

## **ANNUAL REPORT: GUIDELINES AND TIMELINE**

*Underlined items are required by the Statutes of Supreme Assembly, Pertaining to Subordinate Assemblies (revised 2018); Section 11*

### Who is responsible for preparing the Annual Report?

According to the Supreme Statutes, the (outgoing) Mother Advisory is responsible for preparing the Assembly's Annual Report through the online reporting procedure, located on the Supreme Assembly web site ([www.gorainbow.org](http://www.gorainbow.org)). Two copies of the Annual Report and two checks are due to the Supreme Officer no later than January 15<sup>th</sup> of each year.

After checking the Annual Report for accuracy, the Supreme Officer approves the Assembly's online report and submits one copy and Assembly check due to the Supreme Assembly office no later than February 1<sup>st</sup> of each year.

### When is the Annual Report due?

Beginning in 2019, Nevada Assemblies will follow the following process and timeline:

- No later than **January 1<sup>st</sup>**: The Mother Advisor will submit the Annual Report package (in hard copy) to the Assembly's Grand Deputy.
- The Grand Deputy will use the Annual Report Checklist to verify that all required documents, signatures, copies and checks are included.
- No later than **January 15<sup>th</sup>**: The Grand Deputy will ensure delivery of the Annual Report package to the Supreme Officer.
- No later than **February 1<sup>st</sup>**: The Supreme Officer will review the Annual Reports for each assembly and transmit the reports (in hard copy) and checks to the Supreme Assembly Office.

It is imperative that these dates be met. If the Jurisdiction is late submitting its reports to the Supreme Office, financial penalties are assessed to each Assembly by Supreme Assembly.

### What is included in the Annual Report?

In Nevada, the Annual Report Package includes:

- Two copies of the Supreme Assembly Annual Report and Membership Roster with signatures and the Assembly seal
- Two checks: one payable to Supreme Assembly and one payable to Nevada Grand Assembly
- One copy of the Mother Advisor Identification Form
- Advisory Board recommendations for girls and adults who should be considered for the Grand Cross of Color (GCOC) or Adult Service Award
- One check payable to Nevada Grand Assembly, based on the number of individuals recommended for the GCOC or Adult Service Award
- One copy of the Assembly's approved budget for the upcoming year (the budget year begins on February 1<sup>st</sup> and ends on January 31<sup>st</sup>)
- One copy of the Assembly's Audit Report IF the Assembly did not participate in Audit Day; if the Assembly participated in Audit Day, this report will have already been given to the SO
- The Assembly's most recent bank statement (ideally December) for all Assembly and Advisory Board checking, savings and investment accounts
- Annual Inventory of the Assembly's property and assets

When should the Mother Advisor begin working on the Annual Report?

The Mother Advisor should begin working on the Annual Report the day she is installed as Mother Advisor.

**Following each initiation**, the Mother Advisor should enter each new member's information in to the Supreme Assembly member database.

In October, the Budget Committee should be appointed: the Board Chairman should appoint the adult members and the Mother Advisor should remind the Worthy Advisor to appoint the girl members of the Committee. The proposed budget will need to be presented and approved by the Advisory Board and the Assembly. At the Assembly's next regular meeting, the Assembly must approve the budget (as presented or as revised). **The budget should be approved in December.**

In October, the Audit Committee should be appointed. Similar to the Budget Committee, the Board Chairman should appoint the adult members and the Mother Advisor should remind the Worthy Advisor to appoint the girl members of the Committee. If the Assembly participates in Audit Day, the Mother Advisor does not need to take any additional action. If the Assembly does not participate in Audit Day, the Mother Advisor will need to get a copy of the Audit Report from the Committee. **The audit should be completed in November.**

In **December**, the current Advisory Board will identify the girls and adults they believe should be considered for the GCOC or Adult Service Award. Following the Board meeting when these recommendations are made, the Mother Advisor should complete the appropriate report on the Supreme Assembly's web site.

In **December**, following the Organizational Board meeting, the Mother Advisor and the Mother Advisor Elect should conduct the Assembly Inventory. If the current Mother Advisor is elected to another year of service, she should enlist the assistance of another Advisory Board member to conduct the Inventory.

Following the Organizational Board meeting, the outgoing Mother Advisor should enlist the assistance of the Mother Advisor elect to complete the Mother Advisor Identification Form.

In December, the Mother Advisor should request the most current bank statements from the Advisory Board Treasurer. The Mother Advisor should also request the following checks from the Advisory Board Treasurer: Supreme Assembly (dues and initiation fees), Nevada Grand Assembly (per capita), and Nevada Grand Assembly (GCOC and Adult Service Awards).

