REMINDERS FOR FILLING OUT 2024-2025 DISTRICT GRANT FINAL REPORTS

We ask that you fill out the final report within a month of completing your district grant. Below are a few reminders about which tabs need to be filled out to complete the report and the types of documentation of expenses we're looking for. If you have questions about the documentation you have collected or how to enter the receipts into DACdb, please contact Karen Morris (kmorris07621@gmail.com).

Completion of the district grants final report requires information to be entered in two tabs, the Expenses tab and the Final Report tab.

- All expense receipts and payments must be entered in the Expenses tab. Do NOT enter these documents in the Documents tab.
- Answer questions 2, 4, and 5 in the Final Report tab.

DOCUMENTATION NEEDED FOR EXPENSES TAB

Rotary is looking for proof that

- You have actually spent the money in the way you specified when you requested the grant. This will be entered in DACdb in the Expense Receipts portion of the Expenses tab.
- Your club, and not one of your members or some outside entity, has paid for the expenses you are claiming. This will be entered in the Expense Payments portion of the Expenses tab.

While the specifics of each grant differ, there are basically two ways that money is spent for a grant.

You purchase the items you are using in the grant. For example, you purchase the bookbags and school supplies you will be awarding to elementary school scholarship recipients. In this case, the **expense receipts** will consist of the paid receipts from places such as Amazon or Walmart, where you purchased the items. The **expense payments** will consist of cancelled club checks or copies of credit card payments from your account reimbursing the people who did the actual purchasing or paying the vendors directly.

You donate money to an organization, who will use it to purchase items that will fulfill the purpose of your grant. For example, you donate money to the Y, which has a program of buying shoes for kids as they go back to school. In this case the **expense receipt** will be an acknowledgement from the organization receiving the donation, often a letter of thanks, specifying the amount of money they received, the use to which it will be put, and naming your club as the donor. The **expense payment** will be a copy of the cancelled check made out the organization to which you make the donation.