

INSTRUCTIONS FOR 2019 FINANCIAL REGISTER AND REPORT

NOTE: EXCEL 2010 OR LATER IS REQUIRED FOR ALL FEATURES TO FUNCTION PROPERLY!

This workbook is an efficient means to record the financial transactions for your Chapter or District, and to expedite your year-end reporting. The following information will help you understand this workbook and its four individual worksheets identified on the “tabs” below. The four worksheets are:

- Register
- 2019 Transaction Record
- Financial Report
- Item Breakdown

Before entering any financial transaction data in the workbook, record the Chapter or District information at the top of the “Financial Report” worksheet. Be sure to record the reconciled 2018 ending bank balance. Financial transactions may then be entered on the “Register” worksheet. Information and calculated results will automatically appear on the “2019 Transaction Record” and “Financial Report” worksheets. Throughout the workbook, date entries will be displayed as mm/dd/yy. The “2019 Transaction Record” worksheet automatically displays the Date, Trans ID (Transaction Identification) and Current Balance. It also allows you to add detailed information related to that transaction.

Register Worksheet

Enter all financial transactions on this worksheet. The first transaction must be entered on “Data Row No.” 1. Each additional transaction must be entered on the Data Row immediately below the previous transaction. All transactions must contain a valid 2019 date entry. Missing dates, invalid date formats, such as double slashes or a year other than 19, will prevent amounts entered from being included in the totals at the bottom of the “Register” worksheet and associated results on the “Financial Report” worksheet.

Enter the transaction amount in the appropriate column. Commas need not be entered, but a decimal point between dollars and cents is required. Whole dollar amounts do not require the decimal point or zeros to its right to be entered. We encourage only one transaction per line. Under “Trans ID” it is useful to record the type and identification number for each transaction. For example, “Dep” for deposits, “CK2415” for writing check No. 2415, and for Districts with multiple debit card holders, recording “DC0446” where 0446 is the last for numbers of a card holder’s account.

The cells below the heading “Category (Select from List)” refer to a list of items on the “Item Breakdown” worksheet. When one of these cells is selected, an arrow appears to the cell’s right. Clicking on the arrow causes a partial list of items to appear below the selected cell with a scroll bar on the right. Dragging the slider up or down allows you to view the complete list! Selecting an item from the list will cause that selection to be displayed in the previously selected cell. Refer to the “Item Breakdown” worksheet for guidance.

Users find the “Memo, Payee, or Additional Info” column useful for recording the primary information of the transaction. For example, for a:

- deposit from a First Aid/CPR Course you might simply record “FA/CPR mm/dd/yy”;
- deposit from 50/50 sales you might record “50/50 mm/dd/yy”;
- check reimbursement to your Director you might simply record “Mary Smith”; and,
- purchase of office supplies you might record the business name such as “Staples”.

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2019 Transaction Record Worksheet

The “2019 Transaction Record” worksheet displays the entered financial information and calculated results from the “Register” worksheet. Additional detailed information, such as payee, payer, and notes may be entered below the “DESCRIPTION” heading, as you would in a checkbook register. The row height on the line intended for notes will increase automatically if a note is entered that takes more than one line! This area is useful for as much detail as necessary to help remember each transaction; and in some cases, even duplicating the primary information from the “Register” worksheet. Some treasurers use this worksheet as their only CHECK REGISTER. Directors may find this worksheet useful to understand the source of their income and basis for their expenses! Use of this worksheet is optional, but can provide a detailed record that can be written to a disk or thumb drive as an offsite backup. *When printing this worksheet, be sure to set the printer utility to the exact page(s) desired. Otherwise, fifteen pages of mostly blank information will be printed!*

AN OFFSITE BACKUP IS HIGHLY RECOMMENDED!

The current balance is automatically calculated on the “Register,” the “2019 Transaction Record” and the “Financial Report” worksheets. The balances on all three worksheets should always equal each other.

NOTE: If data has not been entered correctly the Balance will not be the same on all three worksheets! This error is caused by an incorrect or missing date or skipping a Data Row when entering a transaction on the “Register” worksheet.

Treasurers are STRONGLY ENCOURAGED to reconcile their monthly bank statement to the “2019 Transaction Record” worksheet. Doing so is the same as reconciling your check register to your bank statement. Upon reconciling each month, a copy of your reconciliation should also be transmitted to your Director.

Financial Report Worksheet

At year end, if all the data has been entered accurately, the three worksheets should all contain the same balance. After reconciling to your bank account, all that remains is to PRINT the “Financial Report” worksheet, sign it as treasurer and have your Director sign it. That part of your year-end reporting is complete.

How to Obtain Assistance

Should you have any questions, please contact the GWRRA Director of Finance, Randall Drake, at financedirector@gwrra.org OR call him at 479-224-6240.