



## 地區簡化獎助金常有的問題 - 新的報告規定

### District Simplified Grants (DSG)

Frequently Asked Questions – New Reporting Requirements 2005年6月版

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**問：2005-06 扶輪年度申請地區簡化獎助金有何報告規定？**

**答：**在 2005 年 4 月所有的人道獎助金，包括地區簡化獎助金，保管委員會已制定新的報告規定。2005-06 年度的地區簡化獎助金開始，為提升整個獎助金在使用期間之年度報告要求。從地區應該至少每 12 個月提交報告給扶輪基金會。

**問：哪些事項應該被歸入到年度報告裡？**

**答：**地區簡化獎助金的年度報告應該包括以下事項：

- 一份收入和支出的對帳單——就地區簡化獎助金而言，包括了一份分配項目表，其中包含描述那些計劃的資金提供與分配給各個計劃的總金額；
- 一份有關地區收入和支出對帳單的銀行結帳單；
- 一份有關經由地區簡化獎助金每一個計劃資金提供之個別計劃摘要。每一個個別摘要應包括：
  - a. 一份有關該計劃受益人之敘述說明；
  - b. 一份支出明細表；
  - c. 一份該計劃詳細的說明；
  - d. 一份對扶輪社員監督、管理和與對於計畫的參予的說明。這些項目將清楚的設定在修正過的地區簡化獎助金報告表格式裡。

**問：我的地區何時應該依新的報告指南來提出地區簡化獎助金報告？**

**答：**只要地區所收集到之個別計畫的摘要內所含之支出統計已用掉至少總獎助金金額的 50% 時，地區應該提出進度報告給扶輪基金會。只要該獎助金業已用完並且所有的計畫已經完成時，地區應該把一份最終報告提交給扶輪基金會。報告應於該獎助金撥款後 12 個月之內提交，並且之後的每 12 個月都要提交報告直到該獎助金結束。並不建議地區要等到期間恰好滿 12 個月時才交報告。盡早提交報告將有助於易於及時獲得未來之獎助金的撥款。

**問：收據要與報告一起提交嗎？**

**答：**地區不需要把收據或者收據副本與地區的地區簡化獎助金報告一起提交到扶輪基金會。不過，地區被要求收據跟報告，保存在地區層級的時間至少 3 年。你所在地的法律可能要求單據的保存比 3 年的時間更長。單據應該清楚的與地區收入和花費的對帳單相互參照。扶輪基金會保留要求單據副本或者隨時進行審計的權力。

**問：對於從 2003-04 和 2004-05 仍進行中地區簡易獎助金計畫，適用何種報告規定？**

**答：**直到 2006 年 12 月 31 日，地區仍可以每 6 個月使用舊報告表格繼續用舊的報告規定來提交有關這些獎助金的報告。不過，非常希望地區使用修訂過的版本。不論獎助金何時被批准，希望透過立即使用新表格和新的時間範圍，使地區能將全部有關地區簡化獎助金的報告予以標準化。

**Q. What reporting requirements apply to DSGs awarded for the 2005-06 Rotary year?**

**A.** In April 2005 the Trustees established new reporting requirements that apply all humanitarian grants, including DSGs. Beginning with the 2005-06 District Simplified Grants, an enhanced yearly report is required throughout the life of the grant. Districts should submit reports at least every 12 months to The Rotary Foundation (TRF).

**Q. What should be included in a yearly report?**

- A.** Yearly DSG reports should include the following:
- A statement of income and expense – in the case of District Simplified Grants, this would include a distribution list containing descriptions of the projects funded and the amounts distributed to each project;
  - A bank statement that correlates to the district's statement of income and expense;
  - An individual project summary for each project funded through the DSG. Each individual summary should include:
    - a. A narrative statement about the beneficiaries of the project;
    - b. An itemized list of expenditures;
    - c. A detailed description of the project; and
    - d. A description of Rotarian oversight, management, and involvement in the project. These items will be clearly set out in the revised DSG report form.

**Q. When should my district submit DSG reports under the new reporting guidelines?**

**A.** As soon as the district has collected individual project summaries containing expenditures totaling at least 50% of the total grant award, it should submit a progress report to TRF. As soon as the grant has been fully expended and all projects have been completed, the district should submit a final report to TRF. Reports are due no later than 12 months following payment of the grant and every 12 months thereafter until the grant is closed. It is not recommended that districts wait the full 12-month period between reports. Early submission of reports will help facilitate the timely payment of future grants.

**Q. Are receipts required with the report?**

**A.** Districts do not need to submit receipts or copies of receipts to TRF with their DSG reports. However, districts are required to maintain receipts along with reports at the district level for a period of at least three years. Your local laws may require the maintenance of receipts for longer than three years. Receipts should be appropriately cross-referenced with the district's statement of income and expense. The Rotary Foundation reserves the right to request copies of receipts or to conduct an audit at any time.

**Q. What are the reporting requirements that apply to District Simplified Grants that remain open from the 2003-04 and 2004-05 program years?**

**A.** Until 31 December 2006, districts may continue to submit reports on these grants every six months under the old reporting requirements by using the old report form. However, districts are strongly encouraged to use the revised report form. By implementing the use of the new form and timeframe immediately, districts will be able to standardize all DSG-related reports, regardless of when the grants were approved.