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 Financial 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 2019 – 31 December 2019 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).
   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 the “MEMBERSHIP & CHAPTERS” pull-down menu, then “AFA CHAPTERS”.
      ii. Along the right side of the page you will see four blue boxes. Click on the one titled “ACCESS FIELD LEADER PORTAL”.
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: "Financial Report July - December (2019)". Click on that link.
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 2019”)

**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.

**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.)

**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.
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.
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 describe where that money went and for what purpose.
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)?

Prepared by

REPORT WILL BE SAVED IN DRAFT FORMAT
Please see below steps to update
Saving the Report: At any point you can go save this Plan as a draft by clicking on the “Save” 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 blue Portal Home Page menu ribbon, find “Saved Financial Report” Watch out…it may be under the “More” dropdown.
3) You will see “Financial Report” and a 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 through Field@AFA.org.

If you have questions regarding these instructions or just need some additional help, you can contact Russ Lewey via email at FCTech2@AFA.org.
Survey

How was your experience?  
Can we make it better?

Please tap or click here to take the post-instruction survey