

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](#)

- * [2018 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