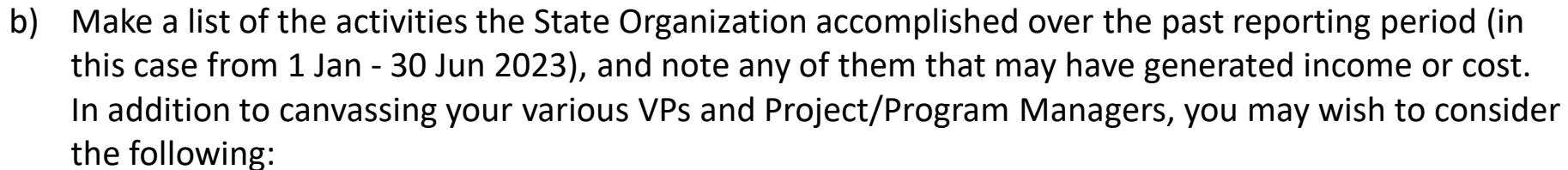


The Financial Report is a way for you to capture and show the income you received and the expenses you incurred during the reporting period. State Organizations are required to submit Semi-Annual Financial and Activity Reports, complete Annual Financial and Activity Plans, and update their Officer Rosters each year to remain in good standing and be eligible for any available support funding. Your SAFR (approved by the Region President) is due to Field Services by 31 July, so it's time to get started.

- 1) Before you even find and open up a current State SAFR document, you should pull in some information.

- a) Pull up, or print a copy of your 2023 Annual Financial Plan from your organization's Field Leaders Portal. If you need assistance getting to it, the good folks at [field@afa.org](mailto:field@afa.org) can help.



- Treasurer's Reports and/or Minutes from previous Executive Council Meetings
- Newsletters, Social Media postings and emails to the Council and Membership
- Cross check all the above with bank statements for the reporting period

- 1



## Mission Area Descriptions

- d) Here is a brief summary of the types of activities that are envisioned in the four mission areas. (Note: these are illustrative and not limiting).
- i. **Education:** This area is about youth education; encouraging them to pursue STEM studies, and assisting educators in the same endeavor; promoting/participating/supporting CyberPatriot and StellarXplorers; work with Civil Air Patrol (CAP), AFJROTC, and AFROTC units (to include Arnold Air Society and Silver Wings).
  - ii. **Advocacy:** The first thing that comes to mind is working with your legislators. This is important but the “advocate” mission is much more. It includes state and local leaders and even the community at large. Our goal is to promote a community understanding of, and support for, a strong air, space and cyber defense. Conducting forums and presentations help in promoting that understanding.
  - iii. **Support:** Our Airmen & Guardians (current and former Active, Guard, Reserve, and AF/SF Civilians) and their families are making (or have made) sacrifices. We owe it to them to provide what support we can. Recognition and award programs, AFA’s Wounded Airman Program, and family support are examples of activities that could be captured in this area.
  - iv. **Communication:** We must communicate with our members to inform them of state organization activities, to invite or encourage them to participate, and pass on other important AFA information. Newsletters, social media, and social events are some good examples. In addition, we must continue to reach out to prospective members.

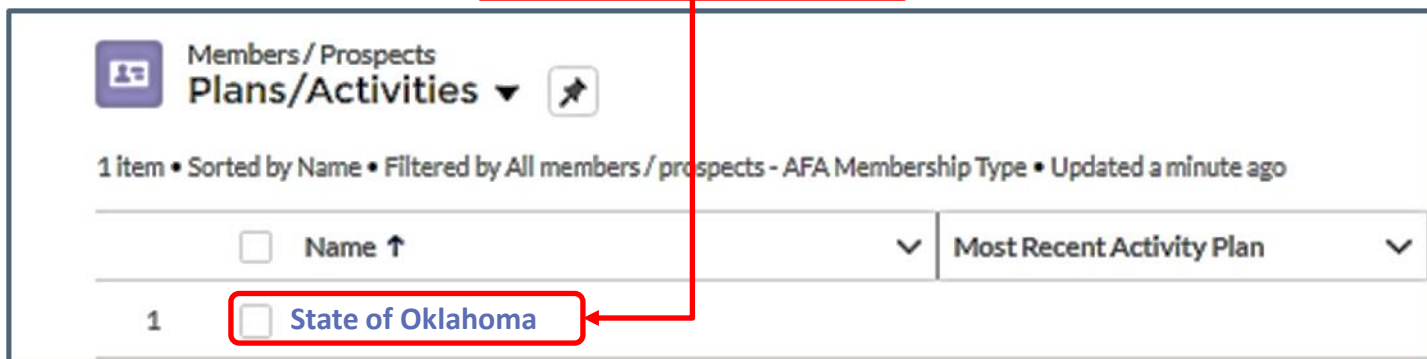
2) With an idea of what you've accomplished over the past semester, you are now ready to head to your Field Leaders Portal and start your new State Jan-Jun Semi-Annual Financial Report.

