



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

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

We want you to take part, here's how...

Before:
Tell us who you are: your Club name and district number.
A little about what you intend to do would be helpful.
E-Mail the information to poliochair@d9550.org.au



Rotarians of the world unite for a common cause.

After:
Tell us about what you did.
How many people took part
The amount you raised.
E-Mail the information to poliochair@d9550.org.au

There are just three countries which have never stopped transmission of polio

The three countries are Afghanistan, Nigeria and Pakistan. They face a range of challenges such as insecurity, weak health systems and poor sanitation. Polio can spread from these 'endemic' countries to infect children in other countries with less-than-adequate vaccination.




We are very close to eradicating polio from the world. We can't give up now and must finish our mission we started many years ago. Join with us in The World's Greatest Meal to Help End Polio




**Week commencing Rotary Day
Sunday February 23, 2014**

please join with us

**The World's
Greatest Meal
to
Help End Polio**



Rotary  **END POLIO NOW**



Rotary Foundation Group 6 Presents

Wednesday 19th February 2014

\$20



RAFFLES & LUCKY SEAT PRIZES TO BE WON
THE NAZIS PULLED OFF THE GREATEST ART HEIST IN HISTORY.
THESE GUYS ARE STEALING IT BACK.

THE MONUMENTS MEN

DOORS OPEN 6:15PM for a 6:45PM START
READING CINEMAS CANNON PARK
ALL PROCEEDS WILL BE DONATED TO THE
END POLIO NOW CAMPAIGN

Nibbles & Non Alcoholic Beverages Provided

PHONE 0418 788 094 TO SECURE YOUR TICKET NOW



Rotary Global Swimarathon



2014 END POLIO NOW

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.

7. Authorization and Agreement – 2013-14

We, being responsible for administering grant activities for the **Rotary Club of** _____, certify that the club adheres to the requirements listed in this Memorandum of Understanding and will notify **D9550** of any changes or revisions to club policies and procedures related to these requirements.

CLUB PRESIDENT

TERM
NAME
SIGNATURE
DATE

CLUB PRESIDENT ELECT / OR SECRETARY

TERM
NAME
SIGNATURE
DATE



**The Australian Rotary Foundation Trust
of Rotary International**

I wish to donate to The Rotary Foundation of Rotary International through *The Australian Rotary Foundation Trust*

Designation: Annual Fund (Share) Polio Plus Fund Endowment Fund

First name Last Name

Home Address

State Post Code Tel Mobile

E-mail address

Rotary Club of District

Rotary International Membership Number (Available from your Club Secretary)

PAYMENT DETAILS AMOUNT in Australian currency: \$

Select method of payment: Cheque, Direct Debit or Credit Card, below:

Cheque Payable to: The Australian Rotary Foundation Trust

Direct Debit By signing this document, I/We authorise: THE AUSTRALIAN ROTARY FOUNDATION TRUST with ABN 55 218 421 934 and with Debit User Number 352263 the Debit User, to debit my/our account, detailed in the Schedule below, through the Direct Debit System. I/we must pay you when due under the arrangement between us. This authority is to remain in force until further notice. (see Direct Debit Service Agreement overleaf)

BSB Account Number

NAME ON ACCOUNT:

NAME OF FINANCIAL INSTITUTION:

Frequency Preferred Calendar Date

Once only Monthly Quarterly Half Yearly Yearly

SIGNATURE: Date:/...../.....

Credit Card MASTERCARD VISA

Name on Card

Card No/...../...../..... EXPIRY DATE:/..... CVV

(The Card Verification Value (CVV) is the three digit code at the back of the card near the cardholder's signature)

SIGNATURE: Date:/...../.....

Frequency Preferred Calendar Date

Once only Monthly Quarterly Half Yearly Yearly

Return completed form: PO Box 1415, Parramatta NSW 2124; fax 02 8894 9899; or email risppo@rotary.org

You can also donate online via the Rotary International website, www.rotary.org

DONATIONS OVER \$2.00 ARE TAX DEDUCTIBLE