

# End of the Year Financial Forms Needed

\* Save to your computer prior to entering information

- \* [2018 Financial Report Cover Sheet](#) (revised 01/16)

## [Financial Report Explanation](#)

- \* [2019 Financial Register and Report](#) (Excel Spreadsheet)
- \* [Equipment List](#) (Report equipment purchased for \$100 or more) (revised 08/09)

## [e-Postcard Form 990-N](#)

(if you need help with filing, contact your District Director or District Treasurer for assistance)

## [On Line Instructions for 990-N](#)

## Copy of Last Bank Statement for the Year

## Copy of Bank Signature Cards (if there has been a change in officers)

**[Financial Report Cover Sheet](#)**: This form is a pdf and will open in Adobe Acrobat Reader (free) • Check "Chapter Financial Report" and designate your Chapter & reporting year in the blank.

- Check "This is our yearly financial report"
- and Check " This is a change of officer financial report" **if**, there is a change in Chapter Director and/or Chapter Treasurer
- Statements A, B C and D
  - A. Read and initial if true
  - B. Read and initial if true
  - C. Read, include document and initial
  - D. Read and initial if true and you are not attaching an Equipment List. Note value is \$100

## **[Items to include with Financial Report Cover Sheet:](#)**

- Financial Report with the Chapter Director and Chapter Treasurer's signature for the year indicated.
- Copy of the last Bank Statement for the year
- Copy of Bank Signature Cards if there has been a change in officers
- Equipment List if
  - Chapter equipment purchased for \$100 or more.
  - Change of Chapter Directors
    - If no equipment is owned by the chapter or the value is less than \$100; write "NONE" across the document.
    - Page 1 of the Equipment List is signed by the outgoing Chapter Director
    - Page 2 of the Equipment List is signed by the incoming Chapter Director
- IRS Form 990N – "Filing Status: Accepted"
- Send report to your PA District Director