

# Implementation Plan for Club MOU

Rotary District 6860

Submit this form, along with the signed Club MOU and Implementation Checklist to the District Grants Subcommittee. Attach additional pages as needed.

Club Name: [Rotary Club of Decatur, Alabama](#)

Club Number: [4030](#)

Club President: [Ed Nichols](#)

Email Address: [Ed.Nichols@dcs.edu](mailto:Ed.Nichols@dcs.edu)

Telephone: Office [256.552.3000](tel:256.552.3000) Home [256.350.3528](tel:256.350.3528) Cell [256.221-2424](tel:256.221-2424)

List the names of club members who attended a district Rotary Foundation grant management seminar.

*[Ronny Russell, Mark Maloney, Stan Evans](#)*

Provide the name and contact information for the individual in your club who has been appointed to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.

*[VP Ronny Russell, 256.227.7933, ronny@ronnyrussell.com](#)  
[1707 Iris ST SW](#)  
[Decatur, AL 35601-4611](#)*

Provide a description of your club's succession plan to ensure retention of information and documentation related to qualification.

*[Each year, the Club Vice President \(VP\) will chair the 3-person committee overseeing the Future Vision Grant Program. The Director of International Services and Grants Committee Chair will also serve on this committee.](#)*

*[This will ensure that 5-6 club and board members have experience and familiarity with Future Vision.](#)*

Describe your club's financial management plan including specific information on how you plan to maintain a standard set of accounts, disburse funds in a timely and direct manner, maintain statements of income and expenses separate from your regular club funds, establish an inventory system for control of any equipment or other assets purchased with grant funds, ensure grant activities are in accordance with local law, perform monthly bank reconciliations, plan for transfer of the custody of bank accounts when there is a change in leadership, and ensure that all grant activities, including conversion of funds, are in accordance with local law. Provide the names and contact information for the two individuals who will be authorized to sign on checks and withdrawals (two signatories required for each transaction).

***A separate and unique club checking account will be maintained for all Grant Funds.***

#### **Cash Receipts**

- 1. Prepare deposit slip in duplicate by listing individual checks. Stamp checks "for deposit only."***
- 2. Date & circle amounts paid.***
- 3. Post cash receipt in software.***
- 4. Deposit funds at bank. Attach bank receipt to copy of deposit slip retained in deposit book.***

#### **Cash Disbursements**

- 1. Use pegboard system to write checks. Checks must be signed by the President (Ed Nichols, 2011-12)\* and Treasurer (Melanie Maples, 2011-12)\*. Also, description should be on check.***
- 2. Mark invoice as paid and attach copy of check.***
- 3. Retain invoices for reference.***
- 4. Post check in software.***
- 5. Invoices, check copies, and other associated paperwork will be maintained as described in our club's document retention system described in this document.***

***\*- Current Contact Info (2011-12):***

***President Ed Nichols, [Ed.Nichols@dcs.edu](mailto:Ed.Nichols@dcs.edu), Office: 256.552.3000***

***Treasurer Melanie Maples, [melanie.maples@dcs.edu](mailto:melanie.maples@dcs.edu), Office: 256.552.3000***

#### **Monthly**

- 1. Reconcile bank accounts.***
- 2. Print the following:***
  - a. Bank Reconciliation***
  - b. Cash Movement Report***
  - c. Balance Sheet***
  - d. Income & Expense Statement Actual to Budget***
- 3. Distribute Financial Statements at monthly Board meeting.***

#### **Annually**

***Audit conducted by Outside Auditor (CPA) and reviewed at subsequent monthly Board Meeting.***

Provide a description of your club's document retention system for maintaining original documents required by the Club MOU for a minimum of five years, or longer if required by State law. Include the specific location where documentation will be maintained and contact information for the Rotarian(s) maintaining the documentation. Documentation should include, but is not limited to documentation related to club qualification, all records and documentation of policies and procedures required by the MOU, 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.

*All documents required by the FV MOU will be secured and maintained by the Club Secretary. Hard copies will be kept in a locked file cabinet in the Secretary's home. The Secretary and Club President will each have keys. In addition, electronic scanned copies will be kept via password-protected internet online storage, with club members having properly authorized access.*

Provide a description of how your club will report and resolve any misuse of grant funds.

*All financial records will be reconciled monthly by the Treasurer, reviewed at the monthly Board Meeting, and audited during the Annual CPA Audit. Any discrepancies will be thoroughly reviewed and investigated by the Club President, Future Vision Committee Chair, Treasurer, and outside Auditor if warranted. If funds are determined to have been misused, a full report will be made to the District Grants Chair followed by discussions as to the most appropriate method of resolution.*

Club President Signature	Date	Club President Elect Signature	Date

**For District Foundation Committee Use Only**

Club is in good standing with District 6860	Yes	No
Club is in good standing with RI	Yes	No
Club members have contributed to The Rotary Foundation	Yes	No
Club MOU has been signed and received	Yes	No
Club Implementation Plan is approved	Yes	No
Club fully meets FV qualification requirements	Yes	No

  

**Approved by:**  
 Grants Chair \_\_\_\_\_ Date: \_\_\_\_\_

**Reviewed by:**  
 Foundation Chair \_\_\_\_\_ Date: \_\_\_\_\_  
 District Governor \_\_\_\_\_ Date: \_\_\_\_\_