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February 2024

Greetings 2024 Conference Attendees,

We look forward to seeing you at the March UAW Financial Officers’ Conference Houston!

Our main goal of the conference is to assist you in successfully and accurately completing your 990EZ.

To meet this goal, we ask you to bring the following information as it relates to your local.

**To complete Form 990EZ for 2023 (BRING THE FOLLOWING) . . .**

**RCSNG Reports needed:** (run reports for all funds.)

* **A-132 Report Monthly Summary of Cash Received** Income & Expense Tab. Run the A-132 for December only: 12/01/2023 – 12/31/2023
* **A-44 Summary of Income Report** Reports Menu> Income & Expense Tab. Run the A-44 for December 2023.
* **A-41 Summary of Expenditures** Reports Menu> Income & Expense Tab. Run the A-41 for December 2023.
* **A-43 Cash & Fund Summary** Reports Menu> Financial Tab. Run the A-43 for December of 2023.
* **Financial Report** Reports Menu> Financial Tab. Run the Financial Report for 01/01/2023 – 12/31/2023
* **990EZ worksheet** Reports Menu> 990 Tab. Select the 990 Worksheet for 2023, generate and print.
* **January 2024 Financial Report** Reports Menu> Financial Tab. Run the Financial Report for the date range of **January 1-31, 2024**. (This is used to determine liabilities as of 12-31-2023.)

**In addition, please bring:**

* **Copy of the** **2022 form 990 & Schedules** filed with the IRS. Important reference tool!
* **A Calculator!**
* **Detailed Asset Listing** as of December 31, 2023.
* **Detailed List of Assets Sold** in 2023 & related costs to sell
* **Detailed Inventory Listing** as of December 31, 2023
* **Detailed list of Inventory Sold** in 2023 & related costs to sell
* **Number of individuals who received more than $100,000** in compensation
* **Number of independent contractors who received more than $100,000** compensation
* **Print the details of each account number for the following lines on the “Statement of Revenue” sheet** from the RCS form 990EZ worksheet - 5a, 6a, 7a, 8.

Reports Menu> Income & Expenses Select Account Detail Report. For 01/01/2023 – 12/31/2023, select Account Type Income. Select and add all the accounts found on 990 Worksheet for 5a, 6a, 7a, 8. Generate and Print.

* **Print the details of each account number for the following lines on the “Statement of Functional Expenses” sheet** from the RCS form 990EZ worksheet - 13, 14, 16, 17.

Reports Menu> Income & Expenses Select Account Detail Report. For 01/01/2023 – 12/31/2023, select Account Type Expense. Select and add all the accounts found on your 990 Worksheet for 13, 14, 16, 17. Generate and Print.

We appreciate you completing this prep work prior to conference. This information is necessary to help you complete your 990 and its applicable schedules during the conference. Please call RCS Support at 1-866-727-8291 or email Support@rcsunionsoftware.com with any questions to the above requests so they can be resolved before you start.