



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 Treasurer attended the 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?

The treasurer provides a verbal update to the Board at the monthly board meeting, details of which are maintained in the minutes on Clubrunner.

The Treasurer also provides an update to the members-at-large at the monthly business meetings, details which are disseminated to the group in the re-cap.

- 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 president and the officers are responsible for approving the grant application, overseeing the project implementation and rigorous budget management.

- Who will actively oversee the management of grants?

The treasurer is responsible for the active management of the grant.

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

The president and treasurer are responsible for project plan management.

- Who will be transferring records to incoming leaders?

All project materials will be maintained in the Clubs shared GDrive.

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

The president and treasurer provide an update to the members-at-large at the monthly business meetings, details of which are disseminated to the group in the re-cap.

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 treasurer is responsible for acquiring and maintaining all supporting materials and recording them on the general ledger.

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

The treasurer requires a valid invoice for any reimbursement.

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

The treasurer notifies the board of reimbursement showing the invoice with supporting documentation if nece

There is a monthly board review of finances, including bank statement and general ledger reconciliation.

- What is the procedure for issuing payments?

If payments are approved by the board, the treasurer writes a check.

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

The treasurer and the previous secretary (who remains as a director on the board) will be signatories.

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

The fundraising chair, who is also a board member, will become the signatory.

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

If the treasurer and previous secretary are unable to maintain their current positions.

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

The board regularly reviews all bank transactions.

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

All board members review the bank statements and general ledgers at the monthly board meeting.

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

The board and the general membership are updated at least monthly with follow-up documentation that is maintained in the shared GDrive.

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

The club has an existing relationship with the grant recipient so we would be made aware there were any members who were involved outside of club projects.

- 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?

All payments would be paid via check through our foundation bank account.

- 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?

All deposits and payments will have a unique grant related general ledger account assigned.

- 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?

Project progress and financial status will be verbally reported on at least at every monthly business meeting. Updates are then documented and disseminated by email through the meeting re-caps to the members.

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

All project plan worksheets and financial trackers will be maintained on the clubs shared GDrive. Project progress and financial status will be verbally reported on at least at every monthly business meeting. Updates are then documented and disseminated by email through the meeting re-caps to the members.

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

The president and the treasurer will be responsible for providing updates and the board is responsible for oversight

- How frequently?

At least monthly.

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 project plan worksheets and financial trackers will be maintained on the clubs shared GDrive. Project progress and financial status will be verbally reported on at least at every monthly board meeting. Minutes are maintained on Clubrunner.

- Who will have access to the documents?

The board has access to the shared GDrive.

7. Reporting the misuse of grant funds.

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

Any misuse would first be reported to the full board and then to the District Governor.

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

The board would work with the District Governor to keep all names appropriately protected.