

## **Rotary District 7610 District Foundation Treasurer**

### Job Description

**Purpose:** To provide financial skills, continuity and knowledge to maintain and track the receipt and expenditure of Rotary Foundation grant money for the district.

**Qualifications:** The individual should be familiar with finance, accounting, and bookkeeping practices but does not need to be an accountant or CPA. For continuity, it is recommended that the Foundation Treasurer serve at least two years.

**Duties and Responsibilities:** The Foundation Treasurer shall:

- ❖ Serve as a full member of the District Foundation Team, reporting directly to the District Rotary Foundation Chair.
- ❖ Maintain a bank account solely for District Grant and Global Grant funds provided to the district by The Rotary Foundation, separate and distinct from bank accounts that may be used to hold district operating funds in the District Fund or in any other operating fund;
- ❖ Segregate funds within the grant bank account by using bookkeeping software with categories relating to each specific type grant;
- ❖ Track the receipt and disbursement of funds in the account, providing financial reports to the District Rotary Foundation Chair monthly and when requested;
- ❖ Issue checks drawn on the account to clubs, organizations, or individuals as appropriate, as expressly authorized by the District Rotary Foundation Chair, each to be signed by any two of three authorized signatories on the account;
- ❖ Use appropriate software to ensure ease of record transfers from year-to-year, continuity, and uniformity of accounting records;
- ❖ Provide necessary input when requested to the district individual conducting any required Independent Financial Review of the account under the jurisdiction of the Foundation Stewardship Chair;
- ❖ Backup all records and accounts on a frequent basis.