

TO ALL ASSEMBLIES IN CALIFORNIA:

SUBJECT: Instructions for Term Audit Reports

The Term Audit Report forms to be used for Assembly audits for Terms Ending 5/31, 9/30 and 12/31 are located on the California Website. Go to www.gocarainbow.org; *click on* Resources, then Financial Forms.

The Term Audit Reports have changed. Please review them closely and adjust your financial record keeping accordingly. Each line item on the term report is the same line item on the Annual IRS Financial Report of Organization Exempt from Income Tax. ***Remember to include on the Term Audit Form the total membership at the end of the Term.***

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 account balance as of the end of the term (5/31, 9/30, 12/31). The total of all bank accounts must equal the total assets shown on Page 1 of the report. ***Remember to attach all bank statements for the term ending 5/31, 9/30, 12/31 .***

At the end of the calendar year, when you add together 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 or Treasurer or Recorder, and are due within one month from the date of the change of office.

Please mail Term Audit Reports to:

Send Original Term Audit Report,
Bank Statements **AND** all
Original 501(c)(3) Forms to:

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

ONLY Copies of Term Audit Report
(pages 1 & 2) to AGD, GD and to:

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**