

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 06/30 and 12/31 are located on the California Website. Go to www.gocarainbow.org; *click on Resources/Financial Forms/Term Reports*.

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 (06/30 or 12/31). The total of all bank accounts must equal the total assets shown on Page 1 of the report. ***Remember to attach ALL PAGES of all bank statements for the terms ending 06/30 and 12/31.***

At the end of the calendar year, when you add together the two 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 June 30th.

Due July 15th.

July 1st. To December 31st.

Due January 15th.

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

Please mail Term Audit Reports to:

Send Original Term Audit Report,
All Pages of Bank Statements **AND**
ALL Original 501(c)(3) Forms to:

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

Mrs. JoAnn Stern
Treasurer GEC
1663 Sequoia Street
Napa, CA 94558-2319

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

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