



## Gold Wing Road Riders Association District and Chapter 2018 Year-End Close-out Process

The below information will assist your team in completing the documentation to meet our reporting requirements with the IRS. You will find the documents noted at the links provided and they can be found at the Officers Connection page on the Home Office website by clicking [HERE](#).

In general, Districts will be the repository for their Chapters' reports and forms and the Director of Finance will be the repository for all the Districts' reports and forms.

Every District and Chapter are to complete and file a **Financial Report Package** consisting of the following documents:

- 1- The Financial Report Cover Sheet. Click [HERE](#) for the form.
- 2- The 2-page GWRRRA Financial Report which is part of a more comprehensive spreadsheet. Click [HERE](#) for this Spreadsheet. If you have used this spreadsheet throughout 2018, you already have it. If you have used another format of your own, please transcribe your information to this "Financial Report" worksheet, print it, and submit same after signing.
- 3- The December bank statement page showing the balance to which you reconcile the Financial Report. ONLY December's statement is necessary.
- 4- A *Bank's Record of Signatures* on your account.
- 5- An updated Equipment List. Click [HERE](#) for the form.

### **Who Files? When to File? Where to File?**

**Responsible Person:** Treasurer and Director

**When to File:** By **Jan 15, 2019, but no later than Jan 31, 2019**

**Where to File:** CHAPTERS send the package to your District Director  
DISTRICTS send the package to the Director of Finance at  
[financedirector@gwrra.org](mailto:financedirector@gwrra.org)

The Director of Finance will also be following up with District Directors to assure all the Chapters in their District completed this process.

### **Other Information**

**\*\*IMPORTANT\*\*:** **IN LIEU OF THE** *Bank Information and Staff Signatures Form* submitted in the past, contact your servicing bank and request a listing of official signatories on your bank account (Hereinafter referred to as "*Bank's Record of Signatures Form.*") Whatever form the bank uses will suffice provided it lists all active signatories on the account. For example, Wells Fargo's form is called "*Addendum to Certificate of Authority for Changes to Authorized Signers on Business Deposit Accounts.*"

### **GWRRRA Equipment List**

Each year, Directors must document their **equipment** with original value of \$100 or more that belongs to their organizational unit. "Equipment" includes items such as a computer, printer, file cabinet, a BINGO machine, etc. DO NOT include expendable items such as picnic supplies, coffee, 3-ring binders, envelopes, etc.



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**\*\*NOTE\*\*:** If the Chapter or District does not have reportable equipment just indicate that fact by initialing “Item D” on the *Financial Report Cover Sheet*. By doing so, you are certifying you have no reportable equipment in your unit. The current *Cover Sheet* refers to an original value of \$50. Line through the “\$50” and write \$100 nearby. We will update the *Financial Report Cover Sheet* for next year.

If your organizational unit **does** have reportable equipment, use the form on Officers’ Connection to document the inventory. Page 2 of the form is used to document any equipment you **acquired or disposed** of since the last report.

The *Equipment List* form will soon be on Officer Connection (click [HERE](#)) in two formats under “Annual Reports - 2018.” The spreadsheet (note TWO worksheets) is fillable and printable. If you use the pdf version, you must print and manually complete it. **Until the new forms are posted on the webpage, you will have to use the current pdf version.**

Page One of this form is an “inventory” of the equipment in possession by a given unit. Page Two of this form should reflect “inventory changes” since last year. So, if you disposed of an item in 2018, you would not record that item on Page One, but you would record it on Page Two (because it is not in your inventory, but it did change your inventory). If you acquired an item in 2018, you would record it on both Page One and Page Two (because it is in your inventory and it changed your inventory).

### **GWRRA Equipment List - Instructions for Page One:**

After documenting your inventory, SIGN your name on the bottom line above the words “Former Officer Signature” even if you were the Director for 2018 and are continuing as Director for 2019. Then, print your name on the same line to the right of your signature and date the document on the same line to the right of your printed name.

### **GWRRA Equipment List - Instructions for Page Two:**

Fill in all details for equipment that you either purchased or disposed. Estimated value of new equipment would be the purchase price. Estimated value of any disposed equipment would be the original purchase price less depreciation. For example, you may have purchased a new laptop in 2012 for \$900. Today’s depreciated value, due to time and obsolescence might be only \$75. Make a note in the “Comments” field whether “New” or “Disposed on ‘date’ and how disposed.”

Complete the information on the bottom line similar to the manner on the line on Page One. Finally, if you are not sure on how to accomplish any of the aforementioned tasks, please feel free to contact the GWRRA Director of Finance, Randall Drake, at [financedirector@gwrra.org](mailto:financedirector@gwrra.org) or at 479-224-6240 for guidance.