



Rotary

MEMORANDUM OF UNDERSTANDING

Between
Rotary Club of Sunyani Central, Ghana
And
Rotary Club of Prince George County, VA, USA

1. SUBJECT

This document is the official Memorandum of Understanding (MOU) BETWEEN Rotary Club of Sunyani-Central and Rotary Club of Prince George, VA, USA.

2. PURPOSE

It is an agreement which the club will undertake to ensure proper implementation and management of Rotary Foundation Global Grant 19-82390 funds to be implemented now and all future projects. By authorizing this document, the club agrees that it will comply with all Foundation requirements and implement the following measures:

(a). By entering into this agreement and receiving Rotary Foundation grant funds, the club understands and confirms that the club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group controlled the funds.

(b) The club will disclose any potential conflicts of interest and will comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of the Rotary Foundation Code of Policies. Some of the areas we shall be serious at are making sure that:

- No Rotarian family members shall be hired as contractors.
- No Rotarian cars shall be used or paid for as rental
- The club will cooperate with all district and TRF audits.

(d). The club will implement a two-way communication between its partners in order to have a common goal

(e) The club will establish a succession plan for the transfer of grant records to ensure retention of information and documentation.

3. Financial Management

- The club will maintain a bank account to be used only for Rotary Foundation Global Grant funds in accordance with applicable laws.
- The account will be low or noninterest-bearing, and any interest earned will be documented and used on eligible, pre-approved grant activities or returned to TRF or the district.
- Grant funds will not be deposited in Investment Accounts, Bonds or Stocks.
- Two Rotarian signatories would be used on cheques and withdrawals.

The club will create a financial management plan that includes the following:

- Maintain a standard set of accounts, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures equal to USD75.00 or more.
- Disburse grant funds, as appropriate, directly to Rotarians, vendors, and beneficiaries as approved in the grant application. Grant funds not immediately disbursed must be kept in the established project account without diversion, except for direct payment for grant activities or to return funds to the district or TRF. All major decisions are made jointly with host and international Rotarians.
- Maintain separate statements of income and expenses, noting interest earned and recoveries if applicable.
- Maintain a general ledger that separates funds according to each project
- Establish an inventory system for the control of equipment and other assets purchased with funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
- Perform monthly bank reconciliations.
- Maintain a plan for transferring the signatories of bank accounts in the event of a change in leadership.
- Ensure all grant activities, including the conversion of funds, are in accordance with local law.
- Ensure payment for projects are done on stages –each stage will be assessed and certified before payments

- To maintain retention of 5% of all projects cost for 6 months as defect liability period.
- The club will henceforth make payments to contractors in bits to enable them effectively complete projects.

4. Document Retention

- The club will create a document maintenance system or club archives to maintain original documents for a minimum of five years or longer as required by local law, including, but not limited to: Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence
- Documents will be stored in a known location that is accessible to Rotarians and will be provided to TRF or the district upon request or in the case of an audit

5. Report on Use of Grant Funds

- The club will report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants.
- The club will provide regular updates to its Partners on all payments to ensure transparency.
- Provide updates on Grand funds including interest and conversions into local currency.

PRIMARY CONTACTS

	HOST CLUB – ROTARY CLUB OF SUNYANI-CENTRAL, GHANA	INTERNATIONAL PARTNER ROTARY CLUB OF PRINCE GEORGE COUNTY, VA, USA
Name	Frank Kofi Owusu Debrah	Shel Douglas
Rotary Position	Assistant Governor	Assistant Governor
Address	P. O. Box 206 Sunyani , Brong Ahafo Region, Ghana	13702 Sunnybrook Rd, South Pr. George, VA 23805
Email	kofiodeb@outlook.com	Sheldouglas1@gmail.com
Phone	+233 20 386 0922	+1-804-720-4319

SIGNATORIES



20th December, 2019

Frank Kofi Owusu Debrah (Host Primary Contact)

DATE



20th December, 2019

Shel Douglas (International Primary Contact)

DATE



20th December, 2019

Dominic Mary Kafui, President (2019-2020) Rotary Club of Sunyani-Central

DATE



20th December, 2019

Mark Creech, President (2019-2020) Rotary Club of Prince George

DATE