

# CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

## THE ROTARY FOUNDATION

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements

### 3. Financial Management Plan

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

### 4. Bank Account Requirements

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and

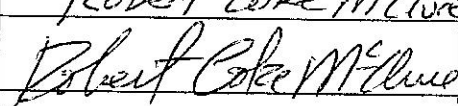
### 7. Reporting Misuse of Grant Funds

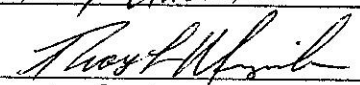
The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

### Authorization and Agreement

*This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

On behalf of the Rotary Club of Willard, NE, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2016-17 and will notify Rotary International District 5130 of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	2015-2016
Name	Robert Coke McIlwain
Signature	
Date	

Club President-elect	
Term	2016-2017
Name	Troy Uzicker
Signature	
Date	4-8-16