

Stewardship and Financial Management

RC Bali Ubud Sunset

July 17, 2014

- 1. How will your club ensure that it complies with the MOU requirements?**
 - **The recently formed Stewardship Committee will conduct an ongoing review and oversight of the club qualification MOU. The review will include the Stewardship and Financial Management Plan that is part of the club MOU.**
 - **At least one club member will attend the District's annual Grant Management Seminar.**
 - **For all approved Global Grants, the Global Grant committees will present a monthly PowerPoint project status to the club membership. This will occur as a regular monthly agenda item. The summarized meeting results will be emailed to members via the club bulletin.**
 - **Interim and Final reports on each Global Grant will be sent to Rotary International, the international partners, and the District Rotary Foundation Chair. The club will promptly address any feedback received.**

- 2. How will you communicate the responsibilities for managing global and packaged grants to all members of the club?**
 - **A flow chart (under construction) of the Global Grant process will be maintained on the club's web site**
 - **Relevant grant guidelines, definitions, etc. will be included or linked to the club's website.**
 - **At least annually, a club meeting will be devoted to discussing and reviewing grant guidelines and the responsibilities of all club members in the process. Efforts will be made to time this meeting**

for soon after the District Grant Seminar to ensure the maximum transfer of best practices and training information.

3. Who in the club will manage qualification?

The club's President will manage qualification, with the assistance of the Chairman of the Stewardship Committee, or their formal designee.

4. What is your club's succession plan to ensure that if the designated person leaves, someone else can take over the job immediately?

- The club Vice President succeeds the President.**
- Each Global Grant committee will identify a backup for their Primary Contact who is expected to stay familiar with the grant's activities, documentation, and processes. The backup will succeed the primary contact, if required. If the backup cannot perform the role, the Chairman of the Project Committee will step in until a successor can be named.**
- For each grant's bank account : If one signatory can no longer fulfill their role, the account will be closed and reopened with appropriate new signatories providing equivalent separation of duties. The Global Grant Primary Contact is responsible to transfer knowledge of each person's roles in the advent a change is required.**

5. Who in the club will ensure that there are no conflicts of interest when a project is planned?

The Stewardship Committee will ensure there are no conflicts; and ensure potential conflicts are disclosed, communicated, and approved by Rotary International and the international partners.

6. Who will prepare and oversee the financial management plan?

The Stewardship Committee will prepare and oversee the plan.

- 7. How will the plan be regularly monitored?**

The Stewardship Committee will meet regularly and communicate the results of their ongoing oversight to the Project Committee and Board.

- 8. How will the club separate the responsibilities of approving and paying project expenses?**

For each Global Grant, the Stewardship Committee will identify one knowledgeable member of the club to approve payments. This person will not be allowed to sign checks or make payments.

- 9. Who will be responsible for managing the bank accounts used for grant funds?**

The Stewardship Committee will ensure that the function of Receipts, Payments and Reconciliations are segregated between club members to assure control.

- 10. Does your district require its clubs to have a separate bank account for district grant projects?**

Yes

- 11. How will the status of the accounts be reported to the club board?
To the full club?**

- The club's monthly project status meeting will include a status report on each grant bank account by the Club members responsible for reconciling the expenditures.**
- The club Treasurer will oversee the process to ensure reconciling and payment duties are separate and performed monthly.**

12. Who will be responsible for reporting Global Grant activity to the full club, the district, and the Foundation?

- **The Global Grant Project Committees will report to the club monthly.**
- **The Global Grant Project Committees will report to the District and Foundation.**

13. How will this report be incorporated into the treasurer's monthly report to the board?

- **The monthly project status meeting will include a report on the status of each committee's bank account by the person approving expenditures for each committee. The meeting will include a confirmation that the accounts have been reconciled to the bank statements.**
- **The Treasurer will oversee the process and report on the status of grant accounts, reconciliations, and any issues in their monthly report to the club's Board.**

14. Where will your club store its documents related to qualification and grant activity?

The Primary Contact of each Global Grant, or their designee, will maintain the records for in-process grants. To the extent practical, key documents will be copied and sent electronically to committee members, so as to increase the ability to recreate records should this become necessary.

- **The President and one designated individual will be co-custodians of the records for completed Global Grants. These will be maintained at a location legally and physically accessible and limited to the co-custodians. Any temporary removal of documents will be documented and signed for.**

15. Will you use your club's current archive system or develop a new

one?

We are in the process of developing an archive system based on dual custodianship and multiple copies of essential records and documents.

16. Who will oversee this process?

Stewardship Committee

17. How will you ensure that your club will maintain an inventory of grant assets?

- Each Global Grant committee will be responsible to create a register of assets purchased or received by the project. The register will list any asset, or group of similar assets, exceeding established thresholds.**
- The committee will create the register in a common club format established by the Stewardship Committee.**
- The committee will list each asset in the register with cross-references to the disbursement documents. Assets will be described in adequate detail that an independent third party could readily locate the items.**
- A designated committee member will place printed labels on each asset, with reference numbers traceable to the asset register and identifying Rotary as the donor.**

18. According to local laws, how long must you retain documents?

There is a 5-year retention requirement for our club; however, this will increase to 10 years if the club obtains status as a foundation.

19. How will you ensure that all members of the club understand their responsibility as outlined in this agreement?

Described earlier in number two above

20. How do you ensure that all club members understand their responsibility for reporting suspected misuse or mismanagement of funds?

- **Their responsibilities will be reviewed in the annual meeting devoted to discussing member responsibilities for grants. Members will be provided the phone numbers and email addresses for the local club president and Rotary International and told they have several avenues for reporting suspected wrongdoing.**
- **Annually club members will be asked to sign a document stating they are aware of their responsibility and they are not aware of any conflicts that have not been reported and resolved.**

21. Where has your district designated that reports should go to?

Reports go to the District Rotary Foundation Chair, the international grant partner, and Rotary International.

22. How will you ensure that all members of the club understand their responsibility as outlined in this agreement?

A copy of this document and the Club MOU will be distributed to all members and reinforced through the training and the monthly project meetings referenced above.