### **ANNUAL REPORT CHECKLIST**

The checklist on the following pages may be used as the Cover Page for the Annual Report; this will ensure the proper documents and checks are submitted to the Supreme Officer for review and approval.

Additionally, the Grand Deputy will use this form (or a variation of it) to provide feedback to the Assembly on information that was missing from the Annual Report package or should have been excluded from the Annual Report package.

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



**ANNUAL REPORT PACKAGE CHECK LIST COVER PAGE**

*ANNUAL REPORT PACKAGES ARE DUE TO THE GRAND DEPUTY BY JANUARY 1<sup>ST</sup>  
AND DELIVERED TO THE SUPREME DEPUTY'S HOME BY JANUARY 15<sup>TH</sup>*

**ASSEMBLY NAME:** \_\_\_\_\_

**MOTHER ADVISOR (MA) SUBMITTING REPORT:** \_\_\_\_\_

**PHONE NUMBER OF MA SUBMITTING REPORT:** \_\_\_\_\_

**DATE SUBMITTED TO GRAND DEPUTY:** \_\_\_\_\_

**DATE SUBMITTED TO SUPREME OFFICER:** \_\_\_\_\_

**Annual Report, 2 copies**

- Both copies **MUST** to be signed by the (outgoing) Mother Advisor, who served during the reporting period **AND** the current (new) Chairman of the Advisory Board;
- Both copies **MUST** have the Assembly Seal imprinted on it.

**Membership Report, 2 copies**

- The Membership Report is available on the Supreme Assembly website.
- Double check birth dates and membership dates before printing the report.

**Assembly Check #1**

- Payable to Supreme Assembly.
- In the amount calculated by the Supreme Assembly website for the Assembly's fees (As of 2018, fees are \$20 per active member, plus \$2 for each new initiate during the year and the downloadable form fee of \$25 per Assembly).
- **MUST** be an Assembly check that includes two signatures.

**Assembly Check #2**

- Payable to Nevada Grand Assembly.
- In the amount due to Nevada Grand Assembly for the Assembly's per capita (As of 2018, these fees are \$7 per active member).
- **MUST** be an Assembly check that includes two signatures.

**Mother Advisor Identification Form, 2 copies**

- Generally, the Mother Advisor, Assistant Mother Advisor, and Grand Deputy are given the authority to order supplies from Supreme Assembly on behalf of the Assembly.

**Grand Cross of Color and Adult Service Award Summary and Scoring Sheets**

- The recommendation summary form and the individual evaluation forms (prepared by each Board member for each candidate) should be submitted.

❑ **Grand Cross of Color Nomination Form, 2 copies**

- Both copies MUST to be signed by the Mother Advisor who served during the reporting period AND the current (new) Chairman of the Advisory Board;
- Both copies MUST have the Assembly Seal imprinted on it.

❑ **Assembly Check #3, if Assembly has GCOC or Adult Service Award recommendations**

- Payable to Nevada Grand Assembly.
- In the amount due to Nevada Grand Assembly for the Assembly's per capita (As of 2018, these fees are \$25 per recommendation, and include \$15 to SA and \$10 for engraving).
- MUST be an Assembly check that includes two signatures.
- Assembly checks will be converted to a single Nevada Grand Assembly check and transmitted to Supreme Assembly by the Supreme Officer.

❑ **Budget for the upcoming year**

- The budget should have been approved by the Advisory Board and the Assembly. If it has not been approved, it should clearly be labeled "proposed budget" and the anticipated date of approval should be provided below.

❑ **Audit Findings from the Audit Committee**

- If the Assembly participated in Audit Day, nothing no additional information is needed; it is already on file with the Supreme Officer.
- If the Assembly did not participate in Audit Day, provide a signed by the Committee, which MUST be composed of at least two (older) girls and two adults who have NOT been check-signers.

(It is important the Committee be comprised of non-check signers given that, among other items, the audit procedure needs to confirm bank statements have been reconciled timely and that they match the Recorder's receipts. Additionally, the audit's purpose is to confirm that all transactions identify the source of income and its purpose, as well as the amount; that documentation is made immediately as funds are received; that every transaction has the requisite receipt or paper trail; etc.)

❑ **Last Monthly Bank Statement for ALL accounts held by the Assembly and the Advisory Board**

- Preferably the December statement;
- Includes all checking accounts, savings accounts, money market accounts, CD's, etc.

❑ **Inventory of Assembly Paraphernalia**

- The first of each year is a great time to clean the Assembly closet/locker. This is a job best completed by both the outgoing and incoming Mother Advisors. A current paraphernalia check list is available from the Grand Deputy (in Dropbox).