

TO ALL ASSEMBLIES IN CALIFORNIA:

SUBJECT: Instructions for Term Audit Reports

The Term Audit Report forms to be used for Assembly audits at the end of each term are located on the California Website. The terms end May 31st, September 30th, and December 31st. These forms are online at www.gocarainbow.org. Click on Resources, then Forms, then Financial Forms.

The Term Audit Reports are exactly the same as last year. Each line item on the term report is the same line item on the Annual IRS Financial Report of Organization Exempt from Income Tax. The total of all three Term Audit Reports is the number to carry over to the Annual IRS Financial Report.

Remember on Page 2 of each term report it will be necessary to complete all information **for each bank checking and savings accounts and all investment accounts**. You must show the bank name, full mailing address, account number and the balance as of the end of the term (5/31, 9/30, 12/31). The total of all bank accounts must equal the total of assets shown on Page 1 of the report. Remember to attach all bank statements appropriate for the term ending 5/31, 9/30, 12/31.

At the end of the calendar year, when you add the three Term Reports you should be able to write those totals directly onto the Annual IRS Financial Report of Organization Exempt from Income Tax form.

Term Audit Reports are due as follows:

January 1st. to May 31st.	Due June 20th.
June 1st. To September 30th.	Due October 20th.
October 1st. To December 31st.	Due January 15th.

Audits are due, if in the middle of the Term, there is a change in Mother Advisor, Treasurer or Recorder, and are due within one month from the date of the change of office.

Please mail Term Audit Reports to:

Original Term Audit Report with
Original 501(c)(3) Forms to:

Mrs. Jo Ann Stern
Treasurer GEC
1663 Sequoia Street
Napa, CA 94558-3219

ONLY Copy of Term Audit Report to
AGD, GD and to:
DO NOT send copies of 501(c)(3) forms

Mrs. Dana Regier
Supreme Deputy
4745 North Palm Ave.
Fresno, CA 93704-3002

REMINDER: Copies are to be sent to your **Area Grand Deputy** and your **Grand Deputy**