



# 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. Region Directors are to review and initial District Financial Report and Cover Sheets. Deputy Directors are to review and initial each Region Financial Report and Cover Sheet.

**Effective January 1, 2016**

*All Financial Reports must accompany a copy of the December bank statement.* The statement may be printed from the Internet or copies of the actual statement; however, they must be issued by the bank that holds the account. Reports from a personal accounting software is not acceptable as supporting documentation but may accompany the actual statement.

**Please attach this form to each Financial Report**

The Chapter Financial Reports remain with the District and the District Financial Reports remain with the Region. The Region Financial Reports remain with the Deputy Director. (Electronic storage of documents is acceptable-retain for 7 years)

This is a:

- Chapter Financial Report for \_\_\_\_\_ (Chapter designation)
- District Financial Report for \_\_\_\_\_ (District designation)
- Region Financial Report for \_\_\_\_\_ (Region designation)
  
- This is our yearly Financial Report.
- This is a change of Officer Financial Report.

**Statements A, B, C and D must be initialed by the person submitting the report.**

- A) \_\_\_\_\_ All expenses outlined in this report have verifiable receipts on record. **(In order to protect yourself, IRS regulations state that financial records of any kind should be kept on file for up to seven years. In addition, a complete copy of the records is to be passed to your successor to ensure they are always available.)**
- B) \_\_\_\_\_ I confirm that the attached report has signatures of both an Officer 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 filed 990 is attached to this report
- D) \_\_\_\_\_ I confirm that there is NO attached Equipment List as the Chapter/District/Region owns no items that had an original value over \$50.00, or as a group of items (i.e. safety cones) the value is over \$50.00.

**Statements E, F, G and H are to be initialed by the District, Region and/or Deputy Director upon reviewing the Financial Reports from their area.**

- E) \_\_\_\_\_ I understand that it is part of my fiduciary responsibility to GWRRA to review all Financial Reports for subordinate Chapters, Districts and Regions. I understand that periodically I may be asked to submit requested reports to the GWRRA Home Office. In addition, it is my confirmation that there are no looming questions regarding the reports, the income or expenditures and that to the best of my knowledge all funds were used and documented as per the policies in the GWRRA Officers' Handbook. Further the Chapter/District/Region agree to retain these records for 7 years.
- F) \_\_\_\_\_ I have kept track of any reports that contain little or no activity in order to follow-up with the Chapter, District or Region Director and/or my staff regarding the status of the Chapter, District, Region and possible ways to increase activity and participation.
- G) \_\_\_\_\_ Attached are supporting bank statements for the time frame indicated and a copy of the filed 990.
- H) \_\_\_\_\_ I have received an attached Equipment List unless item D is initialed above.

\_\_\_\_\_  
District/Region Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Region/Deputy Director

\_\_\_\_\_  
Date