



# 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