

Rotary Club of West Kelowna Daybreak

GRANT MANAGEMENT POLICIES AND PROCEDURES

The Rotary Club of West Kelowna Daybreak (Club) officers hold the primary responsibility for Club qualification and the proper implementation of The Rotary Foundation (TRF) and Rotary District 5060 (District) grants. The President Elect of the Club is therefore appointed as an ex-officio member of the Grant Management committee.

Financial Management:

1. Generally accepted accounting practices will apply to all financial records involved in the receipt and disbursement of grant funds. This will include the practice of vouchers being approved for payment by two members of the Grant Management Committee prior to the check being written.
2. All purchases and distribution of equipment and other assets will be recorded in an inventory list and a receipt for each item shall be received upon delivery.

Bank Accounts:

1. Separate bank accounts shall be maintained for each grant received. The name on the account shall reflect the name of the grant and shall be low or non interest bearing.
2. All bank statements shall be retained in the permanent file of the specific grant when the grant project is completed.
3. All accounts shall be handled by the Grant Management Committee and checks will require any two of the following four approved signatures: Club President, Club President Elect, Grant Management Committee Chair, and Grant Management Committee Vice Chair.
4. The person who writes the check may not be a signatory on the check.
5. Custody of the accounts will be transferred by vote of approval of the Board of Directors of the Club.
6. At the completion of the project if there are any grants funds remaining, District Grant funds shall be returned to the District, and Global Grant funds shall be returned to The Rotary Foundation within the time frame required.

Reporting:

All required grant reports shall be completed by the project committee and it is the responsibility of the Grant Management committee to see that the reports are submitted according to TRF and/or District reporting requirements.

Document Retention:

Documents for each grant shall be stored in hard copy in a secure location as well as in electronic format posted on the club website accessible to all members. This shall include but not be limited to the following:

- Bank information and statements
- Club qualification documents including a signed copy of the Memo of Understanding (MOU)
- A copy of the Grant Management policies and procedures
- All Inventory documents
- All receipts and invoices

All records shall be kept for a minimum of five (5) years, or longer if required by British Columbia provincial law.

Misuse of Grant Funds:

It is the responsibility of the Club President to immediately report to the District any potential and real misuse or mismanagement of grants funds.

Adopted 1/2/2013