a) At the top of your Field Leaders Portal, select **Reports/Plans**



b) Then select, or tap on **All Plans/Reports.**

c) On the resultant page, select **your state organization.**



Contact

Name: State Contact for Oklahoma

Primary Phone

Primary Email

Details **Reports/Plans**

Name

d) Now you need to select or tap on **Reports/Plans**. Yes...it's not readily apparent!

e) On this page, since you are starting a new Financial Report, select the associated **New button**.

Contact

+ Follow Edit

Name: State Contact for Oklahoma

Primary Phone

Primary Email

Details **Reports/Plans**

- Activity Plans (0) New
- Financial Plans (0) New
- Activity Reports (0) New
- Financial Reports (0) New**

New Financial Plan

**Submission Section**

Financial Report Name

Name of Treasurer

Cash in Bank & on Hand at START

INAFA Receipts from AFA National

Income from Community Partners

\* Chapter

State Contact for Oklahoma

Other Income

IN1 Amount of Other Income #1

Source of Other Income #1 and Details

Financial Plan Period: --None--

Submission Status: **Draft**

--None--

✓ Draft

Submit for Approval

Re-Submit for Approval

Cancel Save & New Save

f) **IMPORTANT:** Once you have the blank report open, note that the report is in **Draft status**. Don't change this until you are ready to submit your report for approval...we'll cover that later.

- g) If you need to take a break, go collect some more information, or want to come back to it another day...
- i. **Save** the report as a **DRAFT** one more time before you close it.

The screenshot shows the 'Edit Fin Report # 1100' form. A red box highlights the 'Save' button at the bottom right. A red line connects this button to the 'Save' text in the instruction above. Another red box highlights the 'Submission Status' dropdown menu, which is currently set to 'Draft'. A red line connects this box to the 'DRAFT' text in the instruction above. The form includes fields for 'Financial Report Name' (Fin Report # 1100), 'Financial Report Period' (set to '--None--'), and buttons for 'Cancel', 'Save & New', and 'Save'.

- ii. To bring it up later, simply select **Financial Reports** from the Field Leaders Portal home page.



# Rosters, Reports & Plans

Financial Reports  
All

New Printable View

3 items • Sorted by Financial Report Period • Filtered by All financial reports • Updated 4 minutes ago

Search this list...

	Chapter	State Name	Financial Report N...	Financial Report Per...	Submission St...	State Approved	Region Name	Region Approved	Last Modified
1	<a href="#">State of Oklahoma</a>	Oklahoma	<a href="#">Fin Report # 1100</a>	January - June 2023	Draft		Texoma		5/28/2023 8:05
2	<a href="#">State of Oklahoma</a>	Oklahoma	<a href="#">Fin Report # 818</a>	January - June 2021	Submit for Ap...	Yes	Texoma	Yes	7/15/2021 6:05
3	<a href="#">State of Oklahoma</a>	Oklahoma	<a href="#">Fin Report # 998</a>	July - December 2021	Submit for Ap...	Yes	Texoma	Yes	1/31/2022 10:05

- iii. Find your draft report, and select the **numbered Financial Report link**.
- iv. Then, find and select **Edit** and you can get back to work!

