

AFA Chapter Semi-Annual Financial Report (SAFR) (Updated: June, 2024)

Introduction:

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. Chapters are required to submit Semi-Annual Financial, and Activity Reports, complete an Annual Financial, and Activity Plan, 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 State, and Region Presidents) is due to Field Services by 31 July, so it's time to get started.

Preparation:

- 1) Before you even find and open up a current Chapter SAFR document, you should pull in some information.
 - a) Pull up, or print a copy of your <u>2024</u> Annual Financial Plan from your organization's Field Leaders Portal. If you need assistance getting to it, the good folks at <u>field@afa.org</u> can help.
 - b) Make a list of the activities the Chapter accomplished over the past reporting period (in this case from 1 January 30 June 2024), and note any of them that may have generated income or cost. In addition to canvassing your various VPs and Project/Program Managers, you may wish to consider the following:
 - 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.
 - c) Next, categorize each deposit and expense by AFA Mission Area (see next page).



Mission Area Descriptions

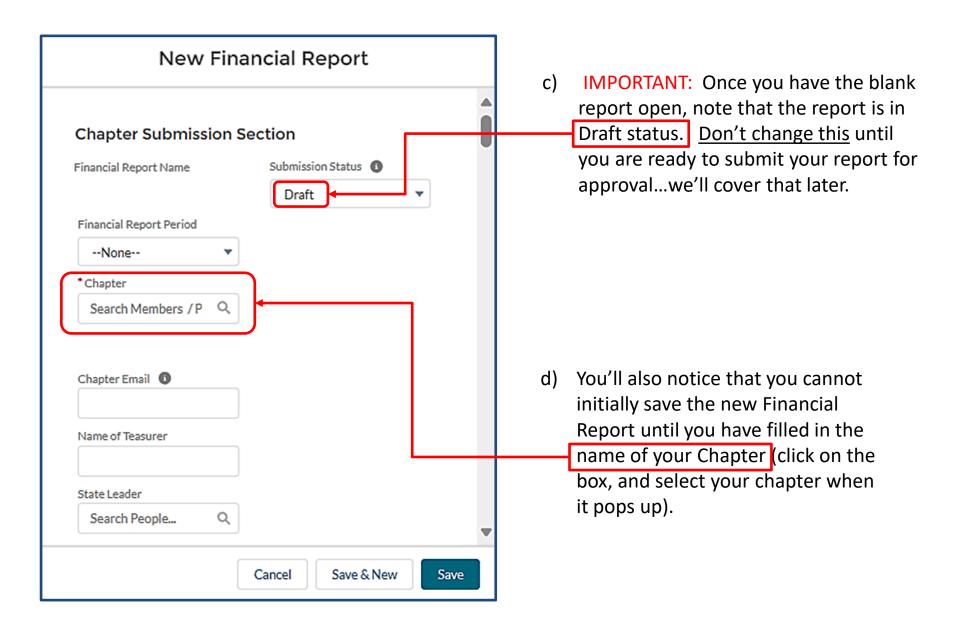
- d) Here is a brief summary of the types of activities that are envisioned in the four mission areas. (Note: these are illustrative and not limiting).
 - i) Education: This area is about youth education; encouraging them to pursue STEM studies, and assisting educators in the same endeavor; promoting/participating/supporting 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 chapter 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 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 <u>new</u> Chapter Jul-Dec Semi-Annual Financial Report.
 - a) On the Field Leaders Portal, select the Financial Reports hotlink.



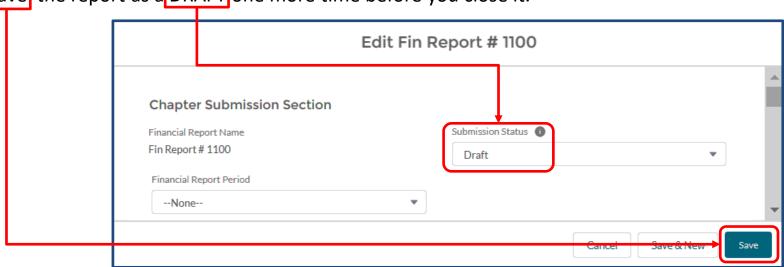
b) On the resultant page, select New.





e) 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.

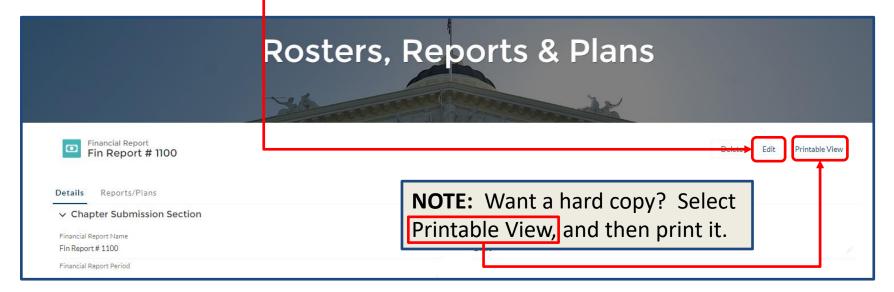


ii. To bring it up later, simply select Financial Reports from the Field Leaders Portal home page.





