



AFA State Semi-Annual Financial Report (SAFR)

Includes State/Region-Level Approval Process for Chapter & State Reports (pg. 15)

(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. 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.

Preparation:

- 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 2024 Annual Financial Plan from your organization's Field Leaders Portal. If you need assistance getting to it, the good folks at field@afa.org can help.
 - b) Make a list of the activities the State Organization 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 Committee Meetings
 - Newsletters, Social Media postings and emails to the Committee 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 the 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 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 Jul-Dec Semi-Annual Financial Report.
- a) On the Field Leaders Portal, select the **Financial Reports hotlink.**



- b) On the resultant page, select **New.**

Financial Reports
All

5 items • Sorted by Chapter • Filtered by All financial reports • Updated a minute ago

Search this list...

New Printable View

	Chapter	State Name	Financial Report Name	Financial Report Period	Submission Status	State	Region Name	Region	Last Modified Date
1	<input type="checkbox"/> AF342 Altus Chapter	Oklahoma	Fin Report # 1347	July - December 2022	Submit for Approval	Yes	Texoma	Yes	1/30/2023 2:59 PM
2	<input type="checkbox"/> AF342 Altus Chapter	Oklahoma	Fin Report # 818	January - June 2021	Submit for Approval	Yes	Texoma	Yes	7/15/2021 6:57 PM
3	<input type="checkbox"/> AF342 Altus Chapter	Oklahoma	Fin Report # 998	July - December 2021	Submit for Approval	Yes	Texoma	Yes	1/31/2022 10:44 PM
4	<input type="checkbox"/> AF342 Altus Chapter	Oklahoma	Fin Report # 1100	January - June 2022	Submit for Approval	Yes	Texoma	Yes	7/21/2022 8:13 PM

New Financial Report

Chapter Submission Section

Financial Report Name

Submission Status ⓘ
Draft

Financial Report Period
--None--

*Chapter
Search Members / P 🔍

Chapter Email ⓘ

Name of Treasurer

State Leader
Search People... 🔍

Cancel Save & New Save

c) **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.

d) You'll also notice that you cannot initially save the new Financial Report until you have filled in the **"Chapter"** block (click on the box, and select your state organization when it pops up).

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.

The screenshot shows the 'Edit Fin Report # 1100' form. Red boxes and arrows highlight the 'Save' button at the bottom right, the 'Submission Status' dropdown menu (which is set to 'Draft'), and the 'Save' button in the bottom right corner of the form. The form includes fields for 'Financial Report Name', 'Fin Report # 1100', and 'Financial Report Period' (set to '--None--').

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	State of Oklahoma	Oklahoma	Fin Report # 1100	January - June 2024	Draft		Texoma		7/10/2024 8:5
2	State of Oklahoma	Oklahoma	Fin Report # 818	July - December 2023	Submit for Ap...	Yes	Texoma	Yes	7/15/2021 6:5
3	State of Oklahoma	Oklahoma	Fin Report # 998	January - June 2023	Submit for Ap...	Yes	Texoma	Yes	1/31/2022 10

- 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

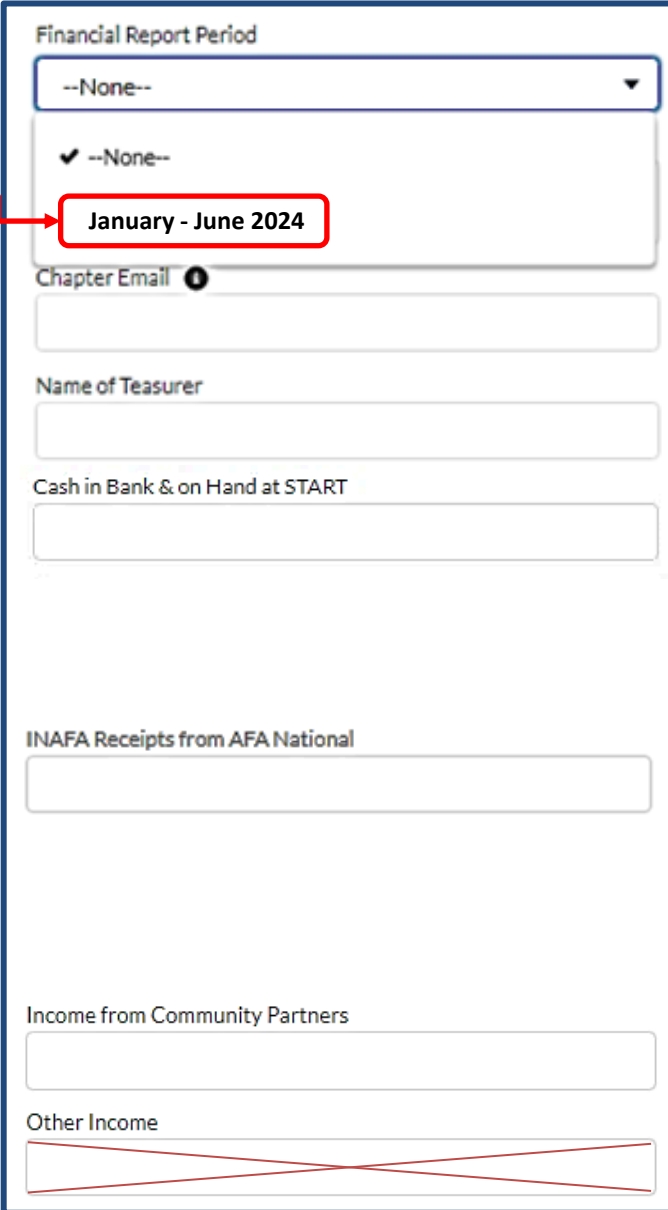
Fin Report # 1100

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 2024' option in the dropdown. Below the dropdown is a checked radio button next to '--None--'. The form also includes 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 2024

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 # 1100

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 # 1100

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 # 1100

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 # 1100

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 # 1100

Other Expenditures

EO1 Other Expenditure #1

Other Expenditure #1 Purpose

EO2 Other Expenditure #2

Other Expenditure #2 Purpose

EO3 Other Expenditure #3

Other Expenditure #3 Purpose

EO4 Other Expenditure #4

Other Expenditure #4 Purpose

Cancel

Save & New

Save

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 # 1100

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 # 1100

Approval Section

Region Comments

State Approved

State Non-Approval/Need More Info ⓘ

Region Approved

Region Non-Approval/Need More Info ⓘ

- 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 # 1100

State Submission Section

Financial Report Name
Fin Report # 1100

State Contact for Oklahoma

Submission Status ⓘ
State - Submit for Approval

Financial Report Period
January 2024 - June 2024

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.

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**.

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.



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
State Semi-Annual Financial Report