



**Rotary District 6200
Club Financial Management Plan
2023-2024 Grant Cycle**

The Rotary Club of Lafayette North

Club Number 21867

Date Adopted: 5/2019

Our Rotary Club agrees to adhere to all Rotary Foundation bank account requirements as spelled out in the Club MOU and its Addendum, including the opening of a new bank account, with two signatories, for each new Rotary Global Grant undertaken.

Our Rotary Club further agrees:

1. To maintain a separate, standard set of accounts, with general ledger which includes a record of all income and disbursements and receipts for all expenditures for each active grant project;
2. To disburse grant funds in a timely manner and directly to the entities as approved in the grant application;
3. To maintain separate statements of income and expenses, noting any interest earned and recoveries, so that such incremental dollars earned will be returned to TRF;
4. To perform monthly bank reconciliations;
5. To maintain an inventory system for control of any equipment or other assets purchased with grant funds and to maintain records of items purchased, produced, or distributed through grant activities in accordance with RI terms and conditions;
6. To ensure that all grant activities conform to local law;
7. To clearly define roles and separate duties for Rotarians handling grant funds;
8. To retain all original invoices, budgets, written correspondence, competitive bid proposals, RI project reports, bank statements, monthly bank reconciliations, grant application, emails, etc., in accordance with TRF policies and procedures for a period of five (5) years from the final report date, and as required by local, state, and/or federal laws;
9. To make such supporting financial and other documentation accessible for review by club members and audits as required by TRF, the District 6200 Rotary Foundation Audit Committee, and any bona fide regulatory governmental agency;
10. To plan for transferring the custody of the bank account(s) if necessary;
11. To fulfill TRF and District 6200 reporting requirements for the use of grant funds; and
12. To report suspected misuse or mismanagement for grant funds to District 6200's District Rotary Foundation Committee.