

GENERAL INFORMATION:

Annual Financial Report Form (901308 – Rev. 10/13): All Departments and Chapters are required to use the revised Annual Financial Report form (901308 - Rev 10/13) provided by National Headquarters. Each line listed on this form provides a description of what is to be reported on that specific line. **Alterations (scratch outs) of these lines are not acceptable.** This means that the category listed for a specific line (e.g. Line 3. Bingo Income) cannot be scratched out and replaced with a different category (e.g. Raffle Income).

Accounting Year: **July 1 – June 30** for all Departments and Chapters as provided in the National Bylaws.

Due Date: No later than **September 30**. Any Department or Chapter that has not filed an annual financial report by September 30 will be considered in a delinquent status which may subject the Department or Chapter to suspension or revocation of its charter.

Income Filing Requirements:

Departments **All** Departments are required to file with National Headquarters regardless of the amount of gross income.

Chapters **Gross income of \$10,000 or more**, excluding per capita dues received from National Headquarters: File with *both* National Headquarters and your state department.

Gross income below \$10,000, excluding per capita dues received from National Headquarters: File with your state department only.

Departments and Chapters **Gross income exceeding \$300,000**, excluding per capita dues received from National Headquarters: Requires a review by a certified public accountant (CPA). The complete CPA review report to include the basic supporting backup documentation: Statement of Revenues, Expenditures, Assets and Statement of Cash Flows; the actual *review* must be accompanied by a properly completed Annual Financial Report form and all required supporting documentation.

Additional Filing Requirements & Information:

The financial report is to be completed using the **cash basis** method of accounting, **not an accrual basis**. The cash basis method of accounting recognizes income and expenses when cash is actually received or paid out. Only income **actually earned/received** and money **actually spent/dispursed** during the accounting period should be reported.

Do not include depreciation, Cost of Goods Sold, net values, negative figures or transfers of funds (including cashing in and/or buying a CD) on the financial report.

Fixed assets such as real estate, furniture/equipment, vehicles and inventory/miscellaneous must be reported separately on the provided Other Assets Schedule form (901332 - Rev. 10/13).

Report Completion/Mailing:

The Annual Financial Report is a three (3) part carbonless form. Although typing of the report and schedules is preferred, please be sure all copies are legible if they are handwritten. Mail the completed financial report along with all supporting schedules and any other required documentation to National Headquarters and/or to the state department accordingly.

Refer to the bottom of each form for mailing instructions. Be sure to retain the appropriate copy of all financial report forms, along with a copy of all schedules and other supporting documentation, for your records!

Online Submission:

Online financial reports are submitted to National Headquarters only. Chapters having gross income, excluding per capita dues, **below \$10,000** are not required to file an annual financial report with National Headquarters and, therefore, **are NOT permitted to submit the financial report online**. Any Chapter with gross income of **\$10,000 or more**, excluding per capita dues received from National Headquarters, and all Departments are permitted to file an annual financial report online.

The Department/Chapter Commander, Adjutant or Treasurer may access the online financial report by logging onto the DAV Membership System at www.davmembers.org. From the "Maintain Information" menu, select Department/Chapter Financial Report and then click on the Financial Report Instructions button for complete online submission instructions.

CASH (LIQUID ASSETS) REPORT:

This form is to be used to report **only cash/liquid assets** of a Department/Chapter. For DAV's financial reporting purposes, cash/liquid assets are assets that are in **cash form** or are **readily convertible to cash**. This includes checking and savings accounts, cash on hand, certificates of deposit, market value of investments at end of the accounting period, and any other assets readily convertible to cash (i.e. stocks, bonds, mutual funds and any other securities). The following information and guidelines correspond to the lines of the *Cash (Liquid/Assets) Report*. Some lines may not be applicable and, therefore, should be left blank. Please make entries on the correct lines only. **Alterations (scratch outs) of these lines are not acceptable**. This means that you cannot scratch out the category listed for a specific line and replace it with a different category. In addition, a properly formatted schedule that clearly identifies the source of income or the reasons for the disbursements with the **total** amount stated for each category is required for any line on the financial report indicating "Attach Required Schedule" on which you have entered an amount. **Refer to page 6 for schedule examples and proper format.**

BEGINNING BALANCE FOR THIS YEAR'S REPORT:

Beginning Balance: Must be the **total liquid assets** reported on line 27 of last year's financial report. Be sure not to include any fixed assets such as real estate, furniture/equipment, vehicles or inventory/miscellaneous in the Beginning Balance figure. Only include cash/liquid assets from last year's report. Keep in mind that this figure cannot be adjusted for any reason. If there was a reporting error on last year's report which changes the amount of the total liquid assets reported on line 27 of that report, the adjustment must be reported in the income or expenses section of this year's financial report accordingly. An explanation for the adjustment must be provided as well.

