

**Grand Assembly of California
International Order of the Rainbow for Girls**

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TO: Advisory Board Chairpersons, Mother Advisors, and Adult Financial Advisors

SUBJECT: Annual IRS Financial Report of Organization Exempt from Income Tax

Many thanks to everyone who timely completed their Assembly's Term Reports. The three Term Reports will help you prepare the Annual IRS Financial Report. Thank you to everyone who is preparing your Assembly's Annual IRS Financial Report, which is due by January 15, 2021. Please keep up the good work. I know this report can be a challenge, but it is necessary to account for the income and expenses of the girls' funds to the Internal Revenue Service.

If term the reports are prepared correctly and on time throughout the year, the filing of the Annual IRS Financial Report will be simplified. The attached instructions describe what Revenues and Expenses should go on each line of the Annual IRS Financial Report.

The Annual IRS Financial Report of Organization Exempt from Income Tax form for the calendar year January 1, 2020 to December 31, 2020. **The report is due on January 15, 2021.** Do not use any prior report forms. *The 2020 Annual IRS Financial Report Pages 1 and 2, NEW 2020 RECAP Report, the Special Year End Closing Form, the Project/Fundraiser Year End Summary Report, and Donation Summary Report are ALL also available as part of the online Annual Reports.* Email the report, all attached reports, and all year end bank statements to vickie.garcia@gocarainbow.org or FAX to 760.687.7409 or **Mail the ORIGINAL** report and attachments **CERTIFIED MAIL** to:

Vickie Garcia, GAO - South Branch, 5848 Jeffries Ranch Road, Oceanside, CA 92057-4906

A copy of this report and ALL attachments must be kept for the Assembly's records, and are to be sent to Jo Ann Stern, GEC Treasurer, your Area Grand Deputy and Grand Deputy for their records.

The Assembly's Annual IRS Financial Report must be **received in the Grand Assembly Office, South Branch** by January 15, 2021. Supreme Assembly has set a filing due date for filing the IRS 990 Tax Returns for all Assemblies in the California Jurisdiction. The 990 Tax Returns for the Assemblies will be filed by Vickie Garcia; the Assembly **will not** file the 990 Tax Returns. The **Annual IRS Financial Report is PAST DUE as of January 22, 2021.** This Report must be **POST MARKED** as of January 21, 2021 and emailed or mailed **CERTIFIED MAIL** to Vickie Garcia. The late fee of \$10.00 per day is assessed starting January 22, 2021. **This late fee is to be paid personally by the Advisory Board Chairperson – NOT the Assembly.**

On Page 2 of the report please be sure to list the full information for every bank account and time certificate held by the Assembly. Name and full address of the bank as well as the account number must be shown with the balance as of December 31, 2020. The total of all accounts MUST equal the asset total shown on the front of the report on Line 31 and column 2, line 36. Reports not containing full bank information will be returned and considered not yet filed. Page 2, **Step 1** is the reconciliation of the checking account. **Step 2** is for all bank account and certificate information (Bank name, address, account number and **balance as of 12/31/2020**). The total of all accounts is the total assets.

A statement from the bank with the account balances as of December 31, 2020 for each account must be enclosed with this report. Online bank balances ending December 31, 2020, can be printed, and used in lieu of the actual bank statement. Reports submitted **without** the statements will be returned and considered not filed or complete.

Reminder: We operate on a calendar year, not a fiscal year. We operate using the cash basis method of record keeping. All income and all expenses incurred during the reporting calendar year are included on the Annual IRS Financial Report. There should not be any income or expenses carried over from the prior year to that or carried

over from this year to the following year. To ensure all interest, dividend and investment income for the reporting year is accurately reported, an Annual RECAP Sheet is required to be completed and included with the Annual IRS Financial Report. This RECAP sheet is on the California website with the other Financial Forms and Instructions.

The Assembly is NOT to file their IRS Form 990N ePostcard. This is filed by the Grand Assembly Office – South Branch.

FILING DUE DATE- February 15, 2021

(This is the due date for the Forms 199N ePostcard, RRF-1 and CT-TR-1.

Each Assembly is required to file its own California Franchise Tax Board Form 199N ePostcard. Remember to keep a copy for the Assembly's records, and email a copy to Vickie Garcia, GAO- South Branch, vickie.garcia@gocarainbow.org. your AGD and GD. Also send a copy to your Area Grand Deputy and Grand Deputy.

Each Assembly is required to file its own California Attorney General Forms RRF-1 and CT-TR-1. These Reports are to be filed by February 15, 2021. Remember to save a copy for Assembly's records, then email a copy to Vickie Garcia at vickie.garcia@gocarainbow.org and send a copy to your Area Grand Deputy and Grand Deputy.

NOTE: Training via zoom on how to complete the Forms RRF-1 and CT-TR-1 is scheduled for Saturday morning, January 16, 2021. A flyer and a zoom link for this training will be sent in early January 2021.

If you have any questions, contact Vickie Garcia via email at vickie.garcia@gocarainbow.org.

Tony Garcia Jr.

501(c)(3) Advisor

Downloadable Forms on the CA website- gocarainbow.org

2020 Annual IRS Financial Report of Organization Exempt from Income Tax - Pages 1 and 2

2020 Annual RECAP Report

Special Year End Closing Form

Project/Fundraiser Year End Summary Report

Donation Summary Report