



## CLUB STEWARDSHIP PLANNING GUIDE

The questions in this Club Stewardship Planning Guide are designed to help your club write a plan that establishes procedures and practices for managing grant funds transparently and in accordance with Rotary Foundation policies. We recommend specifying club roles (president, treasurer, etc.) rather than current leaders' names, so that the plan can be used for years to come. Your club's stewardship plan should be kept as a reference to guide the club's participation in Rotary grants.

1. **Club qualification.** The minimum requirements for club qualification are having the president and president-elect sign the club memorandum of understanding (MOU) and having at least one club member participate in the district's grant management seminar.

- Who will participate in the grant management seminar?

The Club President and Project Chair will participate in the grant management seminar.

- How will club members who don't participate in the grant management seminar, but are involved in grants, obtain the relevant information from the seminar?

Club members will be briefed about the grant management seminar in an email from the Project Chair.

2. **Club officer responsibilities.** The club president, president-elect, and secretary hold primary responsibility for club qualification and oversee the use of Foundation grant funds.

- What are the responsibilities of the president and club officers in the qualification process?

The Project Chair is responsible for ensuring that the Club is qualified to submit a District grant.

- Who will actively oversee the management of grants?

The Club Treasurer will oversee the management of grants.

- Who will ensure the procedures in the management plans are followed?

The Project Chair will ensure that the procedures in the Club's financial management plan for District grants are being followed.

- Who will be transferring records to incoming leaders?

The Project Chair will upload all records relating to the District grants to the "matchinggrants.org" website and notify the Club's Board of Directors that the records have been uploaded. location.

- How will the club ensure the information that was learned in the grant management seminar is shared with current and new members?

District 7230 provides a detailed description of the requirements of its grant on its website. The Project Chair will email this description to all Club members.

**3. Financial management plan.** Every club that participates in Rotary Foundation grants must have a written plan that outlines its financial management policies. This fosters consistency and provides guidance for future club leaders. The plan must address the following questions:

- Who will be responsible for keeping the standard set of accounts (the ledger) and keeping related documentation (invoices, receipts, and bank statements)?

The Club Treasurer is responsible for keeping the Club's standard set of accounts and financial records. The Project Chair is responsible for uploading all documents related to the grant to the "matchinggrants.org" website.

- What documents are needed in order to process reimbursements or payments?

Original invoices/bills must be submitted in order for the Club to issue payment. Also, when payment is a reimbursement to a Club member, the Club's "Request for Reimbursement Form" must be completed and submitted.

- What is the procedure for authorizing payments? (Who reviews each payment, and who approves it?)

Original invoices/bills and, when a Club member is requesting reimbursement, a Club Request for Reimbursement must be submitted first to the Project Chair.

If the Project Chair finds the submission to be in conformity with the approved grant budget, the Project Chair will forward the submission and the Project Chair's finding to the Club President for approval. Otherwise, the Project Chair will return the submission to the originator.

The Club President will then send its decision regarding the proposed payment to the Club Treasurer. Only after receiving approval from the Club President will the Club Treasurer issue payment/reimbursement. Payment will not be made in cash.

- What is the procedure for issuing payments?

The Club Treasurer will issue payment only after receiving approval of such payment from the Club President in writing.

- Who will serve as signatories for the bank accounts used for grants?

The Club Treasurer and Project Chair will serve as signatories for the bank account.

- What is the succession plan if one or both of the signatories become unable to perform that function?

If the Club Treasurer or Project Chair is unable to be a signatory, the Club President will become a signatory. If both the Club Treasurer & the Project Chair are unable to be signatories, the Club President & the Club Vice President will become signatories.

- When would the succession plan for bank account signatories be executed?

The succession plan for bank account signatories will be implemented when the Project Chair informs the Club President that either the Club Treasurer or the Project Chair are unable to be signatories.

- Who will regularly review the bank transactions that are approved by the signatories?

The Club's Vice President will review the bank grant account on a monthly basis.

- What steps will be taken to implement the succession plan and monitor grant activities?

The Project Chair will inform the Club President when the succession plan is needed.

- How will the financial management plan and other stewardship practices be transferred to future club leaders?

The Club's Financial Management Plan for District Grants will be emailed to all Club members every year.

- How will conflict-of-interest disclosures be managed? How will they be resolved during the grant application and implementation phases?

The Project Chair is responsible for informing the Club President when a conflict of interest arises.

If the conflict involves the Project Chair, the Club Treasurer will be responsible for informing the Club President of the conflict.

**4. Bank account requirements.** The club should open a separate club-controlled bank account for each grant. All funding for the grant project will be deposited into this bank account, and any grant-related payments must be made from this bank account. Any payments should be made directly to vendors.

- How will vendors be paid? If cash payments are made, what additional information should the club keep to supplement paid invoices and receipts?

Original invoices/bills and, when a Club member is requesting reimbursement, a Club Request for Reimbursement must be submitted first to the Project Chair.

If the Project Chair finds the submission to be in conformity with the approved grant budget, the Project Chair will forward them, with that finding, to the Club President for approval. otherwise, the Project Chair will return them to the originator.

The Club President will then send its decision regarding the proposed payment to the Club Treasurer.

Only after receiving approval from the Club President will the Club Treasurer issue payment/reimbursement.

Payment will not be made in cash.

- If a dedicated, club-controlled bank account is used for several Rotary grants, will a general ledger be created to distinguish one grant project's transactions from the others?

A dedicated, club-controlled bank account will be used for each District grant.

**5. Reporting on the use of grant funds.** The club is responsible for establishing a grant reporting process. Clubs must fulfill all Foundation grant reporting requirements.

- How often will the project contacts report to the club members on the financial and implementation status of grants? How will the information be delivered?

The Project Chair is responsible for submitting a written report on the status of the grant to the Club's Board of Directors on a quarterly basis until the grant is completed.

- If reporting is done at a club meeting, how will the information be recorded?

The reporting will not be done at a meeting.

- Who will review and verify the information that is reported?

The Club Treasurer is responsible for reviewing and verifying the Project Chair's reports

- How frequently?

Quarterly

**6. Document retention.** The club should establish and maintain appropriate recordkeeping systems to preserve important documents related to Rotary grants, to assist in financial assessments and audits.

- What are the procedures for storing documents?

All documents related to the income and expenses of a District grant will be uploaded to the "matchinggrants.org" website by the Project Chair.

- Who will have access to the documents?

The Club President, Club Treasurer and the Project Chair

## **7. Reporting the misuse of grant funds.**

- What is the procedure for responding to a report of the misuse of grant funds?

Any report of a misuse of grants funds will be directed to the Club President.

The Club President will forward the report to the Club Treasurer who will investigate the report and report only to the Club President.

If the Club President and the Club Treasurer agree that the report is credible, the Club Treasurer's report will be shared with the Board of Directors and corrective action will be voted upon.

- How will the names of individuals who reported misuse of grant funds remain confidential?

The name(s) of the person reporting the misuse will not be included in the Club Treasurer's report to the President nor in the Club President's communication to the Board of Directors.