

OFFICIAL OPERATING PROCEDURES

for the

ROHNERT PARK-COTATI ROTARY FOUNDATION A California Nonprofit Public Benefit Corporation

The Rohnert Park-Cotati Rotary Foundation (*hereinafter referred to as the Club Foundation*) shall serve as the primary funding organization for all charitable and service projects adopted by the Rotary Club of Rohnert Park-Cotati (*hereinafter referred to as the Rotary Club*).

Pursuant to Article 12, Section 2 of the Bylaws of the Rotary Club, all funds collected for purposes of charitable and service projects by the Rotary Club shall be deposited into the treasury of the Club Foundation. To assist the treasurer in properly allocating funds received from members, donors, and fundraising events, a Fund Receipt Form will be used by all members submitting funds to the treasurer.

Prior to the beginning of each fiscal year, the board of the Rotary Club shall prepare a budget of charitable and service project expenditures for the year, based on the income received during the previous fiscal year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Rotary Club board. This budget shall be submitted to the board of the Club Foundation for approval.

Upon approval of the requested charitable and service project budget, the Club Foundation board shall encumber treasury funds for the identified projects. Encumbered funds shall not be paid out until the identified project or charitable giving commences, is in process, or is actually completed.

Payment will be made directly from the Club Foundation to the project or charity, not back to the Rotary Club. Exceptions to this constraint may be granted by the Club Foundation board.

Payment requests will utilize a Club Foundation Check Request Form that will be available on the Rotary Club website and from the treasurer.

Any budgeted but unexpended funds at the end of the fiscal year may be transferred into the Club Foundation investment account, at the discretion of the Club Foundation board.

It shall be the objective of the Club Foundation board to grow the investment account as much as possible, leaving a reasonable operating balance for unexpected and unbudgeted funding requests that may be approved at the discretion of the Club Foundation board. It is recommended that this amount be no less than \$5,000.00.

Any direct donations to the Club Foundation shall be immediately transferred into the Club Foundation investment account.

Adopted by the Rohnert Park-Cotati Rotary Foundation Board of Directors this 7th day of May, 2013

Gerard Guidice, President
Wayne Sutton, Vice President
Dale Ann Knight, Secretary
Arianne Eskew, Treasurer
Mike Pastryk, Director
Wulff Reinhold, Director
Jessica Schieberl, Director