AFA Chapter Financial Report

The Activity and Financial Reports are a way for you to capture and show the activities that you have accomplished during a reporting period. Note, chapters (and states) are required to report at least semi-annually to be eligible for support funding. (Note this is not the only requirement, you must also update your Officer Roster and have completed the Annual Activity and Financial Plans).

1) Before you even open up the Financial Report, you should look to pull in some information.
   a) Do you have a copy of last year's or a previous year's plan? (No formal plan was required but many chapters would have accomplished one as they looked forward to the coming year.
   b) In addition to looking at your plan, look at activities the Chapter accomplished over the reporting period (in this case from 1 July 2018 – 31 December 2018 and note any of them that may have generated income or costs. In addition to checking with your various VPs and Project/Program Managers you may wish to consider the following:
      i. Previous Executive Council Meetings material and minutes
      ii. Newsletters
      iii. Social Media postings and emails to the Council and Membership
   c) Review any bank statements for the reporting period, annotating deposits and expenses by category (see the next paragraph 4 below)
   d) With that list, annotate the activities captured into one (or more) of the four overarching mission areas: Education, Advocate, Support, and Communication. We recognize that sometimes events will fit across multiple areas. You will need to determine how you wish to report expenses (or perhaps income) that cross over into multiple areas. There are basically two options: you can split the amount into the various sections (using a percentage) or you can put the entire expense into the area that covers the majority of the effort.
   NOTE: Unlike in the Activity Plan/Report you can not 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 towards Education and $500 towards Support (or any other appropriate percentage) or list all of the $1,000 in either Education or Support.
   Here is a brief summary of the types of activities that are envisioned in the four areas (Note – these are illustrative and not limited):
      i. *Education.* This is envision to be more about the education of our youth; encouraging them to pursue "science, technology, engineering, and math" (STEM) studies; promoting/participating/supporting CyberPatriot and StellarXplorers; work with Civil Air Patrol (CAP) and AFJROTC and AFROTC units (to include Arnold Air Society and Silver Wings).
      ii. *Advocate.* Obviously the first thing that comes to mind is associated with working with your legislators. This is important but the "advocate" mission is much more than just with our legislators. It includes state and local leaders and even the community at large. Our goal is to promotes 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 (Active, Guard, Reserve, and AF Civilians (current and former) and their families are (or have) made sacrifices, we owe it to them to provide what support we can. Recognition and award programs, Wounded Airman, and family support are just some examples of the types of activities that could be captured in this area.
      iv. *Communication.* Although not an AFA Mission Area, we must communicate with our members to ensure that we are meeting their needs. Newsletters, social media, and social events are ways to meet this area. In addition, we must continue to reach out to new/prospective and current members.

2) With this list of activities annotated by "mission areas," you are now ready to log on and begin the work of inputting your report into the system. You must have access to the AFA Field Portal. You will need the chapter's User ID and Password.
   a) Go to AFA.Org on the web.
       i. Find the solid blue banner along the top of the page, and select "COMMUNITY, Chapters & Field".

AIR FORCE ASSOCIATION

| ABOUT AFA	ADVOCACY	AEROSPACE EDUCATION/STEM	COMMUNITY	CORPORATE MEMBERS
Why Join?	Mitchell Institute & Government Relations	CyberPatriot & StellarXplorers	Chapters & Field	Sponsorship Opportunities

       ii. Along the right side of the page you will see three blue boxes. The middle one being "ACCESS FIELD LEADER PORTAL". Click on that box.

ACCESS FIELD LEADERS RESOURCES

ACCESS FIELD LEADERS PORTAL

ACCESS FIELD EMAIL
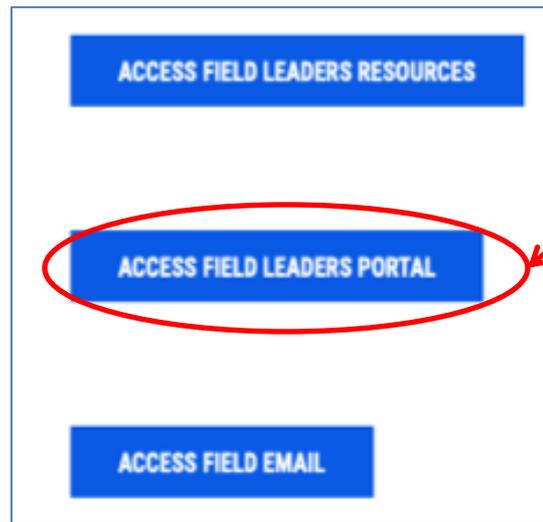
iii. This opens the page to log on. Here you will need to insert the Chapter's **User Name** and **Password.** Note that the password is case sensitive.

