

## 6. Document Retention

The club must establish and maintain appropriate record keeping 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.

- A. Documents that must be maintained include, but are not limited to:
  - 1. Bank information, including copies of past statements
  - 2. Club qualification documents including a copy of the signed club MOU
  - 3. Documented plans and procedures, including:
    - a. Financial management plan;
    - b. Procedure for storing documents and archives;
    - c. Succession plan for bank account signatories and retention of information and documentation.
  - 4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

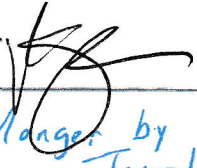

## 7. Method for Reporting and Resolving Misuse of Grant Funds

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 Metroport (Southlake), the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2019-2020 and will notify Rotary International District 5790 of any changes or revisions to club policies and procedures related to these requirements.*

Club President (2019-20)		Club President Elect (2019-2020)	
<b>Term</b>	2019-2020	<b>Term</b>	2019-2020
<b>Name (Printed)</b>	Karl Monger 	<b>Name (Printed)</b>	Betty McIlvain
<b>Signature</b>	<i>Karl Monger by James Lundby</i>	<b>Signature</b>	
<b>Date</b>	<i>12/20/19</i>	<b>Date</b>	<i>12/20/2019</i>

**Initial Grant Application Deadline: July 31, 2019**

**ADDENDUM  
2019-20 CLUB MEMORANDUM OF UNDERSTANDING  
For District 5790**

**District Requirements.** Clubs submitting applications for District or Global Grants must be qualified by District 5790 that has established requirements in addition to those established by The Rotary Foundation. To be eligible to receive grant funding for District Grants or Global Grants program, Rotary Clubs in District 5790 must also:

1. Recommend the appointment of a Club Rotary Foundation Chair to a 3-year term or request a waiver with a proposed alternative that will assure continuity of information and supervision related to grants.
2. Have at least **two** members of the Club attend a District 5790 Foundation Grants Qualification Seminar annually. (The Club President-Elect (incoming President) must be one of the members).
3. Be current on its Rotary International and District 5790 dues, and be in good standing with District 5790, Rotary International, and The Rotary Foundation.
4. Be current on all tax returns required for the Rotary Club.
5. Have established and reported an annual giving goal to the District Foundation Chair for the 2019-2020 Rotary year by June 1, 2019.  
This should be accomplished by using Rotary Club Central.
6. Have, by January 1st of each year, reported the name of the Club President-Elect for the following Rotary year to District 5790 Secretary and to Rotary International.
7. Be current on all Rotary District and Global Grant reporting requirements.
8. Have the Club's President (2019-2020) and President-Elect (2020-2021) sign the Club MOU and this Addendum.

**Bank Account Waiver.** The District will waive Rotary International MOU requirement to create and maintain a separate bank account for participation in a District Grant. This waiver does not apply to Global Grants. Compliance with the Club's financial plan is required as per TRF terms and conditions.

**Addendum to MOU Agreement:** By signature below, clubs will adopt the District 5790 Addendum to the MOU for District and Global Grants.

Club President (2019-20)		Club President Elect (2020-21)	
Term	2019-2020	Term	2019-2020
Name (Printed)	Karl Monger	Name (Printed)	Betty McIlvain
Signature	<i>Karl Monger</i> by <i>James Lundy</i>	Signature	<i>Betty McIlvain</i>
Date	12/20/2019	Date	12/20/2019

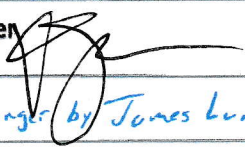

## CLUB FINANCIAL MANAGEMENT PLAN For District 5790

Club Name: Metroport (Southlake) Club Number: 25472

Date Management Plan Adopted: 12/20/2019

Our Rotary Club agrees to adhere to all Rotary Foundation bank account requirements, including the opening of a new bank account, with two signatories, for each new Global Grant.

