

RID Affiliate Chapter Annual Reporting

Due by September 29 each fiscal year

HQ should be receiving a report from each AC annually. Below are the items that you must include:

- Current Board contact info
- List of current membership
- Copies of letters regarding political actions
- Financial statement certified/ approved by the Board or an auditor including all revenue disbursements in the fiscal year

[Annual Report Upload Link](#)

Form 990

Do you know what an IRS Form 990 is? You should. If you don't, we won't tell anyone, but explore the links below to find out!

- [Tips from Guidestar](#)
- [ASL Tips from the IRS](#)
- [IRS Instructions for Form 990](#)

501(c)3 Subordinate Status

SCRID is registered with the IRS as a 501(c)3 subordinate of RID. Peruse the links below to learn more and to ensure you're in compliance with state and federal laws!

- [Group Exemption Process](#)
- [Group Exemptions](#)
- [Application, Approval, and Appeal](#)

Financial Statement

Safeguarding the finances of your AC is potentially the most important part of your role as an AC leader. HQ requires a copy of your financial statement that has been certified/approved by the board or an auditor and includes all revenue and disbursements in the Fiscal Year.

SCRID convenes a **financial audit meeting** that includes a minimum of the treasurer, the president, one additional board member. It is recommended that one additional SCRID member (not a member of the SCRID leadership team) is included as well.

The agenda of this meeting:

- Review the fiscal year's financial report
- Review fiscal year's budget (projected and actual figures comparison)
- Allow for recommendations for financial records, reporting and accountability
- All members present at the audit meeting sign an affidavit with the following content:

RE: SCRID Annual Financial Report

Certification for 2017-2018 Fiscal Year

Having met on this (day) day of (month, year), convened at (location), the undersigned have reviewed the SCRID 2017-2018 annual report.

The undersigned hereby certify that the information contained in this report is correct and accurate to the best of our knowledge.

Further, we acknowledge the submission of any notes regarding accounting processes and suggestions for improved accuracy and transparency.

- The original is to be filed by the secretary, and facsimile will be sent to the president and treasurer. This letter serves as approval of the financial report that is to be included in the annual affiliate chapter report to RID.

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