

Submitting Club Financial Report

Paragraph 1.02.II.D.2 of the American Volkssport Association Policy Manual establishes the requirement for clubs to submit an annual financial report between July 1 and November 15. Late or non-submission of the report may result in loss of tax exempt status, and a liability for taxes due. It is highly recommended that clubs become familiar and stay current with the policy. The AVA Treasurer's Handbook, which is available on the AVA Website, provides useful information, and should be your guide.

To submit a Club Financial Report, you must first access AVA Form 102C3F. You will start from the AVA Home Page.

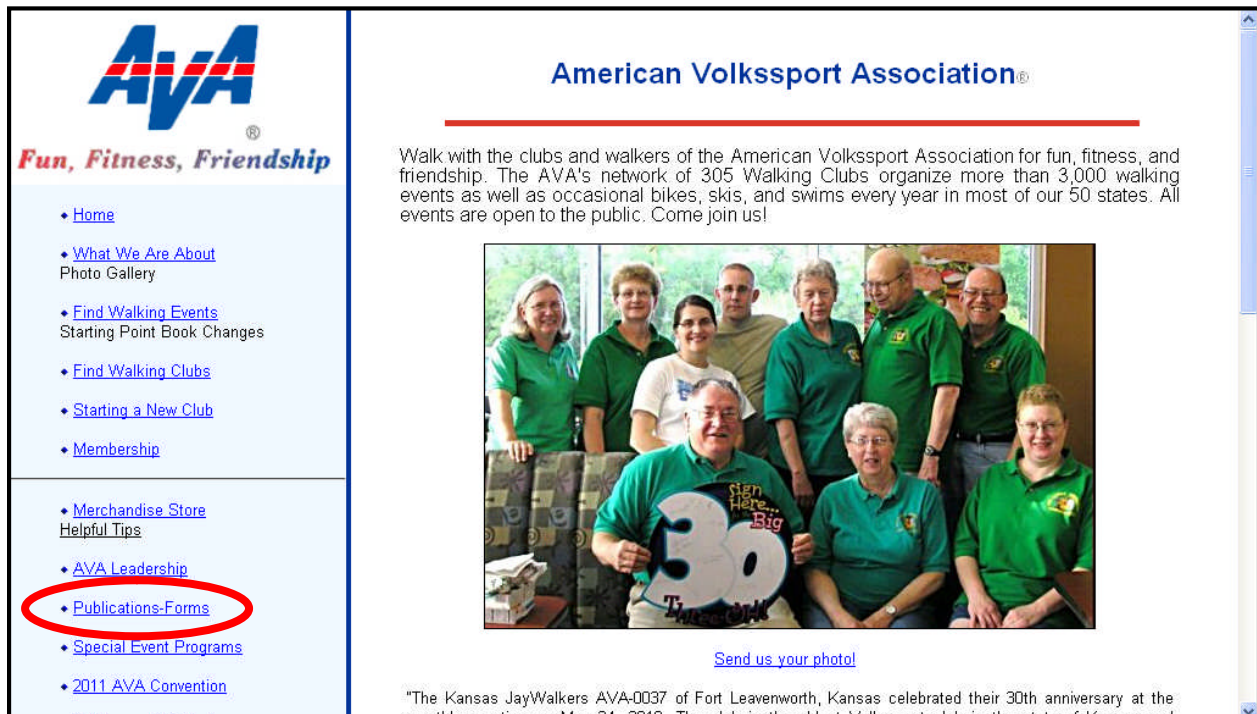


Figure 1 – AVA Home Page

- 1) Click on [Publications-Forms](#) to get to the Publications-Forms page.

AVA
Fun, Fitness, Friendship

- [Home](#)
- [What We Are About](#)
- [Find Walking Events](#)
Starting Point Book Changes
- [Find Walking Clubs](#)
- [Starting a New Club](#)
- [Membership](#)

- [Merchandise Store](#)
[Helpful Tips](#)
- [AVA Leadership](#)
- [Publications-Forms](#)
- [Special Event Programs](#)
- [2011 AVA Convention](#)
- [Articles and Workshops](#)

American Volkssport Association®

Publications-Forms

[Starting Point Book](#) **REDUCED PRICE!** The AVA Guide to 1850+ Unique Trails in America.

[AVA Articles of Incorporation](#)

[AVA Biennial Awards](#)

[AVA Biennial Reports](#)

[AVA Bylaws](#) *Effective July 1, 2009*

[AVA Checkpoint - News for Clubs from Headquarters](#) includes **IRS E-POST CARD HELP.**

[AVA Club Forms](#)

[AVA Clubs - Promoting Events in *The American Wanderer* \(TAW\)](#)
Send articles by email to Laurel Parrott at taw@bhi.com or mail to *The American Wanderer*, 3526 Humboldt Ave. N., Minneapolis, MN 55412.