- 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!

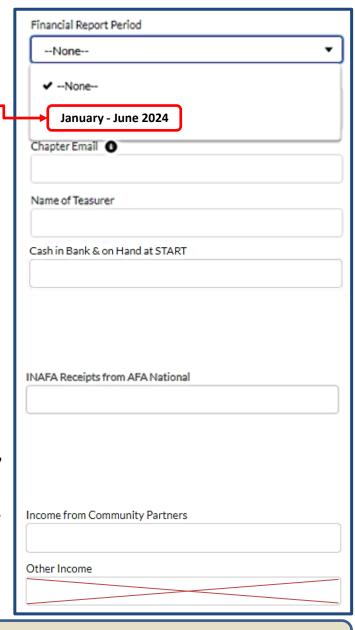


Completing the Report:

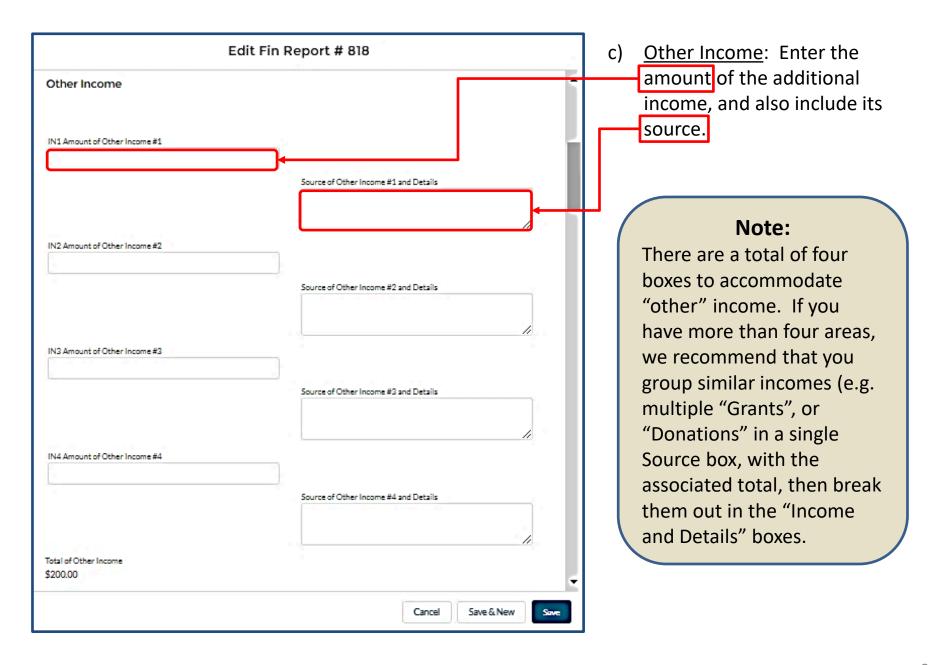
- 3) Now you can start filling in the report.
 - a) <u>Financial Report Period:</u> Select the appropriate dates from the pull-down menu.
 - b) Chapter Email: Will autofill when report is submitted.
 - c) <u>Name of Treasurer</u>: Enter the name of the person who is preparing this report.
 - d) <u>Cash in Hand at the Beginning of the Reporting Period</u>: Should be what you had at the end of your previous reporting period.

4) Income

- 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.



