

**CLUB FINANCIAL MANAGEMENT PLAN  
(FMP)  
Rotary Year 2021-22**

**Club Name:** \_\_\_\_\_

**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 \_\_\_\_\_ Global Grant Account – \_\_\_\_\_
  - 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: \_\_\_\_\_
  - 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 \_\_\_\_\_  
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 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, District Rotary Foundation Manual, and the Terms and Conditions of TRF for 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 2021-22 \_\_\_\_\_

Date: \_\_\_\_\_

CLUB TREASURER 2021-22 \_\_\_\_\_

Date: \_\_\_\_\_

Return form to Stewardship Chair Hal Kibby [hkibby@icloud.com](mailto:hkibby@icloud.com)