iv. This opens the Field Leaders Portal Home Page.
Along the right side of the page, under the blue box labeled "**Resources & Links**" is a link labeled :
"**Submit Financial Report form (2018)**". Click on that link.
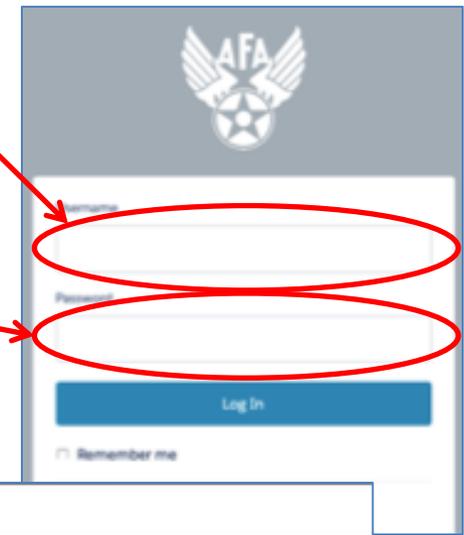
Air Force Association Field Leaders Portal

Q Search   AF100 Birmingham Chapter ▼

Home   View of Members   All Reports   Chapter Field Leaders   Saved Activity Report   Saved Financial Report   Community Partner Companies and Contacts

Welcome to Field Portal!

* Please send feedback on AFA's Field Leader Portal to field@afa.org and report technical issues to fieldportal@afa.org. Field Portal does not support Microsoft Edge.

Training Documents Link
How to Update Your Officer Roster Training Link

Operations Dashboard   Financial/Activity Dashboard   More

DASHBOARD
Chapter Dashboard   Refresh
As of Dec 1, 2018 10:18 PM · Viewing as AF100 Birmingham Chapter

Days to Lapse	⌖
Days to Lapse ↑	Record Count
30	19
61	12
89	4
120	34
150	11
181	10
211	10
242	8

View Report (Days to Lapse)

Memberships by Type	⌖
Item Name ↑	Re
Civil Air Patrol 2 Year Comp. eMember...	
Individual 1 Year Auto Renewal	
Individual Lifetime e-Membership (e-...	
Individual Lifetime Membership	
Individual Lifetime Membership (Qua...	
Individual Membership (1 Year)	
Individual Membership (1 year e-Me...	
Individual Membership (3 year e-Me...	

View Report (Memberships by Type)

🔗 **Resources & Links**

Reports – (Click Report Tab for all other reports)
- **AFA Reports Description Document**
  (Describes all of the available reports below)
- **Membership Summary Counts**
- **Chapter Roster** (Active and Expired for Selected Period)
- **Community Partners Only**
- **Corporate Member Individuals (Beta)**
- **Chapter Recruited New Members**
- **All New Members Joins**
- **Expired Members (Use Filter for Specific Period)**
- **Recently Deceased Members**
- **Field Leader Roster**
- **Members by Membership Type**

Submit Activity Report Form(2018)

Submit Financial Report Form(2018)

This opens the Financial Report Form, and you are now ready to complete the report.

First step is to click on the drop down menu under the "Financial Plan Period" and select the appropriate date (e.g., "July-December 2018")

Financial Plan Period

--None--
January - June 2018
July - December 2018
January - June 2019

Summary of Receipts

Financial Plan Period

July - December 2018 ▾

Summary of Receipts (Income)

The first section covers your income, entitled "Summary of Receipts".

Step 1: List the amount of cash available at the start of the reporting period.

Cash in Hand & On Hand At The Beginning Of The Reporting Period ($) *

Step 2: Input the amount of income you received from AFA National ins support payments and pother incentives (e.g., new members and renewal payments, etc.)

Income From AFA National $ *

Step 3: Income from Community Partners. You can list the entire amount of the income you received from your Community Partner (CP) Program and then show the expense to National (e.g., $45/member) in the expense section or deduct that expense and just show the net income to your program and then show no CP expense.

