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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 990 (Long Form).

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

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

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

* **A-42/A-132 Report Monthly Summary of Cash Received** for December 2023.

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 the full year: 01/01/2023 – 12/31/2023

* **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.)
* **2023 990 Worksheet** Reports Menu> 990 Tab. Select the 990 Worksheet for 2023, generate and print.
* **Copy of the** **2022 form 990 & Schedules** signed & filed with the IRS. We refer to these for:
  + Prior year amounts, Employer identification number, Group exemption number, Date of charter
  + Legal state of EIN #, Verify whether the form 990 is required to be filed with your state
  + Number of voting members in governing body (Usually number of members on the Executive Board)
    - Any investment of more than $100,000 issued after December 31, 2002

**In addition, please bring:**

* **A Calculator!**
* **Number of independent voters of governing body**
* **Total number of employees** (total employees reported on Form W-3; total number of all W-2s)
* **Total number of volunteers**
* **Total number of 1099s** issued if any would be shown on Form 1096 box 3
* **Total of amounts from form W-2G** (total for any gaming winnings)
* **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** in compensation
* **Print the details of each account number for the following lines on the “Statement of Revenue” sheet** from the RCS form 990 worksheet - 6a, 7a, 8a, 9a, 10a.

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 6a, 7a, 8a, 9a, 10a. 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 990 worksheet - 11a-g, 12, 13, 16, 17, 20, 22, 23, 24.

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 11a-g, 12, 13, 16, 17, 20, 22, 23, 24. 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.