

## **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.

The Annual Financial Report and Worksheet is an interactive form that can be completed online from your computer. Fill it out, print for signature (it must be signed by the club president and secretary), and mail or fax to AVA Headquarters. It can also be scanned and e-mailed. The form may also be saved to a document file on your computer for future reference if you wish.

Before accessing the online form, use figures 1a and 1b as a guide to gathering the information that you will need to complete the form.

## 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 \$50,000.
  - The IRS sent Form 990 even though gross receipts were less than \$50,000.
  - The IRS sent Form 990 even though gross receipts were less than \$50,000.
  - The gross receipts were less than \$50,000, club must file a 990N annually (E-Postcard).
- Or
- Club is under another entity's group exemption.

Name of Entity \_\_\_\_\_

4. 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. Clubs EIN # is: \_\_\_\_\_

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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](mailto:avahq@ava.org)  
Questions 210-659-2112

AVA Form 102C3F (June 2005)  
Revised August 2011

**Figure 1a – AVA Form 102C3F**

## Annual Financial Report and Worksheet

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**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	\$ _____
<b>TOTAL GROSS INCOME</b>	<b>\$ _____</b>

### GROSS EXPENSES

AVA Annual Dues	\$ _____
AVA Sanction Fees	\$ _____
AVA Participation Fees	\$ _____
Inventory Purchases	\$ _____
Donations	\$ _____
Administrative Supplies	\$ _____
Event Supplies	\$ _____
Miscellaneous Expenses	\$ _____
State Association Dues & Fees	\$ _____
<b>TOTAL GROSS EXPENSES</b>	<b>\$ _____</b>
<b>NET (INCOME – EXPENSE)</b>	<b>\$ _____</b>

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

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

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or Fill/Print/Sign/Scan/Email to [avahq@ava.org](mailto:avahq@ava.org)  
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AVA Form 102C3F (June 2005)  
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Reset Form

Print Form

Figure 1b – AVA Form 102C3F

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

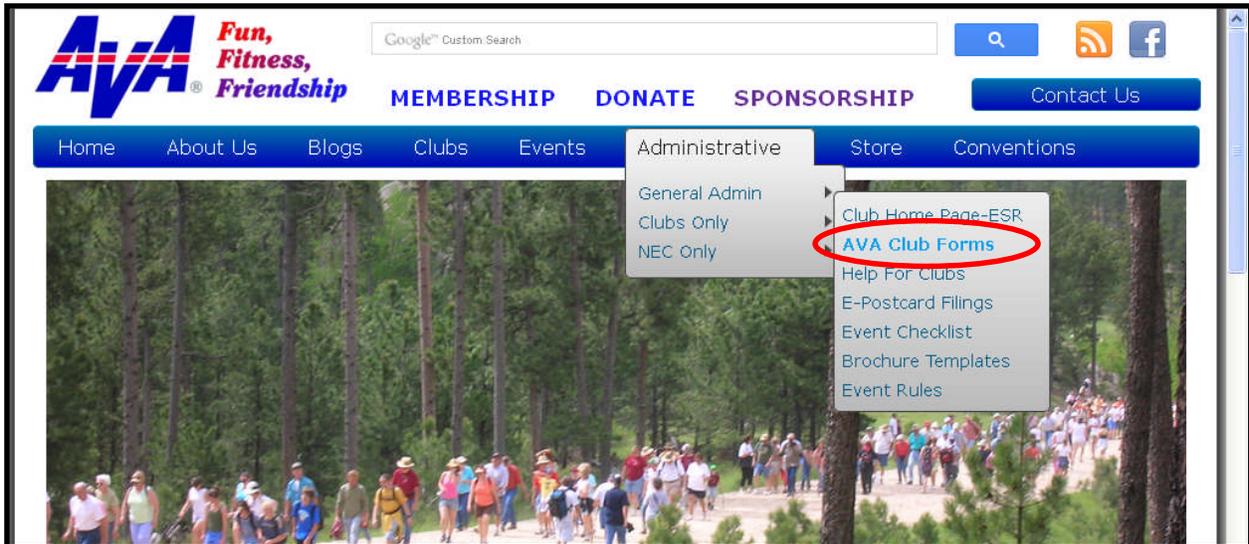


Figure 2 – AVA Home Page

1. From the AVA home page placing your mouse pointer over **Administrative** on the menu bar, move the cursor over **Clubs only** on the drop-down menu, move the cursor over **AVA Club Forms**, and click to get to the AVA Club-Forms page.

