

ANNUAL IRS FINANCIAL REPORT OF ORGANIZATION EXEMPT FROM INCOME TAX

INSTRUCTIONS

REVENUES

- Line 1 - MEMBERSHIP DUES AND INITIATION FEES
- Line 2 - DONATIONS RECEIVED - Include **all donations** received during the year TO THE ASSEMBLY
- Line 3 - GRAND SERVICE **Fundrasier Income** and **all donations** received during the year FOR GRAND SERVICE
- Line 4 - Fundraising events and activities - all money received must be reported and deposited within 10 days into bank accounts (checks are to be used to pay all expenses - Line 20). Must match Project/Fundraiser Year End Summary.
- Line 5 - Incidental COIN MARCH and/or BIRTHDAY MARCH
- Line 6 - INTEREST RECEIVED on bank accounts, bonds and time certificates. January-December 31st.
- Line 7 - GRAND ASSEMBLY EVENT - Includes all monies collected from girls and adults attending GA
- Line 8 FUN/MYSTERY TRIPS, ETC - includes all monies collected from girls and adults attending events
- Line 9 - PLEDGE - any money received on behalf of the Pledge Club/Group
- Line 10 - OTHER INCOME - list each type of other income if over \$100 per year
- Line 11 - Miscellaneous Revenues - in no case more than \$150 total for the year
- Line 12 - Total Revenues (for the year) - total of Lines 1-11

EXPENSES

- Line 13 - RENT - payments for meeting hall
- Line 14 - EXPENSES for Official Visits, Receptions and Installations (including gifts to GO, GWA, SI and WA)
- Line 15 - Total expenses for attending GRAND ASSEMBLY EVENT (these expenses pertain to the income on Line 7)
- Line 16 - Total expenses for attending FUN/MYSTERY TRIPS, etc (these expenses pertain to the income on Line 8)
- Line 17 - **Grand Service Project** Fundraiser Expenses. Goes on Project/Fundraiser Year End Form
- Line 18 - Enter total FUNDS DONATED as assembly service projects to other charitable organizations (this does not include gifts given at OV's and receptions Which are reported on Line 14
- Line 19 - **BUDGET** - Assembly operating expenses such as stamps, brochures, Rainbows supplies, etc
- Line 20 - **BUDGET FUNDRAISERS** - Expenses attributed to fundraising events (Line 4) (all expenses must be paid by check) Must match total expenses on Project/Fundraising Year End Report
- Line 21 - PER CAPITA and INSURANCE paid to Grand and Supreme Assembly
- Line 22 - PLEDGE -- All expenses paid out on behalf of Pledge Club/Group
- Line 23 - Grand Service Donations
- Line 24 - OTHER EXPENSES - please list each type if over \$100 during the year
- Line 25 - MISCELLANEOUS EXPENSES - in no case more than \$150 total for the year
- Line 26 - TOTAL EXPENSES - Add Lines 13 through 25
- DO NOT include transfers to/from checking and savings during the year as revenues or expenses**
- Line 27 - **TOTAL REVENUE** - Use total from Line 12
- Line 28 - **TOTAL EXPENSES** - Use total from Line 26
- Line 29 - **PROFIT OR (Loss)** for the Calendar year. (Subtract) Line 28 from Line 27
- Line 30 - **BEGINNING TOTAL ASSETS** (End of year TOTAL ASSETS from [12/31/23](#) Annual IRS Financial Report
- Line 31 - **PROFIT OR (Loss)** for the Year, add to or subtract from Line 30
- Line 32 - **END OF YEAR TOTAL ASSETS** - Add Lines 33-36; Column 1, Line 37 should match Line 30; Column 2, Line 37 should match Line 32
- Line 33-36 - Balances of other bank accounts, CD accounts, etc. (MUST BE LISTED ON PAGE 2 OF THE REPORT)
- Line 37 - **TOTAL ASSETS** - Add Lines 33-36; Column 1, Line 30 should match Line 37; Column 2, Line 37 should match Line 32

This report is due January 15, 2024.; **EMAIL** or **CERTIFIED MAIL** to Vickie Garcia, GA Office - Southern Branch. If term reports have been filed as required, they will be helpful in completing this report accurately and in a timely manner.