants.
Funds received from a District Grant can be deposited in the Club General account but must be accounted for separately. The club must adhere to all Rotary Foundation bank account requirements as follows:
 - i. The Club Grant Bank Account should be low or non-interest bearing; any interest earned will be documented and used on eligible, approved grant activities or returned to the district.
 - ii. The name on the account will be "Club Name" Grant Bank Account.
 - iii. Grant funds may not be deposited in investment accounts of any kind.
 - iv. Signature approvals for the Club Grants account will be the Club Treasurer, the Club President, and/or the Club Rotary Foundation Chairperson, a minimum of two signatures on all accounts.
 - f. Perform monthly bank reconciliations and retain them electronically.
 - g. As requested but at least annually within 30 days after the end of each Rotary year, the Club Treasurer will make available to the Club President and the Club Rotary Foundation Chair, the General Ledger, Income Statements, Balance Sheet and Bank Statements.
 - h. When a signatory position has a changed, ensure that new signature cards are completed with the bank within 60 days of the change.
2. No disbursements are authorized without the approval of the Club Rotary Foundation Chairperson on an approved check request.

Discrepancies

The District Rotary Foundation Chair and the Rotary Foundation will be notified of any discrepancies and/or misuse of funds as soon as they are identified. The Club Rotary Foundation Chairperson will cooperate with The Rotary Foundation to resolve these issues. Resolutions could include returning of funds to the Club, District, or The Rotary Foundation.

Records Management

District Grants

1. Individual project records will be maintained for a period of five years after the final reports is completed and approved. These records will be maintained by the Club Rotary Foundation Chairperson (RFC) and will include the following:
 - The original application as reviewed by the RFC prior to funding.
 - A copy of the cancelled check sent to the (sponsoring) club to fund the grant.
 - Copies of invoices and receipts.

- Photos (optional)
 - Interim reports, if required.
 - The final report.
2. Other records will be maintained for five full Rotary years as follows:
 - a. A copy of all Committee meeting minutes.
 - b. Any applicable legal documents.
 - c. A copy of liability insurance if necessary for specific projects.
 - d. Copy of travelers insurance policies if necessary for specific projects.
 - e. Club qualification documents and Memorandum of Understanding, including a copy of club qualification application submitted to TRF or District.
 - f. A Copy of Club qualification approval letter from TRF and District.
 - g. All club qualification documents.
 - h. Copies of reports submitted to TRF and information collected from project participants and entities receiving grant funds; including receipts and invoices for all purchases made with grant funds.
 - i. Written or electronic correspondence related to Rotary Foundation funds and projects as applicable.

General Requirements

1. Report to the Club of Grant Activity: Annually, the Club Rotary Foundation Chairperson will transmit to all club members a summary report regarding the Club grant activity during the previous Rotary year, including District Grants and Global Grants.
2. Annual review and evaluation of this Plan: Annually, within one month prior to or after the end of the Rotary year (that is in either June or July), the club board will meet to assess the operational performance of this Plan. The purpose of this review is to determine if the procedures work to the satisfaction of those involved and if the plan serves the well. It is specifically not the purpose of this review to perform an audit on the financial records.
3. Changes to this Plan: If, from time to time, it is needed to make changes to this Plan to better serve the club or to correct a deficiency in the plan such changes may be proposed to the Club RFC who will communicate the proposed change(s) to all members of the Club Rotary Foundation Committee for comment. Any comments received will be resolved and the resulting proposed changes to the plan will be made. Changes in the procedures may be made by majority vote of the Committee. No changes will be made that are in conflict with The Rotary Foundation policies, bylaws, or guidelines. If approved changes are made, the plan will be revised with a new publication date and a revision log will be added to the end of the plan indicating the revision made and the date of the revision.