[AVA Event Handbook](#)

[AVA Logos/Graphics](#)

[AVA Policy Manual](#) (requires the free [Adobe Acrobat Reader](#) software)

Figure 2 – Publications-Forms Page

2) Click on [AVA Club Forms](#) to get to the AVA Forms for Clubs page.

American Volkssport Association®

AVA Forms for Clubs

In most cases you can now complete a form by using the computer keyboard. The form can be saved as a document file and attached to an e-mail for forwarding. Also, you can print a copy of the completed form and mail it or fax it. For forms that must be signed, simply fill/save/print and then sign the form for mailing. It can be scanned for e-mailing or faxed. We want to make all AVA forms interactive, up-to-date and user friendly for all clubs. If you have any questions or suggestions, please e-mail: Linda@ava.org. Thank you.

The forms are in "pdf" format and will require that "Adobe Acrobat Reader" be installed on your computer to use them. If you don't have Adobe Acrobat Reader, you can download it [free here](#). You may open these forms, then print the form.

Form Number	Title/Instructions	Date
2010 National Volkssporting Month Patch Order Form	2010 National Volkssporting Month Patch Order Form October is National Volkssporting Month. We need to receive this order at least 30 days prior to your event. Fill/Save/Email Attach	August 2010
AVA Banner	AVA Banner Order Form Purchase at cost for marketing our organization/your event. Fill/Save/Email Attach	February 2010
AVA Form 102C3	Application for 501(c)(3) Status Used to request that the AVA file on the club's behalf for IRS Section 501(c)(3) status under the AVA Group Exemption. Fill/Save/Email Attach	March 2010
AVA Form 102C3F	Annual Financial Report <i>Due after July 1 each year, no later than November 15</i> President and Secretary must sign form. Both pages must be sent to AVA Headquarters. Fill/Save/Print/Sign, Mail or Scan/Fax or Scan/Email to Headquarters.	July 2010
AVA Form 201	Application for Club Membership Fill/Save/Email Attach	May 2009
AVA Form 202	Multi-Use Nomination Form for	March

Figure 3 – AVA-Forms for Clubs Page

- 3) Click on [AVA Form 102C3F](#) to get to the Annual Financial Report form and worksheet.

This is an interactive form, and can be completed online by using the computer keyboard. Because it must be signed, fill it out, and then print for signature and mailing or faxing to AVA Headquarters. It can also be scanned and e-mailed. The form may also be saved to a document file for future reference if you wish.

- 4) Before starting, and unless you already have a copy of the worksheet, we suggest that you scroll to the bottom of the worksheet and follow the instructions with Figures 4 and 6 on the following pages for printing the Worksheet only.
- 5) If you already have a copy of the worksheet, skip ahead to Step 11) on page 5.

NET (INCOME – EXPENSE) \$ _____
 Show negative amount in (). Use decimals in each column including zeros.

Beginning Bank Balance	\$ _____
Deposits & Additions +	\$ _____
Checks-Cash & Deductions -	\$ _____
Ending Bank Balance	\$ _____
Total Value of Other Accounts (CDs, Savings, Secondary Checking)	\$ _____

Fill/Print/Sign/Mail to AVA HQ, 1001 Pat Booker Rd, Suite 101, Universal City, TX 78148-4147
 or Fill/Print/Sign/Scan/Fax to 210-659-1212
 or Fill/Print/Sign/Scan/Email to avahq@ava.org
 Questions 210-659-2112

AVA Form 102C3F (June 2005)
 Revised August 2010

Print Form **Reset Form**

Figure 4 –Annual Financial Report Worksheet

6) After scrolling to the bottom of the Worksheet, click on the Print Form button, and then follow the instructions accompanying Figure 6, a pop-up window.

7) Click on this link to reach the form now:

http://www.ava.org/forms/AVAFForm102C3_F.pdf.

8) If you use this link to get to the form and wish to return to these instructions after printing the form, close the tab on your browser by clicking on the white X in the red box, or by clicking on the tab reading “American Volkssport Association Walkin...” (Note that this is a Mozilla Firefox browser and the title of the active tab is displayed in the title bar. If you are using a different browser, the appearance is likely to be different.)

