

ROTARY CLUB OF XYZ

DOCUMENT RETENTION PLAN – ROTARY FOUNDATION GRANTS

Summary

The Rotary Club of XYZ adopts the following recordkeeping system to preserve important documents related to qualification and Rotary Foundation grants.

All of the documents collected will be maintained in a combination of both electronic and hard copy file folders. At the end of the fiscal year the Club Secretary will collect all the files for archival purposes and forward them to the incoming Club Secretary.

General Requirements

- A. Club documents that must be maintained include, but are not limited to:
 - 1. Bank information, including copies of past statements.
 - 2. Club qualification documents, including:
 - a. Signed club MOUs.
 - b. Club attendance certification for grant management seminar.
 - 3. Club Project Grant and club-sponsored global grant information, including:
 - a. Information collected from beneficiaries receiving club project grant funds.
 - b. Receipts and invoices for all purchases made with grant funds.
 - 4. Documented plans and procedures, including:
 - a. Financial management plan.
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation.
 - d. System to track reports of misuse and/or mismanagement of grant funds.
 - 5. Annual report from the financial assessment and use of grant funds.
- B. Club records must be accessible and available to District Rotary Foundation Committee and subcommittee members.
- C. Documents must be maintained for a minimum of seven years, or longer if required by local law.

Organization of District and Global Grant Files by Rotary Year

- A. Club Qualification Section
 - 1. Signed Club Memorandum of Understanding (copy if original sent to District)
 - 2. Copy of Club Bylaws
 - 3. Copy of Club Document Retention Plan – Foundation Grants
 - 4. Club Qualification Training - Certificate of Attendance
 - 5. Copy of most current Form 990
- B. Individual Grants Section
 - 1. All grant correspondence, including email
 - 2. Grant application
 - 3. Grant reports
 - 4. Beneficiary documentation including
 - a. Community assessment
 - b. Agreements
 - 5. Vendor documentation including

- a. Quotes for materials
 - b. Agreements
 - 6. Scholar documentation including
 - a. Receipts and invoices
 - b. Agreements
 - 7. Vocational training documentation including
 - a. Receipts and invoices
 - b. Agreements
 - 8. Grant related documentation including
 - a. Financial documentation
 - b. Bank statements
 - c. Quotes from vendors
 - d. Receipts and invoices
 - e. Inventory list
 - f. Photos
 - 9. Other information required by the district
- C. Other documentation
- 1. Grant management seminar materials
 - 2. Financial management plan and related procedures
 - 3. Bank information including
 - a. Account details
 - b. List of signatories
 - c. Bank procedure for changing signatories
 - 4. Legal documents
 - 5. General ledger and statement of accounts (grant specific reports)
 - 6. Reports of misuse of grant funds
 - 7. Other documentation