



# 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. The Director of Finance will review and initial District Financial Reports and Cover Sheets.

**All Financial Reports must include a copy of the reconciled bank statement from the period just closed, usually that is 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 a 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.

This is a:

- Chapter Financial Report for \_\_\_\_\_ (Chapter designation, formatted such as CA-1Z, or OK-K)
- District Financial Report for \_\_\_\_\_ (District designation)
- Signature sheet from the bank OR the GWARRA Bank Information and Signature Form is attached.
- This is an annual Financial Report.
- This is a Change of Officer Financial Report.

## **Statements A through 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 GWARRA 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 an Officer and Treasurer and that the Treasurer meets the requirements as outlined in the Officers' Handbook and on the MOU's.
- C) **CHANGE FROM PREVIOUS YEARS: Do not include your 990-N with this report. Rather, send your "Accepted 990-N" documentation separately. Please refer to the "District and Chapter 990-N and Address Change Procedures" instruction document.**
- D) \_\_\_\_\_ I have attached the ending bank statement, RECONCILED to the check register, 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 value over \$100.

\_\_\_\_\_  
**Chapter Director OR District Director Submitting Report**

\_\_\_\_\_  
Date

## **Statements F through 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 GWARRA to review all Financial Reports for the reporting Chapters or Districts. When requested, I will submit reports to the GWARRA 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