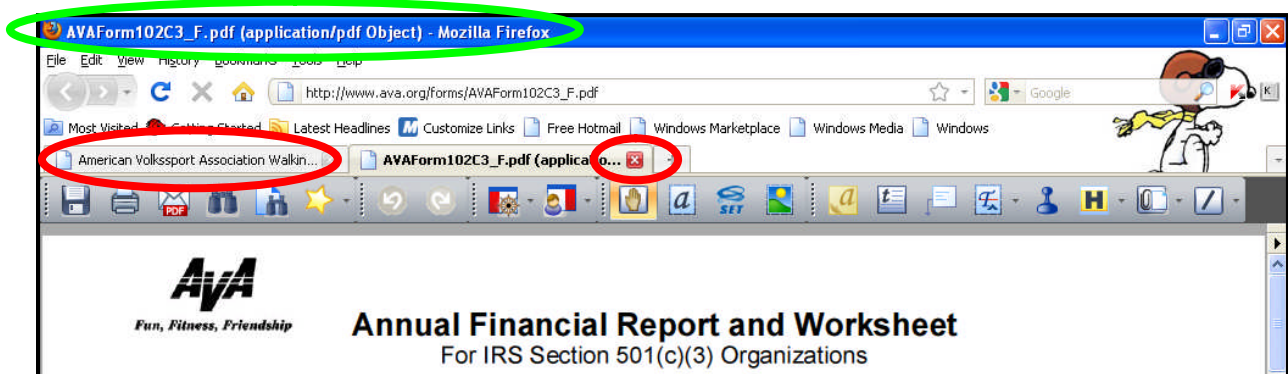


Figure 5 – Firefox Browser

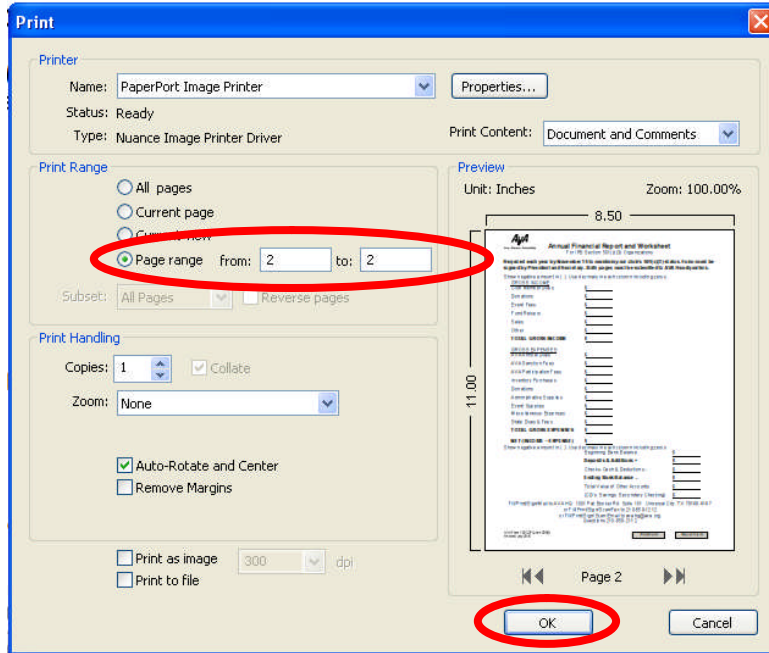


Figure 6 – Printer

- 9) By clicking on the Print Form button, you activate a pop-up window where you may select a printer (if you have more than one) and set its functions.
- 10) To print the worksheet only, set the Page range from 2 to 2 and click the OK button.
- 11) Gather the information to fill in the Worksheet blanks (Figure 7) from your records. You will use this information to complete the Report.



Annual Financial Report and Worksheet

For IRS Section 501(c)(3) Organizations

Required each year by November 15 to maintain your club's 501(c)(3) status. Form must be signed by President and Secretary. Both pages must be submitted to AVA Headquarters.

Show negative amount in (). Use decimals in each column including zeros.

GROSS INCOME

Club Member Dues	\$ _____
Donations	\$ _____
Event Fees	\$ _____
Fund Raisers	\$ _____
Sales	\$ _____
Other	\$ _____
TOTAL GROSS INCOME	\$ _____

GROSS EXPENSES

AVA Annual Dues	\$ _____
AVA Sanction Fees	\$ _____
AVA Participation Fees	\$ _____
Inventory Purchases	\$ _____
Donations	\$ _____
Administrative Supplies	\$ _____
Event Supplies	\$ _____
Miscellaneous Expenses	\$ _____
State Association Dues & Fees	\$ _____
TOTAL GROSS EXPENSES	\$ _____

NET (INCOME – EXPENSE) \$ _____

Show negative amount in (). Use decimals in each column including zeros.

