

District 6970
Financial Management Plan

1. DACdb shall be the primary repository of all district grant applications, receipts and disbursements
 - a. Project Application - Clubs shall submit application & budget on DACdb by April 30
 - b. SHARE Committee will review application by June 30, or within 15 days of TRF accepting the current year's report, whichever comes first.
 - c. The District Grant Chair shall notify the Club within 15 days of SHARE Comm. decision and mark the application "Approved" or "Cancelled" in DACdb
 - d. The District Grant Chair shall notify the Club within 15 days of TRF approval of spending plan and advise them of start date.
 - e. Project completion by April 1 - Clubs shall upload receipts, a minimum of 3 photos and submit the final report with Club Signatures in DACdb.
 - a. If, for any reason, a club will be unable to complete their grant project before the April 1st deadline, the District Grants Chair should be notified as soon as possible.
 - i. If notified after January 1, the club may be ineligible to participate in District Grants for 1 year
 - b. If the project is not completed for which an interim report was filed and the club received a payment associated with that report, the payment will be returned to the district.
 - f. Project review – Stewardship & Audit Committee shall review project, documentation and final report for completeness within 30 days
2. Disbursement of grant funds
 - a. Stewardship & Audit Committee Chair shall notify the District Executive Secretary of final grant approval, noting the amount and Club name for disbursement w/a cc: to District Rotary Foundation Chair (DRFC)
 - b. District Executive Secretary shall cut the check and have it reviewed and signed by the District Governor within 2 weeks
 - c. District Executive Secretary shall email the Stewardship & Audit Committee Chair and the DRFC with the check number and amount
 - d. District Foundation Chair shall note the file in DACdb with the check number and amount and mark the file "Project Complete"
3. The District Funds and Procedure Committee shall final oversight of the District's specified Grant bank account.