



GWRRA UNIVERSITY

Help for New Officers

Initial Steps for the Incoming District/Chapter Treasurer

Each Chapter Director and District Director must appoint a Treasurer. The Treasurer must be a Member and may not be a Director, Assistant Director, spouse of either or live in the same household.

Bank Account:

Priority one is to notify the bank of the change of Treasurer and complete the new signature cards. **DO NOT CLOSE THE EXISTING ACCOUNT.**

During the first few weeks in the position, the District/Chapter Director must complete the following reports and actions:

- The signature card should require three (3) signatures, the Chapter Director, the Chapter Treasurer and the District Director.
- The District Director, District Treasurer and the GWRRA President will be listed on the District account.
- Chapter and District checks will require two (2) of those signatures from the signature card to validate a check.

Forms and Statements:

- New Chapter Directors or District Directors must submit the form 8822B to change the Subordinates (Chapter or District)'s (Chapter or District Directors) address with the IRS.
- A closing financial statement should be prepared. It will show all monies, merchandise, and equipment inventories. A copy will be given to the

District/Chapter Director. *A template for the list and the instructions are available on the Finance section under Officer Resources.*

- An opening financial statement should be prepared by the District/Chapter Treasurer and this statement should reflect information which corresponds to the closing statement.

e-Postcard Form 990-N:

The IRS requires that the e-Postcard (Form 990-N) must be filed annually by all subordinates (Chapter or District) of GWRRA whose gross receipts are \$50,000 or less for the tax year. Your tax year must have ended before you can file an e-Postcard.

It is absolutely necessary that the e-Postcard be filed with the IRS. Failure to do so can cause penalties and fines or even the loss of GWRRA's not-for-profit status. It is the responsibility of the Officer to be sure this form is filed on-line by May 15 of each year. However, it may be filed by the Assistant Chapter or District Director or the Treasurer under the direction of the Chapter or District Director.

To access the e-Postcard site go to <https://www.irs.gov/990n>. Once there, you will need to complete a three-step process:

1. Register as a new user. If you have filed in the past, go to step 2. You will be assigned a login ID based on your EIN. The first login ID will be your EIN plus the number 01. You can have more than one login ID to allow others to access the site. Subsequent IDs will be 02, 03, and so on.
2. Create the Form 990-N (e-Postcard)
3. Submit your Form 990-N (e-Postcard)

Information Needed to File the e-Postcard

1. Your Employer Identification Number (EIN) sometimes known as a Taxpayer Identification Number (TIN).
2. The tax year.
3. Legal name and mailing address. Example: Chapter AZ-A; District AZ
4. Name and address of a principal Officer. (The Chapter or District Director)
5. Website address if the subordinates (Chapter or District) has one.
6. Confirmation that the subordinate's (Chapter or District) annual gross receipts are normally \$50,000 or less.

Receipts:

Receipts are the only way to justify debts or withdrawals from a Chapter or District checking account. Keep all receipts! All Chapters and Districts are required by both the IRS and by the GWRRA to track and keep receipts of all income and expenses.

The IRS could demand records be submitted at any time for any subordinates (Chapter or District) of GWRRA. **At the Home Office, we conduct random research to assure accuracy and that policies are being followed.**

It is important for all Officers to protect themselves from undo scrutiny. The policies are there for the Officer's protection.

Treasurer's Report at District or Chapter Level:

As for a Treasurer's report, this can be included monthly at the Chapter Business Meeting, sometimes called Staff Meeting. **It should NEVER be done at a Chapter Gathering.**

A District Treasurer's report would be done at the District Officer Business Meeting with the District Team.

In both cases, if a Member requests to see the financials of the Chapter or District they may make an appointment with the Treasurer and Director, at their convenience, to answer the questions of the Member.

Resources:

GWRRA.org/oconnect/ officerresources.html – Finance for forms and instructions

GWRRA.org/oconnect/ officerresources.html – Finance/Information Page for glossary of terms

GWRRA Officer's Handbook (October 2018) Finance Section

GWRRA Module ~ Checks and Balances – GWRRA University Classes

Director of Finance – Randall and Janet Drake (financedirector@gwrra.org) available to answer any and all questions