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JR and Denali, "First Family"

Using the new Financial Reports from 2016 on

Download from gwrra.org/oconnect

Financial Report-an Excel document for 2007 or newer
Financial Breakdown

Financial Cover Sheet
Equipment List

Financial Cover Sheet

The Cover Sheet revision clearly lets you know who gets the documents. It also addresses storage type and length of time. The biggest 2 changes are the addition of item C that you are attaching a copy of the filed 990 and item D you only check because you qualify to check it and you will no longer have to attach an Equipment List.

Using the Financial Report-MUST have a version of Excel that is 2007 or newer

New for 2017 (thanks to Richard Pope, Treasurer WA-I)

The "2017 Financial-Register-and-Report" is similar to the "2016 Financial-Register-and-Report" but has added features. As with 2016, financial entries are to be made on the "Register" worksheet and must begin with a legitimate 2017 date entry. **Income and expenses will not be properly calculated on the Financial Report if a proper date is not entered!**

It is best to begin by entering your organization's information and the prior Financial Report's ending balance on the "Financial Report" worksheet.

On the "Register" worksheet, in 2016 you had to calculate the current balance and enter it yourself. For 2017, the current balance is automatically calculated and entered for you.

Also new for 2017, is a worksheet titled "2017 Transaction Record". This worksheet allows you to record the payee, payer and any notes related to the check or deposit as you would in a checkbook register. If you enter a note that might take more than one line, the row height will increase automatically. Date, income, expense, totals and current balance from the "Register" worksheet are shown automatically. *You can print these records but you will get all eighteen pages unless you tell your printer utility which page(s) to print!* Your use of this worksheet is optional, but can provide a digital, detailed record that can be written to a CD or thumb drive as an offsite backup. **A BACKUP IS HIGHLY RECOMMENDED!**

The current balance on all three worksheets must agree! The most common errors would be an incorrect/ missing date entry or failure to enter the prior report's end balance.

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To complete the "Financial Report", you need to enter your organization's information, if not already done.

Remember as you enter the date and it will cause that entry to show up on the financial report you generate at the end of the year automatically. You will choose the category for the income or expense. The breakdown sheet (it has been updated and sorted alphabetically) can be used to help. On the far right is where you can enter the check number and keep the running balance. It is one entry per line just like a check register works.

Financial Breakdown-updated and sorted alphabetically

This worksheet is not all inclusive. You may have an event, income or expense that doesn't exactly fit one of these sources but it's close. You can determine which source is closest to what you have and then put it in the correct category.

Our Goal with this worksheet

In the past, we have not had clear representations of the income and/or expenses of the programs. That has lead sometimes to an air of distrust about where's the money. With this new financial report each Program can clearly see what income that have generated and what expenses that have incurred so there should be less questions as to where their is categorized. This should help all of us out at each level to better budget and plan each year for our Chapter, District or Region. Any suggestions or questions please contact president@gwrra.org

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