

District 5160
2010-11Annual District Grant Review Report
11-7-12

District Governor, Laura Day
District Foundation Director, Candy Pierce

Laura and Candy:

The District Grant Review Team was assembled in July of 2012. Rob Duysen 33(Walnut Creek Sunrise RC), Bradley Ward, (San Pablo RC), and I (San Ramon RC) were members of the Review Team. We started the District 2010-11Grant Review process in July by meeting and establishing a file of the grants, applications etc. We selected 7 grantees to sample and review from the east, west and north geographical areas of the District as well as large and small award amounts. Next we established a “Audit Checklist” which would give us and the grantees a way of determining what items “passed” and what were still “open” in the review. Our final version of the “Review checklist” is attached. Next we communicated with all of the clubs to be reviewed and set up meeting dates as well as a “current” checklist to help them prepare for the audit.

Of the 13 grants approved, we reviewed 7 during October:

| RC | Grant Amt | Project | Country/City |
|---------------|------------------|------------------|---------------------|
| Orinda | 5000 | Braille machine | Argentina |
| El Sobrante | 10500 | Literacy Library | Vietnam |
| Berkeley | 12700 | Classroom renov. | Mexico |
| Vacaville | 15000 | Kids Playground | Vacaville |
| Cordelia | 6500 | Breast Pumps | Cordelia |
| Chico Sunrise | 1500 | Exer. Fac. | Chico |
| Redding West | 5000 | Mem. Park | Redding |

The timing of the audits seemed to work well with most clubs. With a communication going out to all clubs mid July and specific communication as to which clubs were going to be audited by August 15, they had two months to prep their records etc. They were well prepared for the most part, and had the documents that we requested ready for review. Since this was the first Review in the District we thought the clubs in general approached the review positively and in a couple of cases voiced their opinion that it was very good to know the Review expectations.

We did not find any club refusing to share any financial records and all concerned were most amenable to finding any records that were missing. There was no apparent misuse of funds or shuffling of funds for other projects. As we completed each audit, we provided them with a “Follow Up” list of open items that we expect them to complete by 11-15-12.

A few suggestions surfaced that we would like to share with the District Leadership team:

1. The Review Checklist should be a part of the package that is handed to all grant recipients when they receive their approval letters. That way they will know the documentation and the expectations, should they be selected for a review.. This sets a professional tone and what each grantee is accountable for.
2. Grant approvals should be done as timely as possible so that the grant receiving club has time to fully administer and document the grant process.
3. Grant money should be disbursed as soon as possible after grant approval. Several clubs had to pull funds from their own foundations to cover expenses until the District funds were disbursed. Funding delays can cause confusion and result in funds getting comingled and/or clubs having to get a loan from their own foundation or other project monies.
4. Where a club is using funds for an international hands on project, the club may want to use a liability form for any participating Rotarians. (Berkeley RC)
5. There needs to be a trigger to set the Review process in gear. Since the Grant approval team initiates the process, there is a space between approval and disbursement of the money. Once the money is disbursed then the Review Team should have 6 months before a review occurs (time for the grant to be processed and activated). Who makes that call? Grant Committee Chair, TRF Director? DG?

All in all for our first round of reviews, the Team felt that the reviews were positively received and left a feeling of accountability and accomplishment with those who participated. It was our pleasure to administer these reviews.

Mark von Hoetendorff
Chair, Grants Review Committee
PDG, 2002-03