



EWMA Financial Report Checklist

District Directors (or designees) are to review and sign each Chapter Financial Report, sign this Checklist, and return a signed copy to the Chapter. Region Directors similarly are to review and sign District reports. The VP of Finance will similarly review and sign Region reports.

All Financial Reports must include a copy of the reconciled bank statement from the period just closed, usually that is December 31, or sometimes earlier in December. The statement may be printed from the Financial Spreadsheet or be copies of the actual statement.

Attach a Completed Checklist to each Financial Report

Chapter Financial Reports remain with the District, District reports with the Region, and Region reports with the VP of Finance. Electronically stored documents are acceptable and will be retained for 7 years, and passed on to successor Directors.

This is a:

- Chapter Financial Report for _____ (Chapter designation, formatted such as CA-1A, or AR-B)
- District Financial Report for _____ (District designation)
- Region Financial Report for _____ (Region designation)

This is:

- An Annual Financial Report.
- A Change of Officer Financial Report for the period ended _____ (last day of a given month)

Statements A through C must be initialed by the person submitting the report.

- A) _____ All expenses outlined in this report have verifiable receipts on record. I certify that income and expenditures were used and documented per the EWMA Officers' Handbook policies. In accordance with IRS guidelines, I will maintain these financial records, or pass them on to my successor, to cause them to be maintained for up to 7 years.
- B) _____ I have attached the ending bank statement, RECONCILED to the check register, for the timeframe indicated.
- C) The following members are signatory on our bank account:

Printed Name	Position	Printed Name	Position
Printed Name	Position	Printed Name	Position

Do not attach an IRS 990N confirmation to this report. 990Ns are reported separately.

Chapter, District, or Region Director Submitting Report Date

----- **The Following to be Completed by the Reviewer** -----

The **Reviewer** is the District Director for Chapters Reports, OR the Region Director for District Reports, OR the VP of Finance for Region Reports.

I have reviewed this Report. When requested, I will submit copies to the VP of Finance.

Signed:

Reviewing Director's Signature Date