# Rosters, Reports & Plans

Financial Report  
Fin Report # 1100

Delete Edit Printable View

Details Reports/Plans

State Submission Section

Financial Report Name

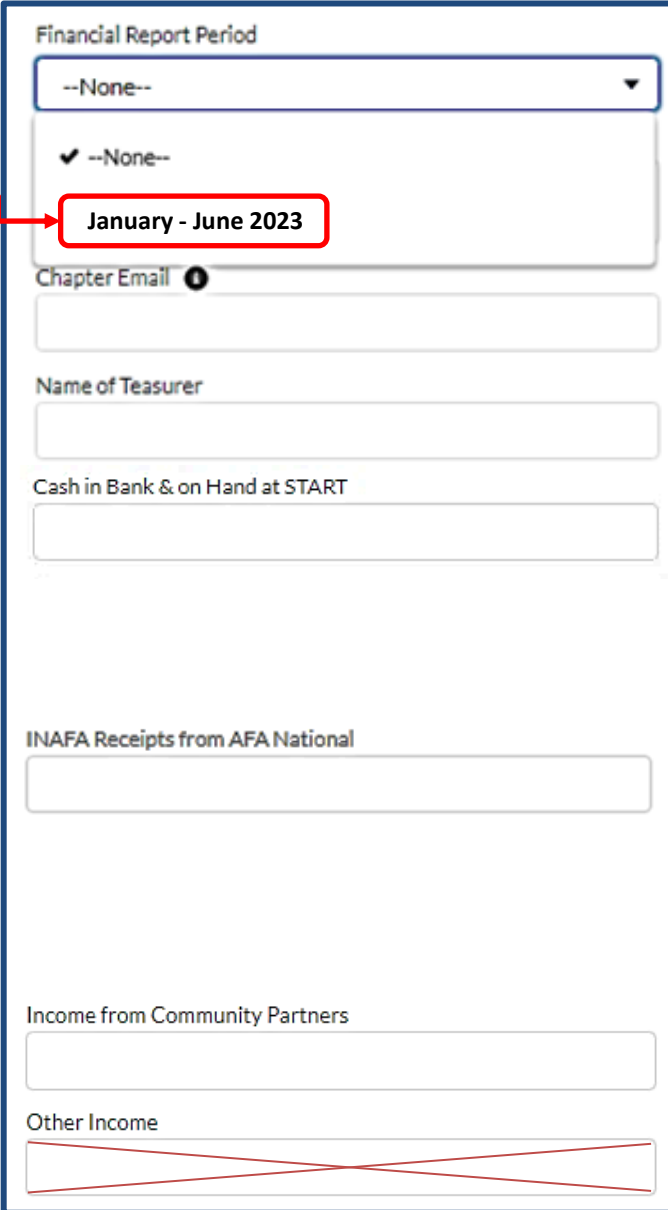
Fin Report # 1100

Financial Report Period

**NOTE:** Want a hard copy? Select **Printable View**, and then print it.

## Completing the Report:

- 3) Now you can start filling in the report.
  - a) Financial Report Period: Select the appropriate dates from the pull-down menu.
  - b) Chapter Email: Will autofill when report is submitted.
  - c) Name of Treasurer: Enter the name of the person who is preparing this report.
  - d) Cash in Hand at the Beginning of the Reporting Period: Should be what you had at the end of your previous reporting period.
- 4) Income
  - a) Income from AFA National: Input the amount of income you received during this past semester from AFA National in support payments and other incentives (e.g., new members and renewal payments, etc.), even if they were earned in the prior semester.
  - b) Income from Community Partners: You can show this as the total amount you received from your CPs, or reflect the net income (subtracting the \$45/Partner you sent to National); just note if you claim the total income, you'll need to show the \$45/Partner as a debit in the Expenditures section.



The screenshot shows a web form for completing a report. A red box highlights the 'Financial Report Period' dropdown menu, which is currently set to '--None--'. A red arrow points from the text 'appropriate dates' in the instructions to this dropdown. Another red box highlights the 'January - June 2023' option in the dropdown. Below the dropdown is a checked radio button next to '--None--'. Further down, there are input fields for 'Chapter Email', 'Name of Treasurer', 'Cash in Bank & on Hand at START', 'INAFA Receipts from AFA National', 'Income from Community Partners', and 'Other Income'. The 'Other Income' field is crossed out with a large red X.

