

4. Report on Use of Grant Funds

The club must adhere to all District 7230's reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs District 7230 of the grant's progress and how funds are spent.

5. Document Retention

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments. Documents that must be maintained include, but are not limited to:

- A. Bank information, including copies of past statements
- B. Club qualification documents including a copy of the signed club MOU.
- C. Information related to grants, including receipts and invoices for all purchases
- D. Club records must be accessible and available to Rotarians in the club and at the request of the District.7230.
- E. Documents must be maintained for a minimum of five years


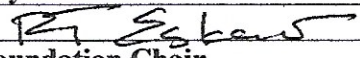
6. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

Authorization and Agreement

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of Chinatown, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2019 / 2020

	Club Member	Club Member
Term	2019/20	2019/20
Name	Tom Law	Taylor Eskew
Signature		
Office (if applicable)	President	Foundation Chair
Date	September 4 2019	September 4, 2019