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



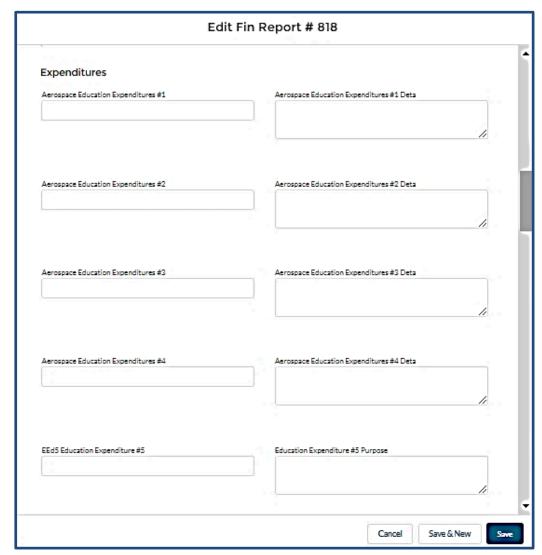
5) <u>Expenditures:</u>

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

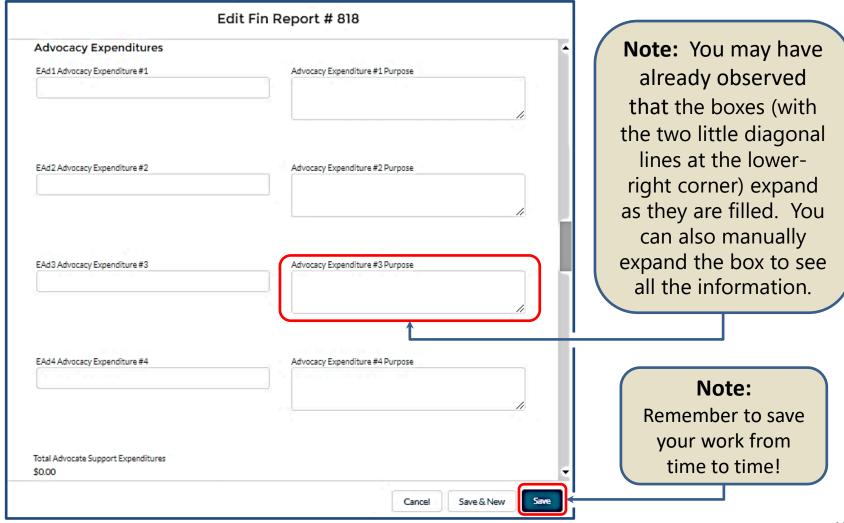
Society support, etc.).

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

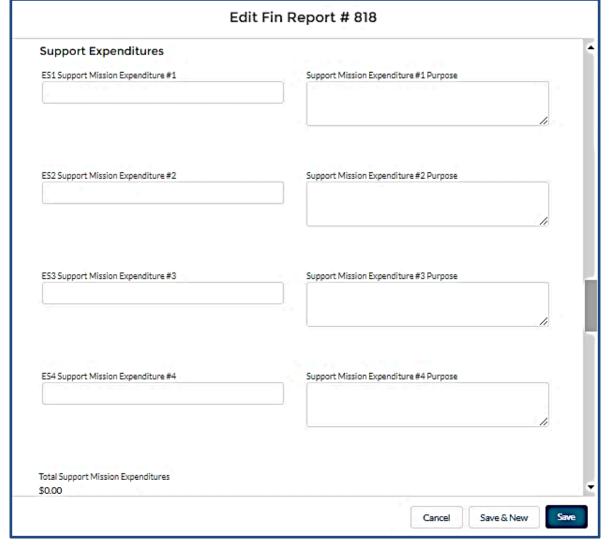
Note: Unlike the Activity Report, your Financial Report cannot report the same money in multiple areas (e.g., if you provided a \$1,000 scholarship for an Airman's dependent to attend a STEM camp, you can not show \$1,000 as an Education and the same \$1,000 as a Support expense). Instead, you could 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.



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.



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.



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.



Note:

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

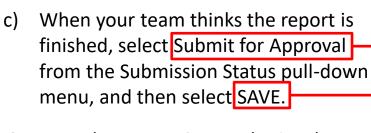
6) Finishing up.

- 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?

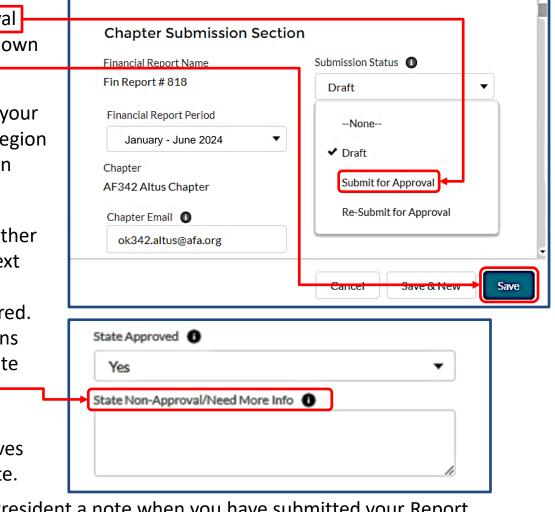
b) The Approval Section at the end of the form is reserved for the State, Region and National-level approval process.







- Once you have your SAFR submitted, your State President will give it a review (Region President if you are the only chapter in your state).
 - a) The State/Region President will either approve it (sending it up to the next level), or send it back down for corrections/clarifications as required. (Request for clarifications/additions should be clearly stated in the State "Non-Approval/Need More Info" block.)
 - b) Once the Region President approves the report, the process is complete.



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c) Be pro-active...shoot your State 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 State President if you see an "issue".

NOTE:

If at any time you have trouble regarding the SAFR process, or have any questions regarding this instruction, contact AFA Field Services at field@afa.org.



Survey

How was your experience? Can we make it better?

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