Financial Report Period

--None--

✓ --None--

January - June 2023

Chapter Email ⓘ

Name of Treasurer

Cash in Bank & on Hand at START

INAFA Receipts from AFA National

Income from Community Partners

Other Income

**Note:** Don't use this "Other Income" block...it is covered in the next report section

**Edit Fin Report # 818**

---

**Other Income**

IN1 Amount of Other Income #1

Source of Other Income #1 and Details

IN2 Amount of Other Income #2

Source of Other Income #2 and Details

IN3 Amount of Other Income #3

Source of Other Income #3 and Details

IN4 Amount of Other Income #4

Source of Other Income #4 and Details

Total of Other Income  
\$200.00

- c) Other Income: Enter the amount of the additional income, and also include its source.

**Note:**

There are a total of four boxes to accommodate “other” income. If you have more than four areas, we recommend that you group similar incomes (e.g. multiple “Grants”, or “Donations” in a single Source box, with the associated total, then break them out in the “Income and Details” boxes.



## 5) Expenditures:

- a) **Aerospace Education:** Under this section there is room to cover five areas. Like in the income section, if you had more than five expenses, group like items (e.g., scholarships, Arnold Air Society support, etc.).

**Note:** Don't load negative numbers in any of the blocks in this report...the software has it figured out.

**Note:** Unlike the Activity Report, your Financial Report cannot report the same money in multiple areas (e.g., if you provided a \$1,000 scholarship for an Airman's dependent to attend a STEM camp, you can not show \$1,000 as an Education and the same \$1,000 as a Support expense). Instead, you could say that \$500 went towards Education and \$500 towards Support (or any other appropriate percentage) or list all of the \$1,000 in either Education or Support.

Edit Fin Report # 818

**Expenditures**

Aerospace Education Expenditures #1	Aerospace Education Expenditures #1 Deta
<input type="text"/>	<input type="text"/>
Aerospace Education Expenditures #2	Aerospace Education Expenditures #2 Deta
<input type="text"/>	<input type="text"/>
Aerospace Education Expenditures #3	Aerospace Education Expenditures #3 Deta
<input type="text"/>	<input type="text"/>
Aerospace Education Expenditures #4	Aerospace Education Expenditures #4 Deta
<input type="text"/>	<input type="text"/>
EEEdS Education Expenditure #5	Education Expenditure #5 Purpose
<input type="text"/>	<input type="text"/>

Cancel Save & New Save

- b) **Advocacy:** Complete the Advocacy section the same way you did the Education section. Some types of Advocacy Expenses could be a brochure or materials “advocating” for an enhanced aerospace mission. A booth to promote the AF or SF and their missions is another example.

**Edit Fin Report # 818**

---

**Advocacy Expenditures**

EAd1 Advocacy Expenditure #1	Advocacy Expenditure #1 Purpose
<input type="text"/>	<input type="text"/>
EAd2 Advocacy Expenditure #2	Advocacy Expenditure #2 Purpose
<input type="text"/>	<input type="text"/>
EAd3 Advocacy Expenditure #3	Advocacy Expenditure #3 Purpose
<input type="text"/>	<input type="text"/>
EAd4 Advocacy Expenditure #4	Advocacy Expenditure #4 Purpose
<input type="text"/>	<input type="text"/>

Total Advocate Support Expenditures  
\$0.00

**Note:** You may have already observed that the boxes (with the two little diagonal lines at the lower-right corner) expand as they are filled. You can also manually expand the box to see all the information.

**Note:**  
Remember to save your work from time to time!

- c) **Support:** Some examples of Support expenditures could be the Wounded Airman Program, programs in support of Airmen or Space Professionals and their families, or support for veterans.

Edit Fin Report # 818

Support Expenditures

ES1 Support Mission Expenditure #1

Support Mission Expenditure #1 Purpose

ES2 Support Mission Expenditure #2

Support Mission Expenditure #2 Purpose

ES3 Support Mission Expenditure #3

Support Mission Expenditure #3 Purpose

ES4 Support Mission Expenditure #4

Support Mission Expenditure #4 Purpose

Total Support Mission Expenditures

\$0.00

Cancel

Save & New

Save

- d) **Other Expenditures:** If you have expenditures that fall outside the Educate, Advocate, and Support arenas (communications, for example) here's where you can account for them. Examples could include the cost of newsletters, video conferencing, membership programs, webpage maintenance, or administrative (office) supplies.

