

“Step by Step” Instruction On How To Use The “GWRRA Electronic Financial Form”

Introduction

GWRRA Electronic Financial Form has been developed using the “Financial Form” found in your “Officer Guidebook”, pages 1-14, 15. This form is a pdf file so you can use Acrobat Reader to fill out this form. Acrobat Reader is free and can be downloaded at <http://www.adobe.com/products/acrobat/readstep2.html> This is a secure document and you will not be able to save the information you enter using Acrobat Reader. However, if you have a full version of Acrobat you can save the Document using the “Save As’ feature. Regardless this program is designed to allow you to fill out the appropriate information and then print a hard copy, which you would sign and mail to your Assistant District Director. This will help to insure that the information is clear and legible. The following is a step by step process on how to correctly fill out the form.

Step 1: Create a working scratch copy

During the course of the year your Chapter has been accumulating monthly *Income* (deposits in your checking account) and *Expenses* (checks you wrote from your account). Start out by printing pages 2 and 3 of this form and hand fill out the monthly figures based on your financial information. All Income and Expenses should fall under one of the categories listed by month.

Note: The use of the “Other Income” and “Other Expense” should rarely be used. If you find yourself with Income and Expenses that don’t seem to fit under the designated categories contact your Assistant District Director for help. As a rule you want to avoid using the “other” categories as much as possible.

Step 2: Entering your Chapter Information

Once you have completed the hand copy it’s time to fill in the online form. Either by using the “Tab” button on you keyboard or by pointing and clicking your left mouse button, (The text fields are highlighted in a light shade of yellow.)

The *Period* is your calendar year starting with the first day and ending with the last day of the year. The exception is if you assumed office during the course of the year. If that is the case then the “From” is next day proceeding the last day the former officer put for the “To” on his last financial report.

Region, District, Chapter is self explanatory. All three need to be included.

Officers Name and Position is the appointed officer only. The spouse is an essential part of the leadership team, however for tax purposes only the appointed officer should be listed with their title.

City, State, Province, Zip Code is self explanatory. All three need to be included. A *Province* is a Canadian equivalent of a *State*.

Federal Tax ID Number (US Only) is issued by the IRS for tax identification purposes. This number must be displayed for US Chapters. If you don’t know what your number is contact your Assistant District Director for assistance.

Prior Period Ending Balance is the ending Current Bank Balance from your previous Financial Report. If you have been the Chapter Director for the entire year then it is ending “Current Bank Balance” from last year’s Financial Report. If you became the Chapter Director during the course of the year you will use the ending “Current Bank Balance” from the Financial Report you received from them when taking office. If you do not have a copy of this form, contact your Assistant District Director for assistance. They will have one on record.

An Example of a correctly filled out form would be:
For the Period From January 1, 2004 To December 31, 2004
Region, District, Chapter Region D, Michigan District, Chapter J
Officer’s Name and Position John Doe, Chapter Director
City, State, Province, Zip Code Jackson, Michigan 49202
Federal Tax ID Number (your Chapter’s FEIN Number)
Prior Period Ending Balance (ending “Current Bank Balance” from last report)

Step 3: Entering your Data

If you want to change the Categories you can. Only the “Other” is not editable. Now you are ready to start entering your data in the appropriate fields. Each field already has a “0” value in it. To enter a value click on the field, press the delete key to erase the “0”, and type in your value. *(Failure to do this will add a “0” to the end of your number.)* If you are working in whole numbers it is not necessary to enter a “.00”. However if you need to add a cents value to your number you must type a “.” followed by the cents. The field will automatically add the dollar sign in front of your value. Press enter to accept the value.

As you type in data, the form will automatically total your values to the right and at the bottom column. It will also automatically total the numbers in the appropriate areas on the “Financial Summary” area. If you use an “Other” category be sure to put in a description under item for that value. The “Amount” field will automatically show the value you entered in the previous area.

Step 4: Print, Sign and Mail

Remember, this is a secure document and you will not be able to save the information you entered using Acrobat Reader. However, if you have a full version of Acrobat you can save the Document using the “Save As’ feature. Do not exit the program until you have printed the results.

Print the document by having the 1st page of the Report on your screen. Click the “current page” option in your printer popup window. Print the 1st page. Now click to the next page so the second page of the report is showing. Once again click the “current page” option in your printer popup window. Place the page you just printed face up, top edge first into your paper tray. Print the second page. This will give you a completed double sided document.

Be sure you and your Treasurer signs the document in *Black* ink and include all of the additional documentation as stated on the top of the first page of the Financial Report.

Mail the completed form to your Assistant District Director.



Financial Report

Effective December 1, 2003, bank statements, the Financial Report Cover Sheet and the Equipment List are to be attached to all Financial Reports. Region and Districts are to attach bank statements according to the above date. Chapters are to attach statements no later than December 1 2004.

FOR THE PERIOD FROM _____ TO _____

REGION, DISTRICT, CHAPTER _____

OFFICER'S NAME AND POSITION _____

CITY, STATE, PROVINCE, ZIP CODE _____

FEDERAL TAX ID NUMBER (US ONLY) _____

PRIOR PERIOD ENDING BALANCE—CHECKBOOK

INCOME SUMMARY

Other income * (List on Back)

DEPOSITS FROM _____

MONTH								Other Income* (List on Back)	TOTAL DEPOSITS
JAN									
FEB									
MAR									
APR									
MAY									
JUN									
JUL									
AUG									
SEP									
OCT									
NOV									
DEC									
TOTALS									

TOTAL INCOME: \$ _____

EXPENSE SUMMARY

CHECKS FOR _____

MONTH											Other Exp** List Below	Total
JAN												
FEB												
MAR												
APR												
MAY												
JUN												
JUL												
AUG												
SEP												
OCT												
NOV												
DEC												
TOTALS												

TOTAL : \$ _____

Adjustment Detail

*Other Income		** Other Expense		FINANCIAL SUMMARY
Item	\$ Amount	Item	\$ Amount	
				Previous Bank Balance
				Add Total Income (From Income Summary)
				Subtotal
				Deduct Total Expenses (From Expense Summary)
				Current Bank Balance

				<i>OFFICER'S SIGNATURE</i>

				<i>TREASURER SIGNATURE</i>

TOTAL (List under "Other Income" on Income Summary)

TOTAL (List under "Other Expense" on Expense Summary)

Your signature represents that all standards relating to the use, tracking and handling of GWRRA funds as listed on the MOU and in the Officer Guidebook have been complied with and that receipts for all listed expenses are available upon request of your appointing officer of the GWRRA International Headquarters.