

October 31, 2016

Finance Committee
Rotary International District 5160

The District Audit Task Force presents the annual statements and reports for the fiscal year ending June 30, 2016. The attached reports include the Statement of Local Grants Activity FY 2013-14.

The Audit Task Force performed the following agreed upon procedures related to these reports:

1. Traced clubs' grant applications to grant award letters to advance of funds checks.
2. Reviewed documentation for fourteen grants to verify funds were spent as awarded. Files for eleven clubs' grants appeared to be complete.
3. Followed up on three of fourteen grants for information that was not provided the District.
 - a. One club received both product and member donations. The club's project was completed without the use of district monies. Verified grant monies were not spent and were returned to the District.
 - b. One club had not provided adequate documentation to support the expenditure of all grant proceeds. It took approximately four weeks for the club to produce the documentation. The club had commingled the monies and record clean-up was required. The final records were vastly different from the records originally provided. The final documentation supported the award.
 - c. One club did not spend all the grant monies awarded; however, they had not reimbursed the district until we followed up. We have received verification that the grant monies were returned to the District.

A separate management letter of recommendations for changes and improvement has been prepared for Gary Vilhauer, Chair of the Finance Committee.

The Audit Task Force is comprised of three active Rotary members who are certified public accountants:

Chair, Bradley Ward
Member, Becky Craig
Member, Patricia Bergman

We present this report to the Finance Committee for discussion and adoption.

Please contact us if you have any comments or questions.

Sincerely,


Bradley Ward, Chair

The Rotary Foundation
District 5160 - Grant DG1414262
FY 2013-14

	<u>Awards</u>	<u>Actual</u>	<u>Schedule</u>
Revenues:			
District Grant			124,987
Less: Administrative Fee (3%)			<u>(3,750)</u>
			121,237
Club Grants:			
Alamo	14,500	14,500	
Berkeley	15,000	15,000	
Brentwood	3,787	2,225	
Clayton Valley/Concord Sunrise	4,000	4,000	
Concord	14,000	14,000	
Danville/Sycamore Valley	14,500	14,500	
Delta (Antioch)	2,700	-	
Fairfield-Suisun	9,000	9,000	
Hayfork	9,350	9,350	
Mt. Shasta	4,600	4,600	
Redding	7,300	7,300	
San Ramon Valley	2,500	2,500	
Paradise	10,000	10,000	
Weed	10,000	10,000	
Total	<u>121,237</u>	<u>116,975</u>	<u>(116,975)</u>
Returned to TRF			<u><u>4,262</u></u>