**Edit Fin Report # 818**

**Other Expenditures**

EO1 Other Expenditure #1 <input type="text"/>	Other Expenditure #1 Purpose <input type="text"/>
EO2 Other Expenditure #2 <input type="text"/>	Other Expenditure #2 Purpose <input type="text"/>
EO3 Other Expenditure #3 <input type="text"/>	Other Expenditure #3 Purpose <input type="text"/>
EO4 Other Expenditure #4 <input type="text"/>	Other Expenditure #4 Purpose <input type="text"/>

**Note:**

Although only four blocks are shown here, there are a total of seven available.

6) Finishing up.

- a) Make sure the “Cash in Bank & On Hand at END” total is what you expected!
  - i. Did it capture all the proposed items?
  - ii. Too many, or too few zeros on an item?

**Edit Fin Report # 818**

Income from Community Partners	Total Disbursements ⓘ
<input type="text"/>	\$0.00
Other Income	Cash in Bank & On Hand at END
<input type="text"/>	\$0.00

- b) The **Approval Section** at the end of the form is reserved for the Region and National-level approval process.

**Edit Fin Report # 818**

**Approval Section**

Region Comments

State Approved

State Non-Approval/Need More Info ⓘ

Region Approved

Region Non-Approval/Need More Info ⓘ

Cancel Save & New Save

- e) When your team has finished the report, select **State-Submit for Approval** from the Submission Status pull-down menu, and then select **SAVE**.
- 7) Once you have your SAFR submitted, your Region President will give it a review.

**Edit Fin Report # 818**

**State Submission Section**

Financial Report Name  
Fin Report # 818

State Contact for Oklahoma

Submission Status ⓘ  
State - Submit for Approval

Financial Report Period  
January 2023 - June 2023

State  
State of Oklahoma

State Email ⓘ  
ok.president@afa.org

Name of Treasurer  
Tangle McMall

--None--  
Draft  
Submit for Approval  
Re-Submit for Approval  
✓ State - Submit for Approval  
State - Re-Submit for Approval

Cancel Save & New **Save**

- a) The Region President will either approve it (sending it up to the next level), or send it back down for corrections/clarifications as required. (Requests for clarifications/additions should be clearly stated in the Region **"Non-Approval/Need More Info"** block.)

**Region Approved ⓘ**

--None--

**Region Non-Approval/Need More Info ⓘ**

- b) Once the Region President approves the report, the process is complete.
- c) **Be pro-active**...shoot your Region President a note when you have submitted your Report. Additionally, as the 31 July deadline approaches, check the status of your Report and touch base with the Region President if you see an "issue".

## State/Region-Level Approval Process For Chapter Reports

8) Here is the procedure to review chapter reports when they come to you:

a) From your Field Leaders Portal, Select **Financial Reports**.

b) Select the **numbered Financial Report** (not the Chapter Name) of the Report you want to review.

Chapter	State Name	Financial Report N...	Financial Report Per...	Submission Status	
1	AF342 Altus Chapter	Oklahoma	Fin Report # 818	January - June 2023	Draft

c) When the report comes up, give it a thorough review, top to bottom.

d) When you're ready to approve the report, or send it back for one reason or another, select the State or Region Approval **Edit Pencil**.

Financial Report # 818

Details Reports/Plans

Fin Report Period: January - June 2023

Chapter: AF342 Altus Chapter

Submission Status: Submit For Approval

State Approved: No / Need more info

State Non-Approval/Need More Info: Please complete report

e) Then, open the **pull-down menu** and select what you want to do. Be sure to include appropriate remarks if sending it back.

f) Don't forget to hit the **"Save"** button.

g) Now you can move on to the next report.

Financial Report # 818

Details Reports/Plans

Fin Report Period: January - June 2023

Chapter: AF342 Altus Chapter

Submission Status: Submit For Approval

State Approved: --None--

State Non-Approval/Need More Info: Please complete report

Save

**NOTE:**

If at any time you have trouble regarding the new SAFR process, or have any questions regarding this instruction, contact AFA Field Services at [field@afa.org](mailto:field@afa.org).



## Survey

How was your experience?  
Can we make it better?

Please tap or click here  
to take the survey for the  
State Semi-Annual Financial Report