



地區簡化獎助金常有的問題—行政管理工作

District Simplified Grants (DSG)

Frequently Asked Questions –Stewardship

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問：什麼是50%的規定，它是如何影響我的地區？

答：扶輪基金會要求一個區必須提出一份地區簡化獎助金報告並附上該地區簡化獎助金已使用 50%以上的核付開銷，才能再申請下一個地區簡化獎助金。此一要求乃為確保扶輪基金會給予地區行政執行人員額外的基金前，已被核准的花費需已執行主要的部分。未使用完的基金不應由地區層級累積。

問：為什麼一個地區同時間只能管理兩個已撥款的地區簡化獎助金？

答：扶輪基金會保管委員會制定地區簡化獎助金，期待地區能在一個扶輪年度之內收取、分配、與提出使用報告。只在同一時開放兩個撥款中的地區簡化獎助金的限制，為的是鼓勵地區領導者，對於核准的獎助金計畫，適時執行且報告。

問：我的地區正贊助超過 25,000 美元的地區簡化獎助金。我能在那裡找到關於獨立財務審查報告的指示？

答：所有年度總額超過 US\$25,000 的地區簡化獎助金，都需要獨立財務審查報告。關於獨立財務審查報告的說明，都包含在 "地區簡化獎助金辦法和條件"裏，可以在 RI 網站 www.rotary.org 下載，或者向你的計畫協調人申請。建議地區一起提交獨立財務審查報告與地區簡化獎助金報告。

問：當我們執行我們的地區簡化獎助金計劃時，我們應該怎樣追蹤資金的支出？

答：如果報告需要一份詳細財務資料，請地區和/或扶輪社，使用財務電腦軟體追蹤基金支出。全部與基金支出有關的收支依據在地區層級至少保留 3 年，且依據當地法律要求的期限保留這些單據記錄。

問：我們需要為地區簡化獎助金開一個特別的銀行帳戶嗎？

答：我們極力推薦各個地區對於每筆獲頒的地區簡化獎助金，都維持個別的帳戶。可能同時會有多筆的地區簡化獎助金生效；因此，如果不同的獎助金不混在相同的帳戶內時，會易於財務的會計。所有獎助金相關帳目都應經過兩位或更多的扶輪社員的簽署。

問：有關資格的問題，誰是我們主要聯繫的對象？

答：你的地區簡化獎助金小組委員會主委和地區扶輪基金委員會主委(DRFC)對於一些基本資格問題是有用的資源。這些職員和扶輪基金會頻繁聯繫並且能對於這些計畫標準要求說明。地區應批准計劃的修改以避免可能暫停該計劃。關於計畫標準和資格的細節也包含在地區簡化獎助金的辦法及條件裡，它可以從扶輪的網站 www.rotary.org 來下載。

Q. What is the 50% rule, and how will it affect my district?

A. TRF requires that a district submit DSG reports that include eligible expenditures totaling at least 50% of one DSG before payment is made on another DSG. This requirement ensures that significant progress is made on the expenditure of grant funds before TRF sends additional funds to the district to administer. Un-used grant funds should not accumulate at the district level.

Q. Why can a district operate only two paid-open District Simplified Grants at a time?

A. The Trustees established District Simplified Grants with the expectation that a district will receive, distribute, and report on the use of grant funds within one year. The limitation of two paid-open DSGs at a time encourages district leaders to implement and report on grant-funded projects in a timely manner.

Q. My district is sponsoring a DSG totaling over US\$25,000. Where can I find instructions regarding the independent financial review?

A. A yearly independent financial review is required for all DSGs over US\$25,000. Instructions for independent financial reviews are contained in the DSG Terms and Conditions, which can be downloaded from Rotary's website at www.rotary.org. or requested from your Program Coordinator. It is recommended that districts submit independent financial reviews in conjunction with DSG reports.

Q. How should we track the expenditure of funds while we implement our DSG project(s)?

A. As detailed financial information is required for reports, it is recommended that districts and/or clubs use accounting computer software to track grant expenditures. All receipts related to grant-funded expenditures should be maintained at the district level for at least three years, and as long as required by your local laws.

Q. Do we need to create a special bank account for DSG funds?

A. It is strongly recommended that each district maintain a separate account for each DSG awarded. Multiple DSGs can be active at one time; therefore, financial accounting will be facilitated if funds for different grants are not commingled within the same account. Two or more Rotarians should be signatories on all grant-related accounts.

Q. Who is our main contact for eligibility questions?

A. Your District Grants Subcommittee Chair and District Rotary Foundation Committee (DRFC) Chair are useful resources for basic eligibility questions. These officers are in frequent contact with TRF and will be able to request clarifications about program criteria. Project revisions should be authorized by the district to avoid possible suspensions. Details about program criteria and eligibility are also contained in the DSG Terms and Conditions, which can be downloaded from Rotary's website at www.rotary.org.