

Instructions on How to Use the “GWRRA Electronic Financial Form”

Introduction

GWRRA Electronic Financial Form has been developed using the “GWRRA Financial Form.” This form may be found on the Resource page on the GWRRA Officer Connection site.

This electronic form is a Microsoft Excel 97-2003 workbook and may be used with any version of Microsoft Excel. The form has been developed to be user friendly requiring only that you enter the actual deposit and check amounts for your chapter. All calculations for subtotals and totals are done for you. Should you have any questions on what needs to be entered into a certain field, simply move your mouse’s cursor over the “red triangle” found in the upper right corner of the particular field and a “help” box will pop up. Hopefully it will answer any question you have, but if not, please contact the District Treasurer for assistance.

Step 1: Gathering Your Financial Information

You will need:

- your chapter’s Federal Tax ID Number.
- the ending balance from your chapter’s Financial Report from last year.
- your chapter’s current year check book registry.
- your chapter’s current year bank statements.

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). As you enter the monthly figures into the workbook, note that 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 Treasurer for assistance.***

Step 2: Entering your Chapter Information

- The ***Period*** is December 1, “previous year” to November 30 “current 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 form Officer put for the “To” on his last financial report.
- ***Region, District, Chapter*** is self-explanatory. Region and District are completed for you. You need only enter your Chapter’s letter designation.
- ***Chapter Director and Chapter Treasurer*** is the appointed officers only. The spouse is an essential part of the leadership team. However, for tax purposes only the appointed Officer should be listed.
- ***City and State*** is self explanatory.
- ***Federal Tax ID Number*** 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 Treasurer for assistance.
- ***Prior Period Ending Balance*** is the ending “Current Bank Balance” from your previous year’s Financial Report. If you don’t have a copy of your previous year’s report, contact your District Treasurer for assistance.

Step 3: Entering your Data

As you enter your income and expenses, the workbook will automatically subtotal and total your figures. The totals will also automatically move to the Financial Summary Section of the workbook.

Step 4: Print, Sign and Mail

There are two tabs on the workbook, Cover Sheet and Financial Report. You will need to print both tabs. After entering your financial information, press Ctrl + P to print the Financial Report worksheet. Then click on the Cover Sheet tab and press Ctrl + P to print the Cover Sheet worksheet.