

Club Name Pleasantville

Club Memorandum of Understanding  
**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING**  
**(District Grants)**

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**THE ROTARY FOUNDATION DISTRICT GRANTS**

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds

**1. Club Qualification**

To participate in Rotary Foundation District Grant the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by District 7230 and to send at least one club member to the district's grant management seminar each year.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

**2. Club Officer Responsibilities**

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants. Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

**3. Financial Management Plan**

The club must:

- 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 and as outlined in the grant application.
- C. Ensure that all grant activities, including the conversion of funds, comply with local law.

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**4. Report on Use of Grant Funds**

The club must adhere to all District 7230's reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs District 7230 of the grant's progress and how funds are spent.

**5. Document Retention**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments. Documents that must be maintained include, but are not limited to:

- A. Bank information, including copies of past statements
- B. Club qualification documents including a copy of the signed club MOU.
- C. Information related to grants, including receipts and invoices for all purchases
- D. Club records must be accessible and available to Rotarians in the club and at the request of the District.7230.
- E. Documents must be maintained for a minimum of five years

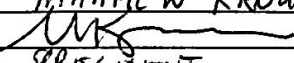
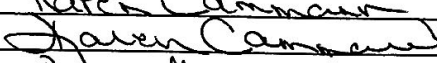
**6. Reporting Misuse of Grant Funds**

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 Pleasantville, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2018/19

|                        | Club Member                                                                         | Club Member                                                                          |
|------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Term                   | 2018-19                                                                             | 2018-19                                                                              |
| Name                   | MATHEW KROUSE                                                                       | Karen Camman                                                                         |
| Signature              |  |  |
| Office (if applicable) | PRESIDENT                                                                           | BOARD MEMBER                                                                         |
| Date                   | 10/5/2018                                                                           | 10/5/2018                                                                            |

## Financial Management Plan for Rotary Foundation Grant Funds (DDF)

1. **Purpose** – The purpose of this plan is to ensure that the Rotary Club of Pleasantville administers The Rotary Foundation (TRF) DDF grant funds in a consistent and appropriate manner.
2. **Procedures**
  - A. **Management Of Accounts** – The funds will be kept in the club's (general or foundation) account but must be a discrete line in accounting
    - i. The accounts will be a zero or low-interest bearing account.
    - ii. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
    - iii. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
    - iv. Two signatures will be required on all checks drawn on the account. The approved signatories will initially be Charla Marshall and Susan Bulotta. Other signatories may be added as needed.
    - v. Outgoing officers will ensure an orderly transition of account custody when new officers take office. This will include updating signature authority, transferring bank records, and transferring all archived material.
  - B. **Disbursal Of Funds** – The Club Treasurer will disburse grant funds as follows:
    - i. For invoiced amounts directly related to the project.
    - ii. As reimbursement for materials and expenses directly related to the project.
    - iii. No funds will be used for salaries or as donations to another organization

- C. Accounting For Funds – The Club Treasurer will establish and maintain a standard set of accounts to provide a complete record of all receipts and disbursements of grant funds.
  
- D. Inventory System – The Club will establish and maintain an inventory system for equipment and other assets purchased with grant funds. This inventory will include records for items that are purchased, produced, distributed, or disposed of through grant activities.
  
- E. Local Laws –The Club, and any cooperating organizations will comply with local laws in the conduct of all grant activities.
  
- F. Final Report – The Club will file a final project that includes:
  - i. Confirmation that the district adhered to this Financial Management Plan.
  - ii. Copies of the accounts ledger
  - iii. Copies of all invoices and receipts
  - iv. Copies of all checks disbursed including endorsement or a copy of the bank statement showing the checks
  
- G. Document Retention – The club will establish and maintain a recordkeeping system for grant related documents. The documents must be accessible and available for review by the DRFC and TRF for a period of up to five years after completion of the grant. Documents may be maintained in either paper or electronic form. If electronic media are used, appropriate backups must be established to ensure recovery in the event of computer system failure. Documents that must be maintained include, but are not limited to
  - i. Bank information, including copies of past statements
  - ii. Signed club Memorandum Of Understanding documents
  - iii. Receipts and invoices for all purchases made with grant funds:

- H. Reporting and Resolving Misuse of Grant Funds – The club will track, investigate, and resolve reports of misuse or mismanagement of grant funds.
  - i. The club will promptly report any potential or substantiated misuse or mismanagement of grant funds to the DRFC.