



# Financial Report Cover Sheet

Use one cover sheet for each financial report. District Directors are to review and initial each Chapter Cover Sheet. Region Directors are to review District Reports and initial District Cover Sheets.

## **New Policy Effective December 1, 2003 for Regions and Districts** **Effective December 1, 2004 for Chapters**

*All Financial Reports must accompany a copy of the bank statements for the entire date range listed on the report.* The statements may be printed from the Internet or copies of actual statements; 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 statements.

### **Please attach this form to each financial report**

This is a:

- Chapter Financial Report for \_\_\_\_\_
- District Financial Report for \_\_\_\_\_
- Region Financial Report for \_\_\_\_\_
  
- This is our yearly financial report
- This is a change of officer financial report

### **Statements A and B 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 Officer’s Guidebook and on the MOUs.

### **Statements C, D and E are to be initialed by the District and Region Director upon reviewing the financial reports from their area.**

- C). \_\_\_\_\_ I understand that it is part of my fiduciary responsibility to GWRRRA to review all financial reports for subordinate Chapters and Districts. I further understand that submitting the reports to the GWRRRA Headquarters is my confirmation that there are no looming questions regarding the reports, the income or expenditures they represent. In addition, to the best of my knowledge all funds were used and documented as per the policies in the GWRRRA Officer’s Guidebook.
- D). \_\_\_\_\_ I have kept track of any reports that contain little or no activity in order to follow-up with the Chapter Director and/or my staff regarding the status of the chapter and possible ways to increase activity and participation.
- E). \_\_\_\_\_ Attached are supporting bank statements for the time frame indicated. District and Regions are required to include bank statements as of December 1, 2003 and Chapters are required to include bank statements as of December 1, 2004.

\_\_\_\_\_  
District Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Region Director

\_\_\_\_\_  
Date



## 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	Rallies	Poker Runs	50/50 Drawings	Goodie Sales	Advertising	Non-Logo Items	Exhibitor Fees	Other Income * (List on Back)	TOTAL DEPOSITS
JAN									\$ -
FEB									\$ -
MAR									\$ -
APR									\$ -
MAY									\$ -
JUN									\$ -
JUL									\$ -
AUG									\$ -
SEP									\$ -
OCT									\$ -
NOV									\$ -
DEC									\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL INCOME: \$ -

**EXPENSE SUMMARY**

\_\_\_\_\_  
CHECKS FOR \_\_\_\_\_

All Expenses must have verifiable receipts.

MONTH	Printing	Telephone	Postage	Office Supplies	Goodies	Fund-Raising Event	Travel	Rallies	Bank Charges	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		
				<b>Previous Bank Balance</b>	
				<b>Add Total Income</b>	\$ -
				(From Income Summary)	
				<b>Subtotal</b>	\$ -
				<b>Deduct Total Expenses</b>	\$ -
				(From Expense Summary)	
				<b>Current Bank Balance</b>	\$ -
				_____ OFFICER'S SIGNATURE	
				_____ TREASURER SIGNATURE	

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 or the GWRRA International Headquarters.