



Financial Report Cover Sheet

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

Effective October 11, 2019

All Financial Reports must include a copy of the reconciled bank statement from the period just closed (usually 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 this 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 and passed to successor Directors.

This is a:

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

Statements A, B, C, D, and E 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 GWRA 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 the Director and Treasurer and that the Treasurer meets the requirements as outlined in the Officers' Handbook and on the MOU's.
- C) _____ A copy of the IRS' 990-N "Acceptance" is attached to this report. **The 990-N accepted confirmation may be submitted separately. Do NOT delay filing of this report while waiting for the 990-N confirmation.**
- D) _____ I have attached the ending bank statement for the time frame indicated.
- E) _____ I confirm that there is NO attached Equipment List as the Chapter or District owns no items, nor group of items, i.e. safety cones, that have an original acquisition value over \$100.

Chapter Director OR District Director Submitting Report

Date

Statements F, G and H are to be initialed by the District Director for Chapters, or the Director of Finance for Districts, upon reviewing the Financial Reports from their area.

- F) _____ I understand that it is part of my fiduciary responsibility to GWRA to review all Financial Reports for the reporting Chapters or Districts. When requested, I will submit reports to the GWRA Home Office. Additionally, I confirm that there are no looming questions regarding the reports.
- G) _____ 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.
- H) _____ I have received an attached Equipment List unless item E above is initialed.

District Director OR Director of Finance Reviewing Report

Date