Beginning Bank Balance	\$ _____
Deposits & Additions +	\$ _____
Checks-Cash & Deductions -	\$ _____
Ending Bank Balance	\$ _____
Total Value of Other Accounts (CDs, Savings, Secondary Checking)	\$ _____

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or Fill/Print/Sign/Scan/Fax to 210-659-1212
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Questions 210-659-2112

AVA Form 102C3F (June 2005)
Revised August 2010

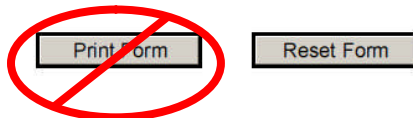


Figure 7 – Annual Financial Report Worksheet

12) The AVA Treasurer's Handbook provides definitions, examples and hints, along with guidance in the performance of Club Treasurer duties. Use your records to complete the worksheet.

13) Don't print yet. Use this information to complete the Report (Figure 8).



Annual Financial Report and Worksheet

For IRS Section 501(c)(3) Organizations

Required each year by November 15 to maintain your club's 501(c)(3) status. Form must be signed by President and Secretary. Both pages must be submitted to AVA Headquarters.

Club Name: _____ AVA #: _____
Official Club Address: _____
City/State/Zip Code: _____
Treasurer: _____ Daytime Phone: _____
Email: _____

1. The financial report for fiscal year ending June 30, 20____, is summarized as follows:

GROSS INCOME	\$ _____
GROSS EXPENSES	\$ _____
NET GAIN / LOSS	\$ _____

2. IRS Form 990 was filed and a copy is attached.

Indicate reason for filing:

_____ This is the first year under Group Exemption and IRS Form 990 is required.

_____ This fiscal year gross receipts exceeded \$25,000.

_____ The IRS sent Form 990 even though gross receipts were less than \$25,000.

Or

_____ The IRS Form 990 was not filed because the gross receipts were less than \$25,000 and no IRS Form 990 was received from the IRS.

3. The undersigned affirms that the club is in good standing with the AVA, is a non-profit organization, and has continued to comply with all requirements for inclusion under the AVA Group Exemption as stated in AVA Policy 1.02 and IRS Section 501(c)(3), Internal Revenue Code.

President Signature: _____ Date: _____

Secretary Signature: _____ Date: _____

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or Fill/Print/Sign/Scan/Email to avahq@ava.org
Questions 210-659-2112

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Revised August 2010

Figure 8 –Annual Financial Report

- 14) To send a “pretty” copy of the worksheet to HQ along with the Report (both are required), transfer the data from your working copy to the online worksheet.
- 15) Now you can print. Scroll to the bottom of the worksheet and click on Print Form to get this familiar pop-up.

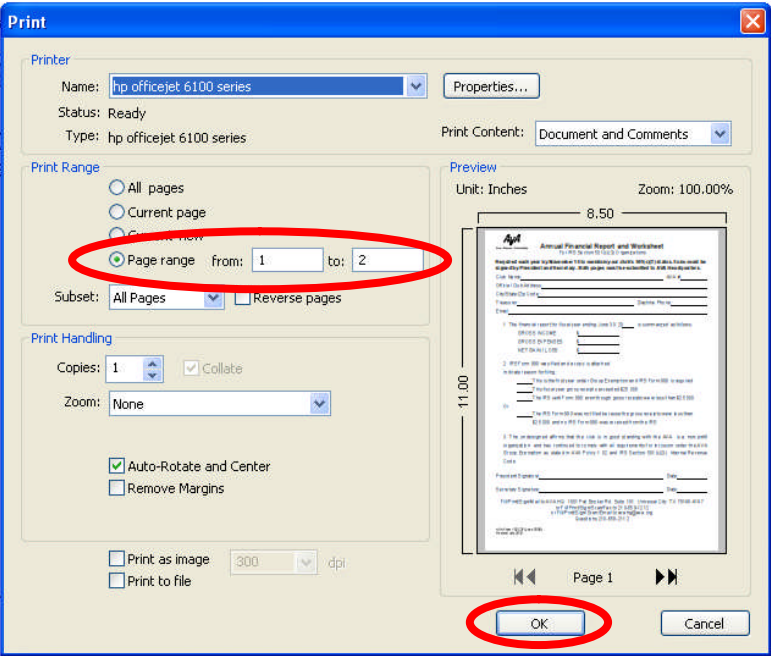


Figure 9 –Annual Financial Report Worksheet

- 16) Note that the Page range defaults to the number of pages of the form, from 1 to 2. Click the OK button to print both the report and worksheet.
- 17) Present the form to the club president and secretary for signature and mail, fax, or scan and email as an attachment to AVA Headquarters.