

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

## Introduction

GWRRA Electronic Financial Form has been developed using the “GWRRA Financial Form”. This form can be found on the Resource page on the GWRRA Officer Connection site at: <http://www.gwrro.org/oconnect/>

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 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 fill out by hand 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 District Director for help.**

## Step 2: Entering your Chapter Information

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

The *Period* is the 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 the 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.

*Officer’s 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 U.S. Chapters. If you don’t know what your number is, contact your 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 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 [\(your Chapter’s FEIN\)](#)

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 first page of the Report on your screen. Click the “current page” option in your printer popup window. Print the first 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 sign 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 District Director.



## 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.

**Effective January 1, 2010**

***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. Only the Region Financial Reports are sent to the Home Office.

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 Officers' Handbook and on the MOU's.

**Statements C, D and E are to be initialed by the District and/or 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 Officers' Handbook.
- 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.
- D) \_\_\_\_\_ Attached are supporting bank statements for the time frame indicated.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# GWRRA Financial Report

*Bank statements, the Financial Report Cover Sheet and the Equipment List are to be attached to all Financial Reports.*

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 Page 2	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		
				<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>	
				_____ <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 Handbook have been complied with and that receipts for all listed expenses are available upon request of your appointing Officer of the GWRRA Home Office.