THIS YEAR'S INCOME OR RECEIPTS (Net values are not permitted):

Line 1. Dues: Report all per capita dues received from National Headquarters during the accounting period. Departments and Chapters normally receive two per capita dues distributions that are directly deposited each year. The first deposit of the accounting period is received in the month of July and the second is received the following January. This income should **NOT** be reported on line 7 or line 9 of the financial report. Any dues received that are not from National Headquarters should be reported on line 9.

Line 2. Forget-Me-Not Drive Receipts: Report **total gross receipts** from Forget-Me-Not drive during the accounting period.

Line 3. Bingo Gross Receipts: Report **total gross receipts** from bingo operation during the accounting period. Total gross receipts from voluntary bingo sessions held for disabled veterans at a VAMC and/or nursing home for veterans should be reported on line 9.

Line 4. Thrift Store Gross Receipts: Report **total gross receipts** from thrift store operation during the accounting period.

Line 5. Bar/Lounge Gross Receipts: Report **total gross receipts** from bar/lounge operation to include all gross receipts received from all gaming activities (e.g. video gaming machines, pull tabs, lottery tickets) conducted in the bar/lounge during the accounting period.

Line 6. Interest & Dividend Income: Report interest and dividends received from checking accounts, savings accounts, and certificates of deposit during the accounting period. Interest and dividend income received from investments listed on line 26 should be reported on line 9 as investment income.

Line 7. National Fundraising Program: **For Department use ONLY.** Report all distributions the Department received under this fundraising program conducted by the National Organization. These direct deposits are normally received in the months of November, December and June. This income should **NOT** be reported on line 1 or line 9 of the financial report.

Line 8. Increase in Market Value of Investments on Line 26: Report any **increase** in the market value of investments reported on line 26 **as of the end of the accounting period (June 30).**

Line 9. Other Income: Report all income and monies received that do not fall into any of the above categories. **Attach required schedule** indicating all sources of any such income and the specific amount received from each source. **NOTE:** Transfers of funds (including cashing in and/or buying a CD) must not be listed on the financial report. A transfer of funds is just moving money the Department/Chapter already had from one bank account to another's bank account. The actual transfer is not income earned as the Department/Chapter already had the money as an asset, nor is it an expense as the money was not spent/disbursed. Only income actually **earned/received** and money actually **spent/disbursed** during the accounting period should be reported.

Line 10. Total Income: The sum of lines 1 thru 9. Do **NOT** include the Beginning Balance amount.

THIS YEAR'S EXPENSES OR DISBURSEMENTS (Net values are not permitted):

Line 11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only: Report total amount of all salaries, payroll taxes and employee benefits for administrative personnel only. **Attach required schedule** providing the full names of all administrative personnel, their job title and the amount of each individual's compensation. Do **not** include any salaries, taxes or benefits for service personnel (i.e. Department/Chapter Service Officers, Hospital Service Coordinators), bingo employees, or bar/lounge employees as these should be listed on separate schedules for lines 14, 16 and 18 respectively.

Line 12. Conventions/Conferences/Seminars: Report total amount of expenses for National and Department Conventions, conferences, schools of instruction, seminars and District meetings. **Attach required schedule** listing the specific event and the total amount expensed/disbursed for each event. All travel and lodging expenses, convention ads, hospitality rooms, and all other expenses directly related to the event should be included in the total amount reported.