1. Our Club agrees to maintain a standard set of accounts, including: a record of all income and disbursements and receipts for all expenditures of \$75 or more.
2. Our Club agrees to disburse grant funds directly to the Rotarians, vendors, and beneficiaries as approved in the grant application.
3. Our Club agrees 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. If we have more than one grant in progress at any one time, our Club agrees to maintain a general ledger which separates funds according to each project.
5. Our Club agrees 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. Original invoices, budgets, written correspondence, competitive bid proposals, RI project reports, bank statements, monthly bank reconciliations, grant application, emails, etc., will be retained in accordance with TRF policies and procedures for a period of five years from the final report date, and as required by local, state, and/or federal laws.
7. Such supporting financial and other documentation shall be accessible for review by club members and audits as required by TRF, the District 5790 Rotary Foundation Audit Committee, and any bona fide regulatory governmental agency.

Club President (2019-20)		Club President Elect (2019-20)	
Term	2019-2020	Term	2019-2020
Name (Printed)	Karl Monger	Name (Printed)	Betty McIlvain
Signature	 Karl Monger by Jones Lundy	Signature	
Date	12/20/2019	Date	12/20/2019

## Club Misuse or Mismanagement Plan For District 5790

Club Name: Metroport (Southlake)

Club Number: 25472

An allegation of misuse or mismanagement of The Rotary Foundation (TRF) grant funds whether such funds were received directly from the Foundation, via this District, or another District may be made by a Rotarian, beneficiary, cooperating organization, or any other individual involved in or aware of grant activities. Such an allegation should be made in writing and sent to the District 5790 Rotary Foundation Committee Chair (DRFCC) as soon as possible. Assistance in communicating with the DRFCC can be obtained by contacting the Rotary District

5790 Secretary listed in the Rotary International North Texas District 5790 Directory or by utilizing the Rotary District 5790 website ([www. HYPERLINK "http://www.rotary5930.org/"R HYPERLINK "http://www.rotary5930.org/"otary5790 HYPERLINK "http://www.rotary5930.org/"o HYPERLINK "http://www.rotary5930.org/"rg](http://www.rotary5930.org/)) to obtain the DRFCC email address, physical address, and/or telephone number(s).

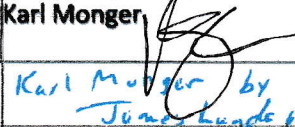

Upon receipt of an allegation, the DRFCC shall promptly inform the District Governor (DG) and the appropriate District Sub-committee Chair which may include the District Rotary Foundation Global Grants Committee Chair, District Rotary Foundation Global Scholar Committee Chair, or District Rotary Foundation District Grant Committee Chair as applicable of the alleged misuse or mismanagement. The DRFCC will also notify the District Stewardship Management Team Committee Chair, and TRF as necessary.

As directed by the DG, either the DRFCC or an investigative District leadership committee member shall be appointed by the DG to investigate the allegation and to report findings of fact, opinions, and recommendations to the DG and DRFCC within 30 days of appointment, unless such period is extended by the DG. The DRFCC shall consult with the DG regarding the report and shall then determine the appropriate corrective actions, if any, to be taken. The DRFCC shall report on the matter to TRF, indicating how the District has acted to resolve the allegation.

The DRFCC shall be responsible for tracking, reporting, and retaining all supporting documentation for any and all such allegations, including the status of reporting to DG & TRF.

Reports of investigations and actions taken as reported to TRF shall be maintained in the District Office for a period of five years from the date such information is forwarded to TRF. Access to such reports shall be limited to the current DG, DRFCC, and RI unless the DG directs otherwise.

This policy shall be posted on the District Website and included as a topic at all Grant Management Seminars.

Club President (2019-20)		Club President Elect (2020-21)	
Name (Printed)	Karl Monger	Name (Printed)	Betty McIlvain
Signature	 <i>Karl Monger by James Heade</i>	Signature	
Date	<i>12/20/2019</i>	Date	<i>12/20/2019</i>