

**International Order of the Rainbow for Girls**  
**Grand Assembly of California**

**Tony Garcia, 501(c)(3) Advisor**

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December 2019

**TO:** Advisory Board Chairpersons, Mother Advisors, and Adult Financial Advisors

**SUBJECT:** Annual IRS Financial Report of Organization Exempt from Income Tax

Many thanks to everyone who timely completed the Assembly's Term Reports. The three Term Reports will help you prepare the Annual IRS Financial Report. Thank you to everyone who is preparing your Assembly's Annual IRS Financial Report, which is due by January 15, 2020. Please keep up the good work. I know this report can be a chore, but it is necessary to account for the income and spending of the girls' funds to the IRS.

The Annual IRS Financial Report of Organization Exempt from Income Tax form for the calendar year January 1, 2019 to December 31, 2019. **The report is due on January 15, 2020. Do not use any prior report forms.** *The Annual IRS Financial Report Pages 1 and 2, the Special Year End Closing Form, the Project/Fundraiser Year End Summary Report, and Donation Summary Report are ALL also available as part of the online Annual Reports.* Email the report, all attached reports, and all year end bank statements to [vickie.garcia@gocarainbow.org](mailto:vickie.garcia@gocarainbow.org) or FAX to 760.687.7409 or **Mail the ORIGINAL report and attachments CERTIFIED MAIL to:**

**Vickie Garcia, GAO - South Branch, 5848 Jeffries Ranch Road, Oceanside, CA 92057-4906**

*A copy of this report and ALL attachments must, also, be sent to Jo Ann Stern, GEC Treasurer, your Area Grand Deputy and Grand Deputy for their records.*

These reports must be **received** on time in order for the California Jurisdiction to meet the filing date for the IRS 990 Tax Returns as set by Supreme Assembly. The **Annual IRS Financial Report is PAST DUE as of January 22, 2020.** This Report must be **POST MARKED** as of January 21, 2019 and emailed or mailed **REGISTERED MAIL** to Vickie Garcia. **The late fee of \$10.00 per day is assessed starting January 22, 2020. This late fee is to be paid personally by the Advisory Board Chairperson – NOT the Assembly.**

On Page 2 of the report please be sure to list the full information for every bank account and time certificate held by the Assembly. Name and full address of the bank as well as the account number must be shown with the balance as of December 31, 2019. The total of all accounts MUST equal the asset total shown on the front of the report on 30 and column 2, line 39. Reports not containing full bank information will be returned and considered not yet filed. Page 2, **Step 1** is the reconciliation of the checking account. **Step 2** is for all bank account and certificate information (Bank name, address, account number and **balance as of 12/31/2019**). The total of all accounts is the total assets.

**A statement from the bank with the account balances as of December 31, 2019 for each account must be enclosed with this report.** On line bank balances ending December 31, 2019, can be printed and used in lieu of the actual bank statement. Reports submitted **without** the statements will be returned and considered not filed.

If term the reports are prepared correctly and on time throughout the year, the filing of the annual report will be simplified. The instructions on the back of this letter describe what Revenues and Expenses should go on each line.

If you have any questions or problems, contact Vickie Garcia via email at [vickie.garcia@gocarainbow](mailto:vickie.garcia@gocarainbow) or call or text her cell phone at 760-845-3649.

*Tony Garcia Jr.*  
501(c)(3) Advisor

Downloadable Forms

2019 Annual IRS Financial Report of Organization Exempt from Income Tax - Pages 1 and 2

Special Year End Closing Form; Project/Fundraiser Year End Summary Report and Donation Summary Report