Line 13. Postage and Office Supplies: Report total amount of expenses for administrative and non-service related postage, plus the cost of all office supplies (pens, paper, ink cartridges). The purchase of furniture or equipment (e.g. computers, printers, desks) should not be listed on line 13. **Service related postage should be reported on line 14.**

Line 14. Service/Charitable: Report total amount of expenses for service programs and activities that provide a **direct** and **substantial** benefit to disabled veterans and their families. **Complete and attach the Service/Charitable Expenses Schedule form (901331-Rev. 10/13)**, which is included with the Annual Financial Report Kit, whenever any expenses are reported on line 14. Each line listed on this form provides a description of what is to be reported on that specific line. Alterations and/or grouping of these lines are not acceptable. **Please make entries on the correct lines only.** Also, be sure to provide the required attachments as indicated on this form. You should be prepared to substantiate the reported expenses with receipts, canceled checks, or other supporting documentation.

Line 15. Forget-Me-Not Drive Expenses: Report total amount of Forget-Me-Not drive expenses (flowers, cans, materials purchased from National Headquarters). Costs associated with volunteer related expenses (i.e. meals) are **NOT** considered Forget-Me-Not expenses and should not be reported on line 15.

Line 16. Bingo Expenses: Report total amount of expenses for any non-service related bingo operation. **Attach required schedule** to include the payout to players, all bingo salaries (list the full name, job title and amount of salary or other compensation for each bingo employee), payroll taxes, related supplies and any other expenses that are directly related to the operation of bingo. Please bear in mind there are some states which prohibit the payment of any compensation to bingo workers by a charity/nonprofit. Expenses for voluntary bingo sessions held for disabled veterans at any VAMC and/or nursing home for veterans should be reported on line 14. **NOTE:** The Cost of Goods Sold should **NOT** be included on the financial report as it is the beginning inventory plus purchases made minus the ending the inventory, which is not an actual cash disbursement. Only the actual inventory purchases made during the accounting period should be reported.

Line 17. Thrift Store Expenses: Report total amount of expenses for any thrift store operation. **Attach required schedule** to include rent, utilities, all thrift store salaries (list the full name, job title and amount of salary or other compensation for each thrift store employee, payroll taxes, management fees, and any other expenses that are directly related to the operation of the thrift store. **NOTE:** The Cost of Goods Sold should **NOT** be included on the financial report as it is the beginning inventory plus purchases made minus the ending the inventory, which is not an actual cash disbursement. Only the actual inventory purchases made during the accounting period should be reported.

Line 18. Bar/Lounge Expenses: Report total amount of expenses for any bar/lounge operation. **Attach required schedule** to include all bar/lounge salaries (list the full name, job title and amount of salary or other compensation for each bar/lounge employee), payroll taxes, beverage purchases, food purchases, related supplies, equipment and any other expenses that are directly related to the operation of the bar/lounge. **NOTE:** The Cost of Goods Sold should **NOT** be included on the financial report as it is the beginning inventory plus purchases made minus the ending the inventory, which is not an actual cash disbursement. Only the actual inventory purchases made during the accounting period should be reported.

Line 19. Chapter Home/Department Headquarters Expenses: Report total amount of expenses for the Chapter meeting place and Chapter meetings or Department Headquarters facility. **Attach required schedule** to include rent, mortgage payments, utilities, insurance, repairs and maintenance, office furniture, computers, meeting supplies and any other expenses directly related to the Chapter meetings and meeting place or Department Headquarters facility.

Line 20. Decrease in Market Value of Investments on Line 26: Report any **decrease** in the market value of investments reported on line 26 **as of the end of the accounting period (June 30)**.

Line 21. Other Expenses: Report total amount of all other expenses which do not fit into any of the above categories. Examples include: awards, gifts and pins to officers, members and quests; dinners and picnics for the members; installation, supplies (non-Forget-Me-Not) purchased from National Headquarters, and any other miscellaneous expenses. **Attach required schedule** which clearly identifies the reason for the disbursement with the total amount stated for each category. **NOTE: Depreciation** of fixed assets (real estate, equipment, etc.) must **not** be listed as an expense or disbursement on the financial report. **Transfers of funds** (including cashing in and/or buying a CD) must **not** be listed on the financial report. A transfer of funds is just moving money the Department/Chapter already had from one bank account to another bank account. The actual transfer is not income earned as the Department/Chapter already had the money as an asset, nor is it an expense as the money was not spent/disbursed. Only income actually **earned/received** and money actually **spent/disbursed** during the accounting period should be reported.

Line 22. Total Expenses: The sum of lines 11 thru 21.

ENDING BALANCE FOR THIS YEAR'S REPORT:

Ending Balance: This figure will be the **Beginning Balance** plus the **Total Income (line 10)** and minus the **Total Expenses (line 22)**, which must agree with the **Total Liquid Assets** listed on line 27.

