



Gold Wing Road Riders Association Washington Chapter 2020 Year-End Close-Out Process

The below information will assist your team in completing the documentation to meet our financial reporting requirements.

In general, Chapters will send their Financial Reports to the Washington District Treasurer.

Every District is to complete and file a **Financial Report Package** consisting of the following documents:

- 1- The Financial Report Cover Sheet, attached (NEW for 2020).
- 2- The 2-page GWRRR Financial Report which is part of a more comprehensive Excel spreadsheet, available on our website under Officer Resources. If you have used this spreadsheet throughout 2020, you already have it. If you have used another format of your own, please transcribe your information to this “Financial Report” worksheet, print it, and submit same after signing.
- 3- The December bank statement page showing the balance to which you **reconcile** the Financial Report. ONLY December’s statement is necessary. **IF YOUR BANK STATEMENT SHOWS A DIFFERENT ENDING BALANCE THAN THE FINANCIAL REPORT, YOU MUST RECONCILE YOUR BANK STATEMENT TO THE FINANCIAL REPORT.**
- 4- A *Bank’s Record of Signatures* on your account OR a completed *Bank Information and Officer Signature* form, attached. Please assure that the signatories reported are the ONLY ones authorized on your account.
- 5- An updated Equipment List, attached.

Who Files? When to File? Where to File?

Responsible Person: Treasurer and Director

When to File: **No later than Jan 31, 2021**

Where to File: Chapters send completed package to:
Mike White, GWRRR WA DISTRICT TREASURER
115 North Arney Rd
Space 62
Woodburn, Oregon 97071

Chapter Directors and the District Director are to maintain all Financial Reports for 7 years. When a new Director takes the reigns of a Chapter, the outgoing Director is to convey these reports to the new Director.

Other Information

****IMPORTANT**:** **IN LIEU OF THE *Bank Information and Officer Signatures Form* submitted in the past**, contact your servicing bank and request a listing of official signatories on your bank account Referred to as “*Bank’s Record of Signatures Form.*” Whatever form the bank uses will suffice provided it lists all active signatories on the account. For example, Wells Fargo’s form is called “*Addendum to Certificate of Authority for Changes to Authorized Signers on Business Deposit Accounts.*”



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GWRRRA Equipment List

Each year, Directors must document their **equipment** having an original acquisition value of \$100 or more that belongs to their Chapter. “Equipment” includes items such as a computer, printer, file cabinet, a BINGO machine, etc. DO NOT include expendable items such as picnic supplies, coffee, 3-ring binders, envelopes, etc.

****NOTE**:** If the Chapter does not have reportable equipment just indicate that fact by initialing “Item E” on the *Financial Report Cover Sheet*. By doing so, you are certifying you have no reportable equipment in your unit.

If your Chapter **does** have reportable equipment, use the attached form to document the inventory.

The spreadsheet can be filled-in, then printed. If you use the pdf version, you must print it and fill in the information manually.

Simply prepare an “inventory” of the current equipment in the Chapter’s possession. The Comment column is useful for recording WHO in the District has the equipment item listed.

After documenting the inventory, the Director must SIGN and PRINT their name on the bottom line certifying that they have the equipment in the Chapter, or knows who in the Chapter has the noted equipment in their possession.

Finally, if you are not sure on how to accomplish any of the aforementioned tasks, please contact the GWRRRA Washington District Treasurer at treasurer@gwrra-wa.org or bluebaby370@gmail.com or at 360-340-2588 for guidance.

990-N Acceptance Confirmation from IRS

We have separated the reporting of the Accepted IRS 990-N from the Financial Reports starting this year. Separately forwarded instructions for reporting your 990-N to GWRRRA will be forthcoming in a separate email.