

CLUB FINANCIAL MANAGEMENT PLAN For District 5790

Club Name: Rotary Fort Worth Westlake Club Number: 26735

Date Management Plan Adopted: 11/15/2021

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 (2021-22)		Club President Elect (2021-22)	
Name (Printed)	ERIC SHOREI	Name (Printed)	Lillian Malocach
Signature		Signature	
Date	11/15/2021	Date	11/15/2021
Club Foundation Chair (2021-22) Recommended			
Name (Printed)	Roger Paschal		
Signature			
Date	11/15/2021		