

FUTURE VISION PLAN

District Bank Account Signatory



The district bank account signatories are responsible for the receipt and disbursement of Rotary Foundation grant funds in accordance with sections III and IV of the [Memorandum of Understanding \(MOU\)](#). This entails working with the district Rotary Foundation committee chair and district grants subcommittee chair to ensure that grant funds are appropriately distributed with proper oversight. By serving in this capacity, signatories will play a key role in the Rotary Foundation Future Vision pilot to increase financial oversight, Rotarian involvement and joint ownership of Foundation programs. Account signatory responsibilities will include:

- Obtaining both signatures for checks and withdrawals
- Disbursing funds to approved entities in a timely manner
- Making payments by check whenever possible
- Maintaining accurate records
- Assisting with the implementation of the financial management plan as it relates to the district bank account for grant funds

District account signatories must accept their role, enter the details of the account (in order for TRF to make grant payments to the district), and authorize that the information is correct. These steps must be completed before the district can attain qualified status.

DIRECTIONS

District bank account signatories should read the following directions in order to complete the district bank account information during the online qualification process. All signatories will need to accept their role, confirm banking information and authorize that everything is correct.

TO BEGIN

- The district leadership must first select 2 to 3 district bank account signatories on the Future Vision website.
- Next, the account signatories log in to [Member Access](#) and go to the Future Vision main page.

ACCEPTING THE ACCOUNT SIGNATORY ROLE

- On the Future Vision main page, the signatories click **District XXXX Qualification**.
- They then scroll to Part 3 and click **Accept Account Signatory Role**.
- To accept their role, signatories click **Accept** next to their preferred address.
- Lastly, they click **Submit** on the following page to confirm acceptance of the account signatory role.

ENTERING AND AUTHORIZING BANK ACCOUNT INFORMATION

- To continue, the signatories click the **Qualification** link in the top left hand corner of screen.
- They scroll down to Part 3 again and click **District Bank Account Information**.
- To enter the bank account information, the signatories click **Edit District Bank Account Information Above**.
- They then enter in bank details, including all required fields, and click **Submit**.
- If the district is using a US intermediary bank, the signatories click **Edit Intermediary Account Information Above** (this is only completed if funds are being paid in US dollars to a bank outside of the US).
- Once all bank information is complete, the signatories click the box under **I authorize the banking information is correct** and click submit.
- The signatories log out.
- Once all signatories have authorized the banking information, Part 3 will be complete.

Additional resources about qualification can be found on the Rotary International website under the [Future Vision pilot](#).

If Rotarians are selected as bank account signatories but do not wish to take on the role, they should contact their district leadership immediately. If there are any questions regarding qualification, please e-mail inquiries to FVQualification@rotary.org.