STATEMENT OF LIQUID ASSETS:

Lines 23 thru 27 on this form are to be used to report only liquid/cash assets which, for DAV's financial reporting purposes, are assets that are in cash form or are readily convertible to cash (i.e. stocks, bonds, mutual funds and any other securities). Please remember that this does not include fixed assets such as real estate, furniture/equipment, vehicles and inventory/miscellaneous which must be reported on the Other Assets Schedule form (901332 - Rev. 10/13) provided with the Annual Financial Report Kit.

Line 23. Checking Accounts/Cash on Hand: Report **total** of amounts in **all** checking accounts on last day of accounting period (June 30). Also report all cash on hand at that time. **Attach a copy of the bank statement** closest to the ending date of the accounting period for each checking account. **NOTE:** If the total amount reported on this line differs from the closing balance shown on the bank statement(s) plus all cash on hand, provide a copy of the reconciliation page for each checking account.

Line 24. Savings Accounts: Report **total** of amounts in **all** savings accounts on last day of accounting period (June 30). **Attach a copy of the bank statement** closest to the ending date of the accounting period for each savings account. **NOTE:** If the total amount reported on this line differs from the closing balance shown on the bank statement(s), provide a copy of the reconciliation page for each savings account.

Line 25. Certificate(s) of Deposit: Report **total value** (not original purchase value) of **all** certificates of deposit (CD) on last day of accounting period (June 30). **Attach a copy of the bank statement** closest to the ending date of the accounting period or a letter from the financial institution(s) holding any CDs verifying the value as of the end of the accounting period for each CD. **NOTE:** Be sure to properly report all CD interest earned during the accounting period on line 6 and the actual total value of all CDs on the last day of the accounting period on line 25.

Line 26. Market Value of Investments As of End of Accounting Period: Report **total market value** of investments on the last day of accounting period (June 30). **Attach a copy of the investment statement** closest to the ending date of the accounting period for all investments (i.e. stocks, bonds, mutual funds and any other securities).

Line 27. Total Liquid Assets: The sum of lines 23 thru 26. **In all cases**, this figure must equal the amount reported on the **Ending Balance** line. **Reports that are not in balance will not be accepted!**

NAME OF BANK(S) AND BRANCH LOCATION(S):

Provide the full name and address of **all** financial institutions (banks, savings & loans, etc.) holding **any** funds of Department/Chapter.

NAMES OF AUTHORIZED SIGNERS ON BANK ACCOUNT(S):

Provide the full name and title of each authorized signer on all bank accounts. These should be only those individuals specifically authorized as signatories on these accounts by your Constitution/Bylaws.

REQUIRED SIGNATURES:

Signed by Audit Committee: The financial report must be **signed** and dated by **three** members of the Department/Chapter Audit Committee as indicated in the lower left hand corner of the report. As provided in the National Bylaws, **excluded** from the Audit Committee are the Commander, Senior Vice-Commander, Treasurer, Adjutant and Finance Committee Chairperson.

Signed and Submitted by Authorized Department/Chapter Officer: The financial report must be **signed**, dated, and submitted by an authorized Department/Chapter Officer (*preferably the Commander, Adjutant, or Treasurer*) as indicated in the right hand corner of the report.

OTHER ASSETS SCHEDULE FORM (901332 - REV. 10/13):

This form is to be used to report all **fixed assets**. Do not include any cash/liquid assets on this form. Please be prepared to substantiate the reported assets with supporting documentation.

Real Estate: Provide the complete address, date of acquisition/purchase and the **current market value** (not purchase price) for **each** property titled in the Department/Chapter name. If more than two properties are owned, attach a list showing the required information for **each**. **Rented or leased property that is not titled in the Department/Chapter name should not be listed.**

Loan Information: Provide the loan balance as of the end of the accounting period (June 30) for any loan in the Department/Chapter name and the full name and address of the lending institution.

Furniture/Equipment: Provide a brief description of all furniture/equipment and their total **current estimated market value**, not their purchase price.

Vehicles: Provide year, make and model of all vehicles owned by the Department/Chapter and their total **current estimated market value**, not their purchase price.

Inventory/Miscellaneous: Provide a brief description of all inventory/miscellaneous and their total **current estimated market value**, not their purchase price.

