

CLUB FINANCIAL MANAGEMENT PLAN (FMP)
Rotary Year 2019-20

Club Name: [click and enter club name](#)

Club Number: [click and enter club number](#)

1. Accounts:

- The club will establish a separate checking account for each individual Global Grant.
 - The account shall be named as follows:
 - Rotary Club of [click and enter club name](#) Global Grant Account – GG# [enter GG number](#)
 - Only Global Grant funds from a single Global Grant may be deposited into this account.
 - Once the Global Grant is completed and the funds have been spent, this account will be closed.
- The club will establish a separate checking account or subaccount to be used for District Grant funds.
 - The account shall be named as follows: Rotary Club of [click and enter club name](#) District Grants Account
 - Each subaccount will be named in such a way to uniquely identify it.
- These checking accounts are to be non-interest bearing accounts and require at least two Rotarian signatories.
- All accounting records are to be maintained using QuickBooks accounting software or comparable fund accounting.

2. Transfer of custody:

- When club officers (President, Vice President and Treasurer) change each year (or earlier if necessary), new signature documentation must be signed and provided to the bank.

3. Documentation

- Documentation for the grants is the responsibility of the [click and enter club individual or position responsible](#). They will maintain the documentation for five years, commencing with the end of the project.
- Where appropriate, inventory systems will document all assets purchased under the grant. The inventory list will be included as part of the documentation.
- Receipts for \$75 or more must be retained and filed with all grant related documentation.

4. Compliance:

- Compliance of all rules will be monitored by the primary grant contact.
- The Grants Management Seminar, the Club MOU and the Terms and Conditions of TRF Grants will be the primary references.
- Compliance with local laws will be the responsibility of the primary grant contact.

5. Reporting

- The club Treasurer will reconcile each bank account monthly and provide appropriate reports to the club board.

6. Annually

- A review of all grants will be performed by the Immediate Past President. Any discrepancies will be thoroughly reviewed and investigated by the current club president, the current treasurer and one other Rotarian not involved in the grant.
- If funds have been misused, a full report will be made to the District Foundation Stewardship Sub-Committee chair, the District Rotary Foundation Committee Chair and the District Governor followed by discussions as to the most appropriate method of resolution.

_ CLUB PRESIDENT 2019-20

Rotary Club of [click and enter club name](#)

Submit completed FMP to District Stewardship Chair Debbie Blasquez at dblasquez@midvalleycmp.com or PO Box 605, Albany, OR 97321.

Club Statement Agreement

*This document is the ELECTRONIC APPLICATION defined in Section 2(d) (3) of the Memorandum of Understanding (MOU) provided by the Rotary District for Clubs participating in the District's Grant Program. It is an agreement between the Club and District 5110 explaining what measures the Club will undertake to ensure proper implementation of District *Club Financial Management Plan (Updated May 2019)*