# AFA Chapter Semi-Annual Financial Report (SAFR)
## (Updated: November, 2020)

### 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 Activity, and Financial 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 January, so let's get started.

### Preparation:

1) Before you even open up a current Chapter SAFR, you should look to pull in some information.

   a) Pull up, or print a copy of your 2020 Annual Financial Plan. You can access last year's from your Field Leader's Portal, or have the good folks at field@afa.org dig one up for you.

   b) Make a list of the activities the Chapter accomplished over the past reporting period (in this case from 1 Jul to 31 Dec 2020), 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 report and/or minutes from Executive Council Meetings.
   - Newsletters
   - Social Media postings and emails to the Council and Membership

   c) Review any bank statements for the reporting period, and categorize each deposit and expense by category (see next page).

> **NOTE:** Unlike in the Activity Plan/Report you 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 towards Education and $500 towards Support (or any other appropriate percentage) or list all of the $1,000 in either Education or Support.

# 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 is envisioned to be more about the education of our youth; 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, AFROTC units (to include Arnold Air Society and Silver Wings).

ii) **Advocacy**: Obviously the first thing that comes to mind is associated with working with your legislators. This is important but the "advocate" mission is also 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 & Space Professionals (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, Wounded Airman, 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 activities that fit in this area. We must reach out to prospective members.

2) With a general idea of your income and expenditures over the past 6 months, you are now ready to find your copy of the Chapter Jul-Dec Semi-Annual Financial Report form. If your State, or Region President hasn't sent it directly to you yet, click this **LINK**, and follow the directions. If the link isn't working, here are three ways to get to the form manually:

a) On your Field Leader's Portal you can dig into the Reports Folder hotlinked here.

b) Towards the bottom of the Resources for Chapter Field Leaders Page (best bet)

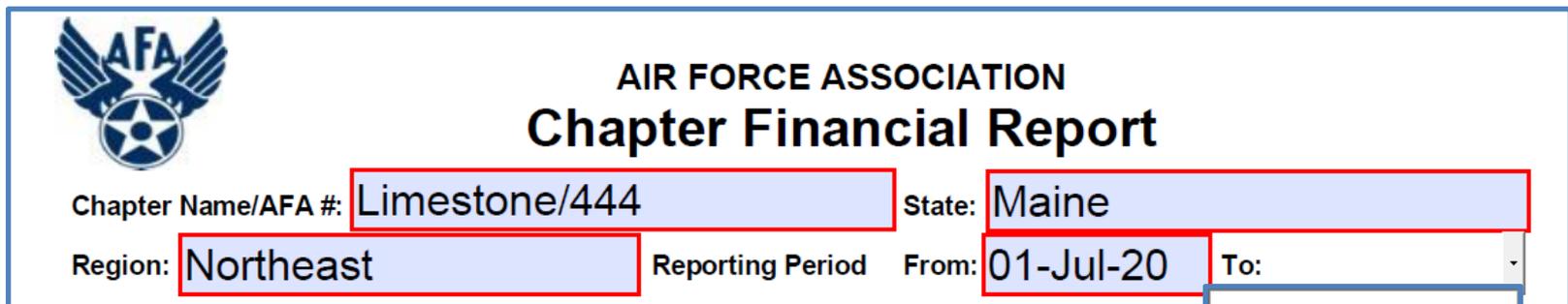c) Or, in the Reports Folder via the Field Resources hotlink.
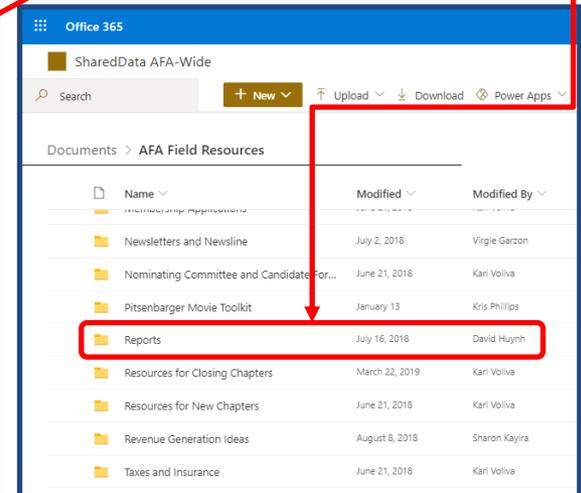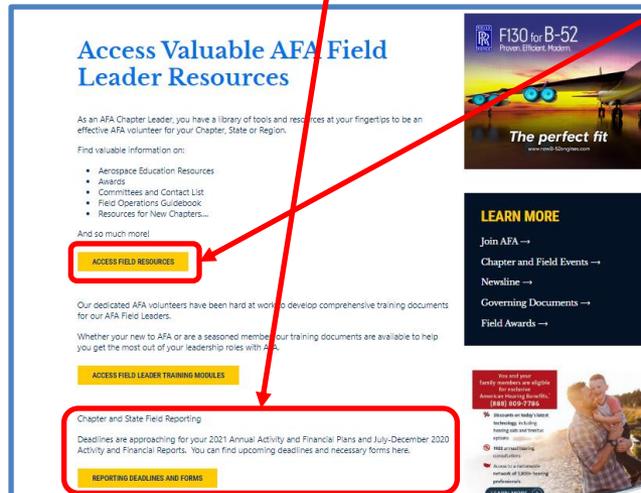


d) What ever way you download the document, use the "Save" of "Save As" function to put the document where you want it and give it a specifically formatted file name (see below).

