



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

New Policy as of January 2003
From page B-3 of the GWRRA Officer's Guidebook

CONTROL OF CHAPTER, DISTRICT AND REGION PROPERTY

Each Chapter, District and Regional Director is responsible for the control of funds and property that belongs to his/her respective office. This includes property that may be in the possession of other officers or staff members, including officers in Rider Education. Any item that is purchased with Chapter, District or Regional funds, received from the previous Director or acquired by any other legal means belongs to that office. ***Under no circumstance will any of this property or monies ever become your personal property or the property of another officer or staff member.***

Items purchased with official funds for the use of the Director, another officer or staff member must be noted and forwarded to the new Director when a change of officer occur. A record must be kept to log items such as computers, printers, fax machines, software, file cabinets, visual aids and other major items of office equipment. As a minimum, this record will include the nomenclature, serial number if applicable, date of purchase, cost and disposition. The disposition will provide information as to the status of the item. If the item becomes inoperable that should be noted. If the item was discarded that should be noted along with some justification. This information must be kept up-to-date and passed on to the new Director with a copy to your appointing officer when you leave office. A copy should be kept in your file as well.

If appropriate financial records are kept there should never be any question concerning those items purchased during the tenure of any Director. The annual Financial Report is the prime document used to report all income and expenditures. Should there be any requirement to justify income, expenditures or the status of any property it is the responsibility of the officer to produce the necessary receipts or other backup to explain any inquiries. ***It is also the responsibility of each officer to maintain this financial backup as a matter of record after he leaves office.***