



# **DISTRICT FINANCIAL GUIDELINES**

*Last Update:  
17/08/23 by District Treasurer Chong Sin Yee*

## **Amendments**

*RY 22/23 - District Treasurer Tanushen, creation of financial guidelines.*

*RY 23/24 - District Treasurer Chong Sin Yee, full refinement of financial guidelines.*

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## **1.0 FINANCIAL GUIDELINES IMPLICATIONS**

### **1.1 Objective of Guidelines**

Financial guidelines are guidelines and policy to be used to in Rotaract Club in District 3300. It includes protocols, procedures, terms, and conditions related to finance.

### **1.2 General**

This guideline is for all Rotaract Clubs under District 3300. Good-standing Clubs are Rotaract Clubs in D3300 that have already settled the District dues for the current term. All the departments strictly have to follow the criteria set in these guidelines for finance-related matters in District 3300. If fail to follow, will not be eligible for any finance-related requests and assistance. Any conflict of interest that arises due to this will go for an inquiry with the resolution chair.

## 2.0 PROJECT GRANTS REQUEST

### 2.1 Standard Operating Procedure (SOP)

1. Rotaract Clubs' Applicants are required to submit the Fund Request Form (<https://forms.gle/qpr9WcjjvDU78nXR9>) and schedule a meeting with respective avenue directors for project discussions and refinement of proposals.
2. The applicants need to attach the relevant documents stated below:
  - a. Project Proposal (inclusive of the project budget)
  - b. Any supporting documents
3. Upon submitting, the applicants need to schedule and attend a proposal meeting to present the refined project proposal and budget with the District EXCOs and the respective District Avenue Director.
4. Once approved, the District Secretary will conduct voting among the eligible clubs in the District via email.

*[Voting will be needed if the fund is from the District fund unless we use other budget or resources to support the project]*

### 2.2 Terms & Conditions

- Only clubs who paid District Dues are eligible for the grants..
- Grant applications must be submitted at least one month or 30 days before the project. Any late request will not be entertained.
- Allocated amount will be based on the **objective, impactful, and scale** of the project.
- Once the fund is successfully allocated to the project, the applicant / appointed Organising Chair / Rotaract Club **MUST** update the District regarding the progress of the project.

- Failure to update the District regarding the progress of the project **OR** execution of the project, will risk being subjected to **WITHDRAWAL OF DISTRICT GRANT** from the project and will affect future considerations of District Grants.
- Upon successful execution of the project, the applicant **MUST** send a Post Project Report to the District Treasurer. Post Project Report should include, but not limited to:
  - Project Outcome
  - Impact Report
  - Finalised Project Accounts
  - Improvements and Feedback

## 3.0 DISTRICT EVENTS

### 3.1 Distribution System

*80% profit - Organizing Clubs*

*20% profit - District*

#### Profit:

80% profit will be divided among all involved organizing clubs.

20% profit will be given to the District for further utilisation of funds for future events.

#### Loss:

80% loss will be borne and divided among all involved organising clubs.

20% loss will be bore by the District.

### 3.2 Terms & Conditions

- All District events **MUST** utilize the District bank account as its official account.
- Usage of other bank accounts **ARE ALLOWED** however subject to approval by the District Treasurer and all receipts are to be shared via registration forms etc.
- Organizing club **MUST** redeem a standardized reference from District Treasurer, Sinyee that will be used for any transaction being made to District Account.
- All budgets, accounts and final audit reports shall be submitted to the District Treasurer for review upon completion of the project.
- Final audits shall be conducted by 2 Paying Rotaract Clubs within the District in accordance with the *District Resolutions*. Clubs are to be chosen during the District Board Meeting.
- Only clubs that have settled District dues will be able to organize the District events.

## 4.0 CAPITAL FOR CLUB FUNDRAISING EVENTS

### 4.1 Purpose

This is a system where a certain amount of money **will be lent** to clubs that require capital to conduct fundraising events.

### 4.2 Standard Operating Procedure (SOP)

1. Rotaract Clubs' Applicants are required to submit the Fund Request Form (<https://forms.gle/qpr9WcjjvDU78nXR9>) and schedule a meeting with the District Treasurer for further discussions and refinements.
2. The applicants need to attach the relevant documents stated below:
  - a. Project Proposal (inclusive of the project budget)
  - b. Any supporting documents
3. Upon discussion with the District Treasurer, a meeting will be conducted with the District Rotaract Representative for final approval of the application.
4. Once approved, the District Secretary will conduct a voting among the paying clubs in the District via email or a District Board Meeting.
5. Upon completion of the fundraising project, **ALL** invested capital **MUST** be returned to the District 3300 Account within 30 days with a **Final Account** of the project to be reviewed.
6. **ALL** profits shall be fully distributed equally among all involved in organising Rotaract Clubs.

### 4.3 Terms & Conditions

- Only clubs who paid District Dues are eligible for the system.
- Only to be used on Club fundraising events.



- All applications must be submitted at least one month or 30 days before the project. Any late request will not be entertained.
- A Range of **RM 100-RM 500 only (as of 17th August)** will be given out as cash once approved.
- Failure to return **the invested amount within 30 days after the project** will be subject to **loss of access to District Resources** and any relevant data/events.
- Failure to return before the term's District Awards Night will be subject to **termination of the Rotaract Club.**

## 5.0 USAGE OF DISTRICT BANK ACCOUNT FOR CLUB PROJECTS

### 5.1 Standard Operating Procedure (SOP)

1. Applicant **MUST** inform prior to District Treasurer, Chong Sin Yee through email at [d3300rotaract.finance@gmail.com](mailto:d3300rotaract.finance@gmail.com) or through WhatsApp at +6019-855 1392.
2. Once approved, a **standardized reference** for receipt reference of the project will be given by District Treasurer, Sinyee.
3. A standardized reference is given **ONLY APPLICABLE to that ONE project**. If you request to use District account for different projects, kindly inform to District Treasurer, Sinyee and redeem another NEW standardized reference.
4. Applicant **MUST use this standardized reference** for receipt reference and promote it under banking details for that particular project.  
*Eg. Standardized reference: RACxx\_Awareness for Autism.*
5. Applicant **MUST** create a **Google folder to collect all the receipts of the transaction** and share with the District Treasurer, Sinyee by adding this email [d3300finance.rotaract@gmail.com](mailto:d3300finance.rotaract@gmail.com). All transaction being made has to **upload the receipts to the folder immediately** to allow the District Treasurer to cross-check and confirm transactions.
6. After the event, applicants **MUST** submit a cash book summary of all transactions being made to District Account 3300 with receipts linked under each transaction and send an official email to request back the money from District Treasurer, Sinyee. (Refer to Table 1 for Cash Book Summary)

RAC ABC - Awareness for Autism

Date (transaction made)	Transaction from (participant name)	Amount	Link
3/7/2023	Alice	RM100	<a href="http://googledrive...com">http://googledrive...com</a>
7/8/2023	Ken	RM 5	<a href="http://gogledrive...com">http://gogledrive...com</a>

*Table 1. Cash Book Summary*

## 5.2 Terms & Conditions

- Only clubs who paid District Dues are eligible to request for usage of District account for club projects.
- Usage only applicable to Rotaract Clubs' projects, not personal transactions.
- Failure to use standardized reference given/ failure to create and share receipts in google drive to the District/ incomplete cash book summary, will be subject to rejection for fund retrieval.
- Failure to follow ANY of the criteria will be denied access from using the District Account as an official transaction for the next club project.

