



Financial Report Cover Sheet

Use one cover sheet for each Financial Report. District Directors are to review and initial each Chapter Financial Report and Cover Sheet. The Director of Finance will review and initial District Financial Reports and Cover Sheets.

All Financial Reports must include a copy of the reconciled bank statement from the period just closed, usually that is December. The statement must be issued by the bank that holds the account, may be printed from the Internet or be copies of the actual statement, and **show the reconciliation to the check register.**

Attach a Completed Form to each Financial Report

Chapter Financial Reports remain with the District and District Financial Reports remain with the Director of Finance. Electronically stored documents are acceptable and will be retained for 7 years.

This is a:

- Chapter Financial Report for _____ (Chapter designation, formatted such as CA-1Z, or OK-K)
- District Financial Report for _____ (District designation)
- Signature sheet from the bank OR the GWRRRA Bank Information and Signature Form is attached.
- This is an annual Financial Report.
- This is a Change of Officer Financial Report.

Statements A through D must be initialed by the person submitting the report.

- A) _____ All expenses outlined in this report have verifiable receipts on record. I certify that income and expenditures were used and documented per the GWRRRA Officers’ Handbook policies. In accordance with IRS guidelines, I will maintain these financial records, or pass them on to my successor, to cause them to be maintained for up to 7 years.
- B) _____ I confirm that the attached Financial Report has signatures of both an Officer (most often the Director) and Treasurer and that the Treasurer meets the requirements as outlined in the Officers’ Handbook and the MOU.
- C) _____ I have attached the ending bank statement, RECONCILED to the check register, for the time frame indicated.
- D) I **have attached** an Equipment List for reportable equipment (items with an acquisition value over \$100)
- I **have not attached** an Equipment List as we have no reportable equipment.

Do not attach an IRS 990N confirmation to this report. 990Ns are reported separately. Refer to separately issued instructions.

Chapter Director OR District Director Submitting Report

Date

----- The Following to be Completed by the Reviewer -----

The Reviewer is the **District Director for Chapters Reports OR**
the **Director of Finance for District Reports.**

- E) _____ I understand that it is part of my fiduciary responsibility to GWRRRA to review all Financial Reports for the reporting Chapters or Districts. When requested, I will submit reports to the GWRRRA Home Office.
- F) _____ I have kept track of any reports that contain little or no activity to follow-up with the Chapter Director or District Director or my staff regarding the status of the Chapter or District and possible ways to increase activity and participation.

District Director OR Director of Finance Reviewing Report

Date