ENSURE REPORT IS MATHEMATICALLY CORRECT AND IN BALANCE:

Be sure to complete **all** computations on the financial report and required schedules.

Ensure that the amounts listed on the financial report agree with the corresponding schedule amounts.

Ensure that the report is in balance. Start with the beginning balance listed at the top of the current financial report, add the total income listed on line 10 and subtract the total expenses listed on line 22 to arrive at the ending balance. The ending balance **must** agree with the total liquid assets listed on line 27 of the current financial report. **Reports that are not in balance will not be accepted!**

Ensure that all schedules are in the proper format. Refer to page 6 of these instructions for the proper format.

ATTACHED SCHEDULES:

Departments and Chapters are required to provide simple schedules in the proper format which clearly identify the source of income and/or the reasons for the disbursements. Combine all like income or all like disbursements and state the total amount for each category; for example: member donations and the **total** amount received from all member donations; meeting refreshments and the **total** amount paid for all meeting refreshments. Monthly breakdowns/general ledger reports; listings of each deposit made, each check written and each withdrawal; and proper names are not acceptable.

Refer to page 6 of these instructions for the proper format.

SCHEDULE EXAMPLES:**Schedule for line 9**

| | |
|----------------------|--------------|
| Bequest | \$ 9,000.00 |
| Wal-Mart Grant | \$ 1,000.00 |
| Member Donations | \$ 310.00 |
| Fundraising-Raffles | \$ 1,000.00 |
| Fundraising-Car Show | \$ 600.00 |
| Refunds | \$ 525.00 |
| | <hr/> |
| | \$ 12,435.00 |

Schedule for line 11

| | |
|----------------------|-------------|
| Tom Jones, Secretary | \$ 1,000.00 |
| Payroll Taxes | \$ 400.00 |
| Employee Benefits | \$ 300.00 |
| | <hr/> |
| | \$ 1,700.00 |

Schedule for line 12

| | |
|---------------------|-------------|
| Fall Conference | \$ 600.00 |
| National Convention | \$ 200.00 |
| State Convention | \$ 600.00 |
| | <hr/> |
| | \$ 1,400.00 |

Line 14 Schedule AttachmentsVA Medical Center Donations:

| | |
|---------------|-----------|
| -Name of VAMC | \$ 50.00 |
| -Name of VAMC | \$ 100.00 |
| | <hr/> |
| | \$ 150.00 |

Service Programs:

| | |
|--------------------------|-----------|
| -Name of Service Program | \$ 100.00 |
| -Name of Service Program | \$ 200.00 |
| | <hr/> |
| | \$ 300.00 |

Other Service/Charitable expenses line:

| | |
|-----------------------|-----------|
| -Flags for Graves | \$ 100.00 |
| -Flowers for Funerals | \$ 125.00 |
| -Bibles for Widows | \$ 100.00 |
| | <hr/> |
| | \$ 325.00 |

Schedule for line 16

| | |
|-------------------------|-------------|
| Payouts/Prizes | \$ 8,700.00 |
| Bingo Supplies | \$ 400.00 |
| Total Payroll | \$ 500.00 |
| -Bob Jones, Manager | \$400.00 |
| -John Doe, Bingo Caller | \$100.00 |
| Payroll Taxes | \$ 100.00 |
| Bingo License | \$ 50.00 |
| | <hr/> |
| | \$ 9,750.00 |

Schedule for line 17

| | |
|----------------------|-------------|
| Utilities | \$ 265.00 |
| Trash Removal | \$ 200.00 |
| Vehicle Expense | \$ 135.00 |
| Rent | \$ 500.00 |
| Total Payroll | \$ 800.00 |
| -Jim Smith, Cashier | \$400.00 |
| -Tom Miller, Cashier | \$400.00 |
| Payroll Taxes | \$ 200.00 |
| Management Fees | \$ 500.00 |
| | <hr/> |
| | \$ 2,600.00 |