Did you have any income from Community Partners? $

Other Income. (Do you have other income to report?) *

--None-- ▾

Step 4: **Other Income**: This is another "drop down" menu and must be answered either "Yes" or "No". Other income can include all sorts of sources (e.g., donations, raffle, a golf tournament, or a car wash). If you check "No" then this section is complete, if "Yes", then four additional boxes will appear to capture those incomes sources. Note: We are working to expand the number of additional income boxes for the next reporting period. You may need to group similar sources of income (e.g., all donations and/or all lunches) to have all of them fit into just 4 categories.

This completes the Income Section of this report. Note that once you save and review the report the system will automatically tally up your income and expenses and show that in the final view.

Other Income. (Do you have other income to report?) *

--None--
Yes
No

Other Income. (Do yo

Yes

ursements

Other Income

Please enter the name of the Company/Person that provided the "Other Income" in the fields below.

Amount of Other Income #1 $

Source of Other Income #1

Amount of Other Income #2 $

Source of Other Income #2

Disbursements (or Expenses)

This section captures all of your expenses and like in the Plans and the Activity Report, the Financial Report groups the expenses into four mission areas. Unlike in the Activity Plan and Report, there are no further sub-categories of expenses that have to be accounted. **Each section has a drop down menu that must be checked either "Yes" or "No".** If you check "Yes" then four blocks will appear to capture those expenses. If you have more than four items to report, at this time, you must group like expenses.

Once again, do not report the same money in multiple areas; it must either be all in the predominant area or a percentage split into the areas that the expense covers (e.g., 60% in to Educate and 40% in to Support).

Each of the areas (Educate, Advocate, Support, and Other) are the same in that you must check the drop down menu as to having expenses in that area (Yes or No) and then if yes, there are up to four blocks in which to list the amount and the describe where that money went and for what purpose.

Total Disbursements

Do you have Expe ──None── pport of the Educate Mission?

--None--
✓ Yes
No

--None-- ▲▼

Do you have Expenditures in Support of the Advocate Mission?

--None-- ▲▼

Do you have Expenditures in support of the Support Mission?

--None-- ▲▼

Do you have other expenditures (Communication, Administration or Miscellaneous)?

--None-- ▲▼

Prepared by

Disbursements (continued)

Note: In the "Amount" block this is number and decimal points only, no dollar signs, commas, or any other alpha characters. A decimal point is not required if it is a whole number the system will assume as such.

The "Recipient..." block accepts alpha, numeric, and other keyboard symbols.

As a technique when an expense covers multiple sources, a good idea is to annotate the sub-amounts in the description in the "Recipient Block" (e.g., $2,500 is listed in the "Amount" block for Education Expenditure #1. In the recipient block you could break it out as shown here.

Prepared by: Enter the name or position of whoever prepared this form.

Total Disbursements

Do you have Expenditures in support of the Educate Mission?

Yes

Amount of Educate Expenditure #1 $

2500

Recipient of Educate Expenditure #1

STEM Scholarships
$500 for Middle School STEM Camp
$1,000 for High School Cyber Camp
$1,000 for Teacher Space Camp

Do you have other expenditures (Communication, Administration or Miscellaneous)?

--None--

Prepared by

REPORT WILL BE SAVED IN DRAFT FORMAT
Please see below steps to update

**To update or To Submit for the Approval Process:**

1. Go to Home screen of the Field Portal
2. Click "Save Financial Report" tab and locate your report that you just saved
3. Click the Financial Report that you want to open (will be blue hyperlink)
4. Click Edit button (will be on the right hand side)
5. A pop window will appear and make changes
6. Update the "Submission Status" field on the top from "Draft" to "Submit for Approval" to start the Approval Process.

Note: This will email State President to approve. State President has to login to the Field Portal and follow the steps to approve.

Save as draft

Saving the Report: At any point you can go save this Plan by clicking on the "Safe as draft" button at the bottom of the screen.

Accessing Saved Reports:

