

**MOU Section 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.

**Summary**

The misuse or mismanagement of grant funds, whether potential or substantiated, must be reported to the district. Districts must actively work to prevent misuse and mismanagement, and to investigate any allegations.

Districts should establish guidelines for conducting investigations fairly and consistently, but because each situation is unique, procedures might need to be adjusted as an investigation proceeds. Districts should forward all reports of misuse or mismanagement to The Rotary Foundation, which will work with the district and club to resolve the matter.

**Best Practices**

- Involve several club members in the grant to ensure transparency.
- Create a process for reporting misuse or mismanagement of funds and make it known to all members.

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 Metropoort, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2014-15 and will notify Rotary International District \_\_\_\_\_ of any changes or revisions to club policies and procedures related to these requirements.

Club President \_\_\_\_\_ Club President-elect \_\_\_\_\_  
Term 2014-15 Term 2015-2016

Name MARGARET POTTER Name Debbie Dickey

Signature Margaret Potter Signature Debbie Dickey

Date 8-4-14 Date 8-5-14