Schedule for line 18

| | |
|------------------------|-------------|
| Purchase of Beer | \$ 1,000.00 |
| Purchase of Liquor | \$ 1,000.00 |
| Purchase of Soda | \$ 500.00 |
| Mortgage Payments/Rent | \$ 500.00 |
| Utilities | \$ 100.00 |
| Linens | \$ 200.00 |
| Paper Supplies | \$ 200.00 |
| Total Payroll | \$ 3,500.00 |
| -John Doe, Manager | \$1,500.00 |
| -Jane Smith, Bartender | \$1,000.00 |
| -Jim Green, Custodian | \$1,000.00 |
| Payroll Taxes | \$ 800.00 |
| Sales Tax | \$ 1,000.00 |
| | <hr/> |
| | \$ 8,800.00 |

Schedule for line 19

| | |
|----------------------------------|-------------|
| Utilities | \$ 500.00 |
| Trash Removal | \$ 40.00 |
| Repairs & Maintenance | \$ 660.00 |
| Insurance | \$ 400.00 |
| Bank Charges | \$ 25.00 |
| Chapter Monthly Meeting Supplies | \$ 450.00 |
| Mortgage Payments/Rent | \$ 200.00 |
| Purchase of Computer | \$ 250.00 |
| Purchase of Desk | \$ 250.00 |
| | <hr/> |
| | \$ 2,775.00 |

Schedule for line 21

| | |
|-------------------------|-------------|
| Fundraising-Raffles | \$ 500.00 |
| Fundraising-Car Show | \$ 100.00 |
| Orders from National | \$ 110.00 |
| Installation Dinner | \$ 275.00 |
| Chapter Picnic | \$ 250.00 |
| Chapter Christmas Party | \$ 250.00 |
| | <hr/> |
| | \$ 1,485.00 |

ANNUAL FINANCIAL REPORT CHECKLIST:
(provided for your convenience)

- Is the Annual Financial Report form current (901308 - Rev. 10/13)? Outdated forms will not be accepted.
- Are you using the required accounting period of **July 1 to June 30**?
- Are you reporting on a cash/liquid asset basis?
- If your gross annual income, excluding per capita dues, exceeds \$300,000, has a review by a certified public accountant (CPA) been performed? Be sure to enclose the complete CPA review report.
- Is the beginning balance figure the Total Liquid Assets (line 27) from last year's report?
- Are all the computations on the Annual Financial Report completed?
- Does the Beginning Balance plus Total Income (line 10) minus Total Expenses (line 22) agree with Liquid Assets listed on line 27?
- Are all the names and branch locations of the Department/Chapter financial institutions included?
- Are all names of the authorized signers on all Department/Chapter bank accounts included?
- Did three members of the Audit Committee sign and date the Annual Financial Report? (Excluded from the Audit Committee are the Commander, Treasurer, Adjutant and the Finance Committee Chairperson.)
- Is the Annual Financial Report signed, dated and submitted by an authorized officer? (Preferably the Commander, Adjutant or Treasurer)

Are the following applicable schedules and attachments: equal to the amount listed on the corresponding lines of the Annual Financial Report; in the proper format (refer to page 6 of the revised Annual Financial Report); and enclosed:

- Line 9. Other Income
- Line 11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only
- Line 12. Conventions/Conferences/Seminars
- Line 14. Service/Charitable Expenses Schedule—Is the provided form (901331 - Rev. 10/13) properly completed showing the total amount expended for such programs and activities that provide a direct and substantial benefit to ill and injured veterans and their families?
- Additional applicable detailed schedules provided for the following lines of the Service/Charitable Expenses Schedule form:
 - VA Medical Center Donations
 - Service Programs
 - Other/Service Charitable expenses
- Line 16. Bingo
- Line 17. Thrift Store
- Line 18. Bar/Lounge
- Line 19. Chapter Home/Department Headquarters Expenses
- Line 21. Other
- Line 23. Checking Account/Cash on Hand
- Line 24. Savings Account
- Line 25. Certificate(s) of Deposit
- Line 26. Market Value of Investments as of End of Accounting Period
- OTHER ASSETS SCHEDULE—Is the provided form (901332-Rev. 10/13) properly completed to include the full address, date of acquisition/purchase and the current market value of each property owned; any loan balance and full name and address of lending institution(s); and furniture/equipment, vehicles and inventory listed at their **current market value** as of June 30?
- Mail the report along with copies of all supporting schedules and attachments as indicated at the bottom of each copy of the Annual Financial Report form (901308 - Rev. 10/13).
- Be sure to retain the appropriate copy of all financial forms, along with a copy of all schedules and other supporting documentation, for your records!