

6. Document Retention

The club must establish and maintain appropriate record keeping 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.

- A. Documents that must be maintained include, but are not limited to:
1. Bank information, including copies of past statements
 2. Club qualification documents including a copy of the signed club MOU
 3. Documented plans and procedures, including:
 - a. Financial management plan;
 - b. Procedure for storing documents and archives;
 - c. Succession plan for bank account signatories and retention of information and documentation.
 4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

7. Method for Reporting and Resolving 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 conditions and requirements of the MOU.

On behalf of the Rotary Club of RFWI, the undersigned agree to comply with all conditions and requirements of the MOU for Rotary year 2021-2022 and will notify Rotary International District 5790 of any changes or revisions to club policies and procedures related to these requirements.

Club President (2021-22)		Club President Elect (2021-22)	
Name (Printed)	Eric Short	Name (Printed)	Lillian M Lucas
Signature		Signature	
Date	11/15/2021	Date	11/15/2021
Club Foundation Chair (2021-22) Recommended			
Name (Printed)	Roger Paschal		
Signature			
Date	11/15/2021		