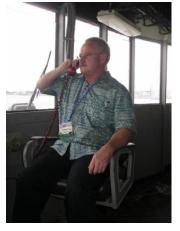




THE ROTARY FOUNDATION MATTERS

A Newsletter of Rotary District 9550 2013-2014

Gregarious



Welcome to Issue # 3 for 2013/2014.

February is World Understanding Month in Rotary, celebrating the birth of Rotary on 23 February 1905 in Chicago.

It's a month when there are a lot of activities to raise money for the Rotary Foundation.

But before I get to the list, I want to update you on the progress of the 2013-2014 District Grants submission.

In Newsletter # 2, we mentioned that submissions and proposals for District Grants would close in mid-November. Grants Chair PDG Ian

Lomas and I met in Canberra to accept the proposals. The District application went into Evanston and we got Approval in January. The proceeds of \$ 33600 will be paid to our District Grants bank account, so that we can distribute the funds to the Clubs very soon.

I realize that this is a little late in the year, and so for 2014-15, I'll be calling for proposals at the District Conference in Ayr over the Mayday weekend, with a closing date of June 30. We'd hope to have approval by August, with funds being distributed by October.

\$\$ - RI EXCHANGE RATE - \$\$

RI Exchange Rate for February 2014 – 1.10

For every AU\$1100, we are contributing US\$1,000.

Now back to the packed Calendar of Events for February. Just look at the list below of functions in our District!

FUNCTION	VENUE & DATE		
Rotary Foundation Dinner	Townsville, 15 February		
Polio Plus Movie fundraiser	Cairns, Townsville - 19 February		
	Charters Towers -20, 22 & 23 February Darwin – 23 February		
	Mount Isa -22 February		
Rotary Swimarathon	February 23		
World's Greatest Meal	Week beginning February 23		

Some of these events are nationwide and some are world wide, with one being created by our own Polio Plus Chair Susanne Rea! As I write this newsletter, there are 153 Meals being run around the World, with District 9550 leading the way with 20.

To all the Clubs and members hosting events for any of the Functions, thank you for your efforts in organising them. I wish you all every success.

So please take advantage of these functions and get involved.

LATE NEWS:

Click on the link, and read the following article, which should go a long way towards the funding shortfall.

U.S. commits \$205 million to polio eradication

Cheers

Greg Marlow

District Rotary Foundation Chair 2013-2016

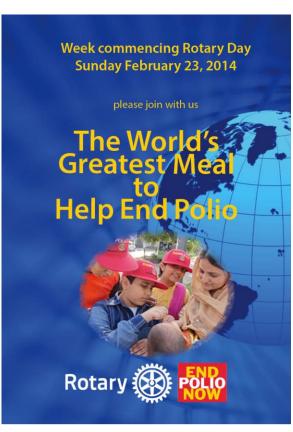
Ph: 08 8962 2322 (B)

Mobile: 04 1903 3637

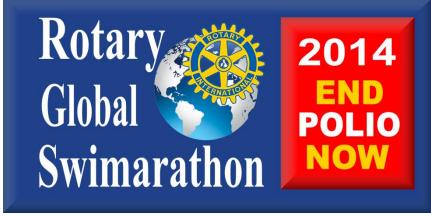
Email: greg@marlowcanete.com.au or foundchair@d9550rotary.org.au

Newsletter No. 4 due out in May, focusing on fundraising.









Click on the following link to get all the details:

http://rotaryswimarathon.org

CLUB MEMORANDUM OF UNDERSTANDING Rotary Foundation Grants ROTARY DISTRICT 9550 - 2013-14

This document is the official Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) for clubs participating TRF Grant programs. It is an agreement between the club and its district, explaining what measures the club will undertake to ensure proper implementation of district and global grant activities and management of Rotary Foundation District and Global Grant funds. By authorizing this document, the club agrees that it will comply with all Foundation requirements.

District 9550 has determined that clubs that receive grant funds from The Rotary Foundation District Grant, will be held responsible for implementing the club MOU.

- 1. Terms of Qualification
- 2. Club Leadership Responsibilities for Qualification
- 3. Financial Management
- 4. Document Retention
- 5. Report on Use of Grant Funds
- 6. Method for Reporting and Resolving Misuse of Grant Funds

1. Terms of Qualification

A. Upon successful completion of the qualification requirements, the club will receive qualified status for a period of one year.

- B. 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.
- C. The club must disclose any potential conflicts of interest and must comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030. of the Rotary Foundation Code of Policies.
- D. The club must cooperate with all district and TRF audits.

2. Club Leadership Responsibilities for Qualification

- A. A club member must be appointed to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
- B. The club must establish a succession plan for the transfer of grant records to ensure retention of information and documentation.
- C. The club president-elect or a club-designated appointee must attend grant management and qualification training arranged by the district.

3. Financial Management

A. The club must maintain a bank account to be used only for Rotary Foundation Global Grant funds in accordance with applicable laws.

- 1. The account should be low or noninterest-bearing, and any interest earned must be documented and used on eligible, pre-approved grant activities or returned to TRF or the district.
- 2. Grant funds may not be deposited in investment accounts including but not limited to: mutual funds, certificates of deposits, bonds, and stocks.
- 3. Two Rotarian signatories are required on cheques and withdrawals.
- B. The club must create a financial management plan that includes measures to:
- 1. Maintain a standard set of accounts, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures equal to or over US\$75 or more (or those of any amount required by applicable law).

- 2. 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.
- 3. Maintain separate statements of income and expenses, noting interest earned and recoveries if applicable.
- 4. Maintain a general ledger that separates funds according to each project.
- 5. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
- 6. Perform monthly bank reconciliations.
- 7. Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
- 8. Ensure all grant activities, including conversion of funds, are in accordance with local law.

4. Document Retention

- A. The club must create a document maintenance system or club archives to maintain original documents for a minimum of five years or longer if required by applicable law, including, but not limited to:
- 1. Documents relating to qualification.
- 2. All records and documentation of policies and procedures required by the club MOU.
- 3. 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 the district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence.
- B. Documents must be stored in a known location that is accessible to club Rotarians and must 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 must report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

6. Method for Reporting and Resolving Misuse of Grant Funds

The club must report any potential misuse or irregularities in grant-related activity to the district.

CLUB PRESIDENTCLUB PRESIDENT ELECT / OR SECRETARYTERMTERMNAMENAMESIGNATURESIGNATUREDATEDATE

November 2013



The Australian Rotary Foundation Trust of Rotary International

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E-mail address					
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Rotary International M	otary International Membership Number				
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