e) National AFA would like all Chapter SAFR documents to have the following file name format: 2-Letter State and Chapter # <period> YYYY <period> Semester & 4-letter report name:

**ME444.2020.2SAFR**

3) The Chapter SAFR comes in **three different formats** for your convenience.

   a) **Microsoft Excel**:  Probably the best bet for folks who are comfortable with the format, can keep their comments and remarks short, and plan to print up copies from time to time.

   b) **PDF (scrolling text)**:  Easy to fill in.  Easy to read.  If you enter more information than will fit in the visible spaces of the "Details" and "Comments" you can use the box's scroll bar to read it, but any text that is not visible will not appear when the document is printed (on paper, or electronically).  Best for chapters who have either gone paperless, or can keep their details/comments within the confines of the space provided.

   c) **PDF (shrinking text)**:  Easy to fill in.  If you need more space than allowed by the "Details" and Comments" boxes, the font will automatically shrink to fit the space, so that all the information will display when printed.  There is a minimum print size, and if you reach it, the form will not let you add any more information in that box.  Perfect for folks who print up copies from time to time, but need just a bit more space than provided for details and comments.

4) Now you are ready to complete the Semi-Annual Financial Report.

   a) Once open, the first step is to fill in the Chapter Name/Number, State, Region and reporting period.



You'll find there is a handy pull-down menu to help you fill in the dates.

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> **Note:**
> - <u>In the PDF documents</u>…expense amounts MUST be entered as negative numbers. Tooltips and error messages will remind you to do this. These forms will do the math for you.
> - <u>All documents</u>…DO NOT enter dollar signs in the amount fields; they will be provided automatically.

5) <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.

| CASH IN BANK AND ON HAND AT BEGINNING OF REPORTING PERIOD: | |
|---|---|

6) <u>Income from AFA National</u>:  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 it was earned in the previous semester).

### Income

**AFA National Support Payments**

| | |
|---|---|
| 1st half | $0.00 |
| 2nd half | $0.00 |
| Total: | $0.00 |

**Income from Community Partners**

7) <u>Income from Community Partners</u>:  You can show this as the total amount you received from your CPs, or go ahead and reflect the net income (subtracting the $45/Partner required 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.

8) <u>Other Income</u>:  If you had any additional income, you will need to enter the amount (numbers only) and Source.  There are six boxes to accommodate additional income.  If you have more than six 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 "Remarks" box.

**Other Income**

Source:

Remarks:

Source:

Remarks:

Source:

Remarks:

Source:

Remarks:

9) <u>Expenditures:</u>
   a) ***Education:*** Under this section there is room to cover three areas. Like in the income section, if you had more than three expenses, group like items (e.g., scholarships, Arnold Air Society support, etc.). Recall, expenditure numbers must start with a minus (-) sign!

## Expenditures

**Aerospace Education Expenditures**

**Program/Activity:** [                    ]     [        ]
Remarks:

[                                        ]

**Program/Activity:** [                    ]     [        ]
Remarks:

[                                        ]

**Program/Activity:** [                    ]     [        ]
Remarks:

[                                        ]

**Aerospace Education Total**     [                    $0.00]

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

**Advocacy Expenditures:**

**Program/Activity:**

Remarks:

**Program/Activity:**

Remarks:

**Program/Activity:**

Remarks:

<u>**Advocacy Total**</u>          $0.00

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

**Support Expenditures:**

**Program/Activity:**

Remarks:

**Program/Activity:**

Remarks:

**Program/Activity:**

Remarks:

**Support Total**   $0.00

d) ***Communication:*** Enter you communications expenditures here. This could include the cost of newsletters, video conferencing, membership programs, webpage maintenance, and administrative (office) supplies.

**Communication Expenditures:**

**Program/Activity:**
Remarks:

**Program/Activity:**
Remarks:

**Program/Activity:**
Remarks:

**Communication Total**                    $0.00

10) Make sure the END OF REPORTING PERIOD total is what you expected!
    a) Did it capture all the proposed items?
    b) Too many, or too few zeros on an item?

CASH IN BANK AND ON HAND AT END OF REPORTING PERIOD: $0.00

CHAPTER COMMENTS:

STATE COMMENTS:

REGION COMMENTS:

11) **Additional Comments:** This section is available for those times when the Chapter, State, or Region President may want to add additional information or clarification.

**12) The Approval Section:**

    a)   The first blocks in this section of the form are reserved for the Treasurer's typed name, and date submitted to the Chapter President.



    b)   Once the Chapter President approves the SAFR with a typed name and date, email it to the State President.

    c)   State and Region Presidents will review the SAFR, in turn, and either approve it (with their name and date on the form), or send it back down for corrections or clarifications as required.  Any request for clarifications or corrections should be clearly stated in the appropriate Comments block.

    d)   Once approved, the Region President will email the Chapter SAFR to field@afa.org.

> **Note:**
> If at any time you have an issue obtaining a Chapter SAFR Excel or PDF form, or have any questions regarding these instructions, 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 post-instruction survey](#)