

MOWW® | CHAPTER ANNUAL FINANCIAL REVIEW (CAFR) CHECKLIST (OPTIONAL)

Chapter Fiscal Management

This optional but recommended checklist aids fiscal management by helping to ensure accountability and proper checks & balances are in place

A. CHAPTER INFORMATION

1. MOWW Chapter Name: _____
2. Chapter Fiscal Year (From - To): _____ Chapter IRS Employee Identification Number (EIN): _____

B. FINANCIAL REVIEW COMMITTEE (ENSURES SUFFICIENCY OF FINANCIAL PROCEDURES & FOSTERS CONFIDENCE IN STEWARDSHIP)

- Verify the chapter commander appoints a Chapter Annual Financial Review Committee (CAFRC) NLT each fiscal year's (FY) last day
- Verify the prior CAFRC submitted a CAFRC report for the chapter's last full FY to the chapter commander documenting its findings and the chapter treasurer's corrective actions. The chapter commander should annually receive the report NLT 30 days after the FY ends

C. BUDGETS, REPORTS & FILES (ENSURES ADEQUATE FINANCIAL MANAGEMENT & SUFFICIENT OVERSIGHT ROUTINELY OCCURS)

- Verify chapter & staff meeting minutes reflect a motion, second & majority vote of those present approving annual chapter budgets
- Verify the chapter treasurer submits monthly financial reports & bank and financial institution statements to the chapter staff & files said reports & statements in chapter records
- Verify the chapter treasurer files each CAFRC report, corrective actions & chapter commander approval in permanent chapter records
- Review prior CAFRC reports and the treasurer's corrective actions, and verify previous discrepant areas remain corrected

D. BANK STATEMENTS (ENSURES ACCOUNTS ARE WELL-MANAGED & OVERSEEN BY AUTHORIZED PERSONNEL)

- Verify the current authorized chapter account signers (e.g, treasurer, commander) the bank lists match those listed in chapter records
- Verify the beginning balance of one month is identical to the ending balance of prior month for the entire FY
- Verify that bank account statements are reconciled and balanced monthly by the chapter treasurer & briefed at staff meetings

E. ACCOUNTS RECEIVABLE (ENSURES MONIES DUE ARE TRACKED & RECEIVED, E.G., INCOME, CHAPTER DUES, DONATIONS)

- Verify the chapter commander & treasurer reviewed chapter bank, savings, investment & petty cash accounts each fiscal quarter (FQ)
- Verify all deposit slips match bank & financial institution statements, checkbooks, and treasurer's records, and are timely

F. ACCOUNTS PAYABLE (ENSURES MONIES PAID OUT ARE TRACKED & RECONCILED, E.G., EXPENSES, REIMBURSEMENTS)

- Verify disbursements from the last CAFR to the current CAFR were properly allocated IAW the approved annual chapter budget
- Verify all petty cash disbursements were properly approved and reimbursements were properly made
- Verify published controls for over-expenditures exist, and over-budget expenditure approvals exist and were in order
- Verify all used and voided checks were used sequentially based on their bank-assigned check numbers
- Verify all checks were properly approved and signed by authorized officers, and matched invoices

G. IRS TAX FILING & MOWW TG CERTIFICATION (REQUIRED FOR EVERY CHAPTER FY)

- NLT 30 days after each MOWW Operating Year (OY) begins, confirm the chapter commander verified the chapter treasurer has the MOWW website username & password on file to access MOWW website ("Companions Only") documents
- NLT 120 days before the chapter's FY ends, confirm the chapter treasurer has the correct filing IRS username, password & chapter EIN on file, and understands the MOWW & IRS filing instructions on the MOWW & IRS websites, which are needed to successfully file
- Confirm the chapter commander annually verified the chapter treasurer successfully filed chapter's "e-Postcard" via the IRS website IAW the requirements & timing of the MOWW Bylaws and the IRS
- Confirm the chapter commander verified the chapter treasurer emailed a copy of the chapter's IRS filing acceptance to the MOWW Treasurer General (TG) at treasurergeneral@moww.org for each FY NLT 60 days after the chapter's FY ends IAW the MOWW Bylaws
- Verify the chapter treasurer maintains copies of successful IRS filings & emails to the MOWW TG in chapter records
- Verify the chapter commander and treasurer ensure the TG's "IRS Chapter Filing Compliance" status on MOWW's website is current
- Confirm the chapter commander ensured the former chapter treasurer trained the current chapter treasurer AND personally coached him/her on site as the current chapter treasurer filed online with the IRS. "On-site" means the former chapter treasurer was with the current chapter treasurer as the latter initially filed online with the IRS

H. CERTIFYING CHAPTER OFFICERS (CHAPTER TREASURER: RETAIN THIS COMPLETED CHECKLIST (FORM) IN PERMANENT CHAPTER RECORDS)

CHAIR, FINANCIAL REVIEW COMMITTEE SIGNATURE

DATE

CHAPTER COMMANDER SIGNATURE

DATE

(CLEARLY PRINT THE FULL NAME OF THE CHAIR, CHAPTER FINANCIAL REVIEW COMMITTEE)

(CLEARLY PRINT THE FULL NAME OF THE CHAPTER COMMANDER)