1) To access a previously saved plan, you must go back to the AFA Portal Screen

2) On the Home Portal Page note the blue ribbon along the top. Find "Saved Financial Report" and select that link.
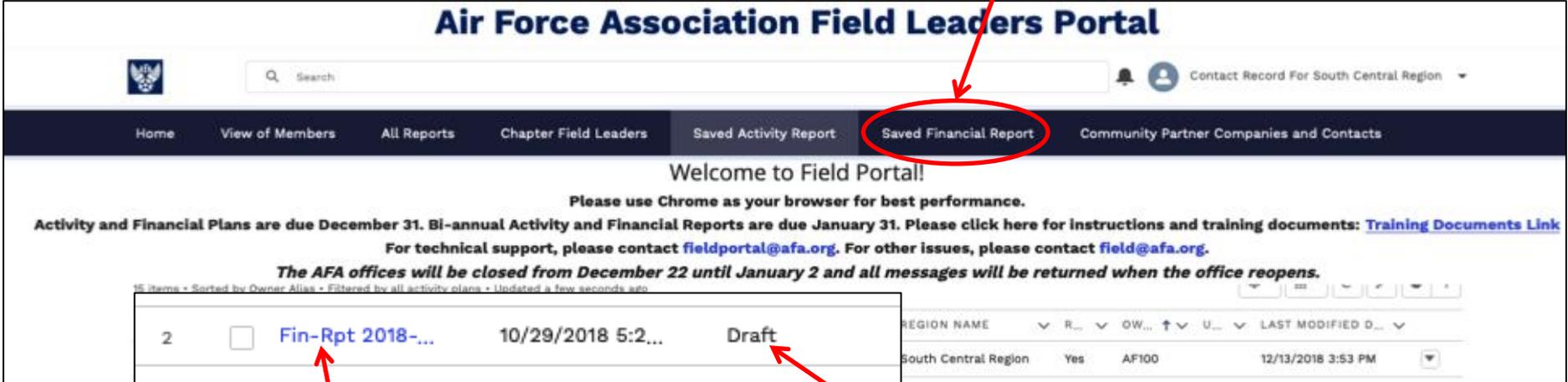

3) You will see a "Financial Report" and note that it will be annotated as "Draft". Select the draft plan and it will open the report as it was when saved.

i. If you would like, you can print a hard copy of the draft plan by selecting "Printable View" --- a button along the top right side.
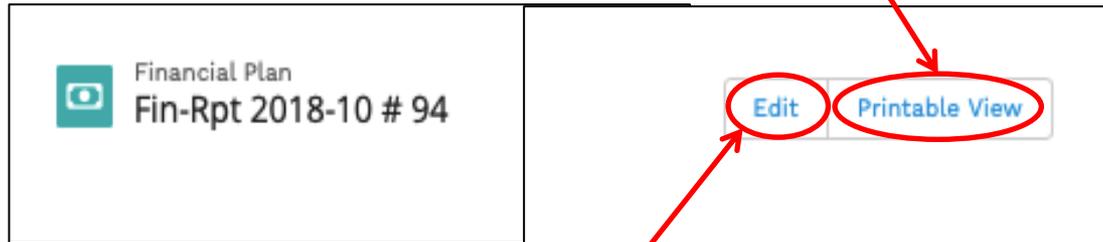
ii. To edit (expand or modify) the existing draft plan, select the "Edit" button, also along the top, right side of the page. A pop-up window will open where you can make any changes desired.
iii. Once again you may select the "Save" button on the bottom of the screen to save and come back later the plan.

4) Once you are ready to submit the report for approval. Open the "draft report" and select the "Edit" button. At the top of the form just to the right of the "Chapter Name" there is a drop-down menu labeled "Submission Status". Change the status from "Draft" to "Submit for Approval"
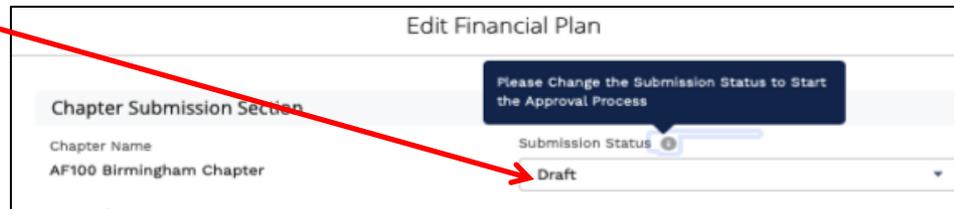
i. Now when you save the document an email will be generated to the state president indicating that the chapter has submitted their Financial Report for approval.
ii. If/when the State President approves the Report it will be forwarded to the Region President for Approval. If the State President decides that the Report requires additional information, it can be disapproved with comment and the chapter will receive an email indicating that additional information/clarification is required.

If at any time you have an issue getting on the Portal or the form appears not to be working as described above please send an email to the AFA IT Staff at FieldPortal@AFA.org.

If you have questions regarding these instructions or just need some additional help, you can contact Russ Lewey via email at SouthCentral.President@AFA.org.