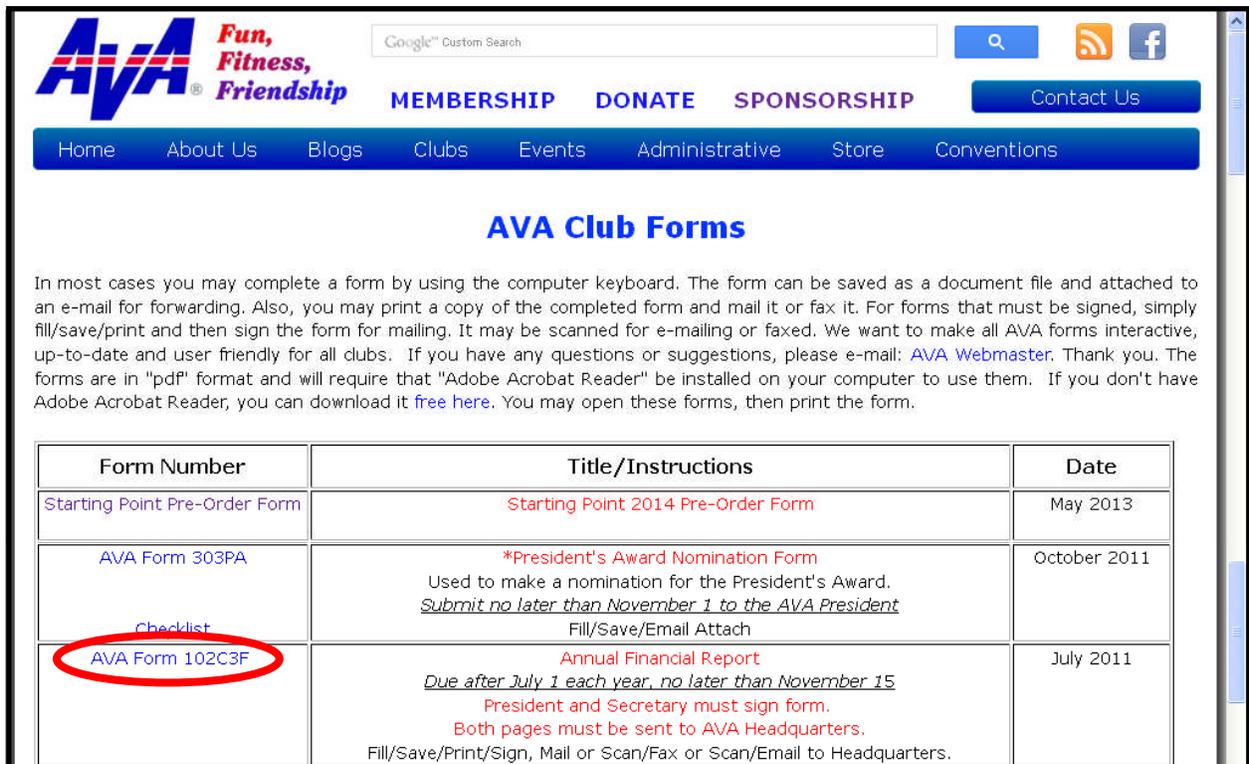
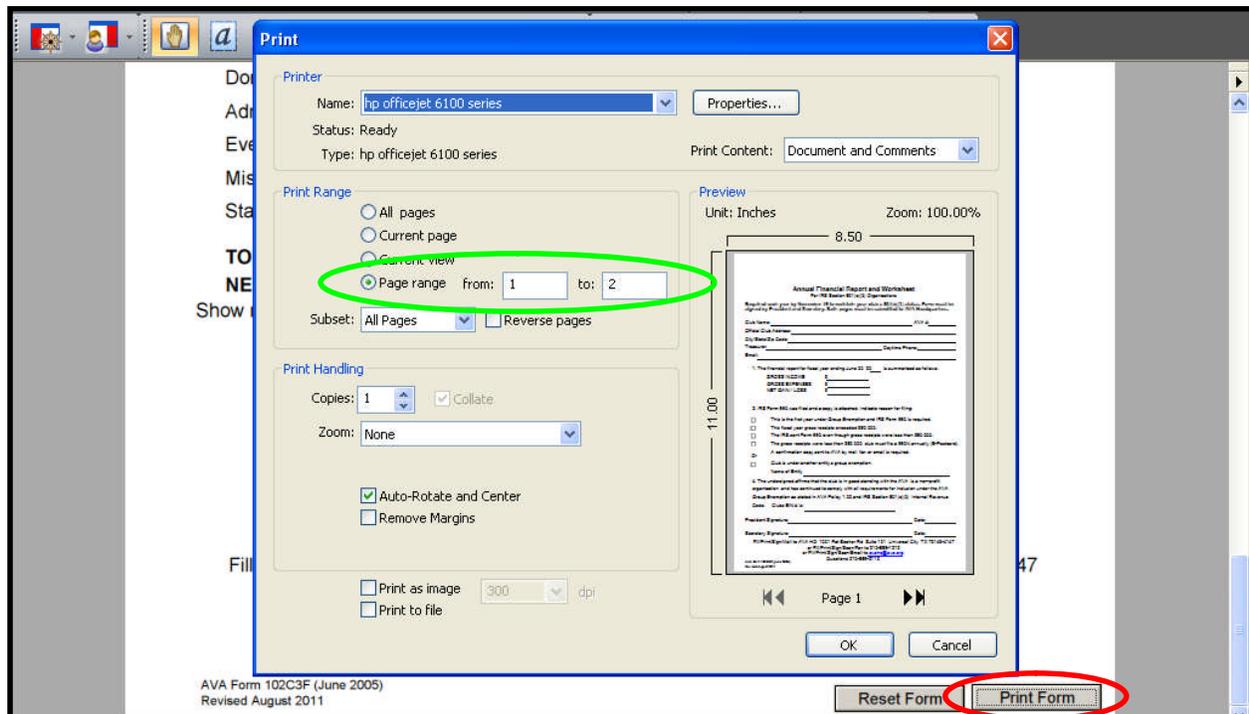


Figure 3 – AVA Club-Forms Page

2. Scroll down to find and click on **AVA Form 102C3F** to get to the Annual Financial Report and worksheet, Figures 1a and 1b.

3. The AVA Treasurer's Handbook provides definitions, examples and hints, along with guidance in the performance of Club Treasurer duties. Use your records to gather the information that you will need.
4. Use the information that you have gathered to complete the Report and Worksheet (Figures 1a and 1b).
5. When you have finished entering the information, double check for accuracy, then scroll to the bottom of the form (if you aren't already there) and click on **Print Form**.



**Figure 6 – Printer**

6. 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.
7. 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 (both are required).
8. Present the form to the club president and secretary for signature and mail, fax, or scan and email as an attachment to AVA Headquarters.