



# AFA State 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. State Organizations 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 Region President) is due to Field Services by 31 January, so let's get started.

## Preparation:

- 1) Before you even open up a current state 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](mailto:field@afa.org) dig one up for you.
  - b) Make a list of the activities the State organization accomplished over the past reporting period (in this case from 1 Jul - 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 Reports 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 the next paragraph).

**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 state organization 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 State Jul-Dec Semi-Annual Financial Report form. If your 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.

**Resources & Links**

**IMPORTANT DEADLINES PLAN AND REPORT FORMS**

**Field Resources**

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)
- **Printable Chapter Roster (Select Fields)**
- **Community Partners**
- **Corporate Member Individuals (Beta)**

**Access Valuable AFA Field Leader Resources**

As an AFA Chapter Leader, you have a library of tools and resources at your fingertips to be an effective AFA volunteer for your Chapter, State or Region.

Find valuable information on:

- Aerospace Education Resources
- Awards
- Committees and Contact List
- Field Operations Guidebook
- Resources for New Chapters...

And so much more!

**ACCESS FIELD RESOURCES**

Our dedicated AFA volunteers have been hard at work to develop comprehensive training documents for our AFA Field Leaders.

Whether your new to AFA or are a seasoned member, our training documents are available to help you get the most out of your leadership roles with AFA.

**ACCESS FIELD LEADER TRAINING MODULES**

Chapter and State Field Reporting

Deadlines are approaching for your 2021 Annual Activity and Financial Plans and July-December 2020 Activity and Financial Reports. You can find upcoming deadlines and necessary forms here.

**REPORTING DEADLINES AND FORMS**

Office 365

SharedData AFA-Wide

Search + New Upload Download Power Apps

Documents > AFA Field Resources

Name	Modified	Modified By
Membership Applications		
Newsletters and Newline	July 2, 2018	Virgie Garzon
Nominating Committee and Candidate For...	June 21, 2018	Kari Voliva
Pitsenbarger Movie Toolkit	January 13	Kris Phillips
<b>Reports</b>	July 16, 2018	David Huynh
Resources for Closing Chapters	March 22, 2019	Kari Voliva
Resources for New Chapters	June 21, 2018	Kari Voliva
Revenue Generation Ideas	August 8, 2018	Sharon Kayira
Taxes and Insurance	June 21, 2018	Kari Voliva

d) What ever way you download the document, use the "Save" or "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 State SAFR documents to have the following file name format: 2-Letter State <period> YYYY <period> Semester & 4-letter report name:

**ME.2020.2SAFR**

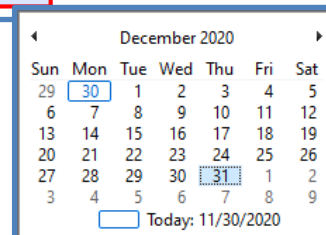
- 3) The State SAFR comes in **three different formats** for your convenience.
  - a) **Microsoft Excel**: Probably the best bet for folks who are comfortable with the format, can keep their comments and remarks short, and plan to print up copies from time to time.
  - b) **PDF (scrolling text)**: Easy 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 state organizations 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 you get it open, the first step is to fill in the State, Region and reporting period.

**AIR FORCE ASSOCIATION**  
**State Financial Report**

State:  Region:

Reporting Period From:  To:

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



**Note:**

- In the PDF documents...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.
- All documents...DO NOT enter dollar signs in the amount fields; they will be provided automatically.

5) Cash in Hand at the Beginning of the Reporting Period: 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) 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 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) Income from Community Partners: 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) Other Income: 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: <input type="text"/>	<input type="text"/>
Remarks: <input type="text"/>	
Source: <input type="text"/>	<input type="text"/>
Remarks: <input type="text"/>	
Source: <input type="text"/>	<input type="text"/>
Remarks: <input type="text"/>	
Source: <input type="text"/>	<input type="text"/>
Remarks: <input type="text"/>	

9) Expenditures:

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!

<b>Expenditures</b>	
<b>Aerospace Education Expenditures</b>	
Program/Activity:	<input type="text"/>
Remarks:	<input type="text"/>
<input type="text"/>	
Program/Activity:	<input type="text"/>
Remarks:	<input type="text"/>
<input type="text"/>	
Program/Activity:	<input type="text"/>
Remarks:	<input type="text"/>
<input type="text"/>	
<b><u>Aerospace Education Total</u></b>	<input type="text" value="\$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:	
<b>Advocacy Total</b>	<b>\$0.00</b>



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.

<b>Support Expenditures:</b>	
<b>Program/Activity:</b> <input type="text"/>	<input type="text"/>
Remarks: <input type="text"/>	
<b>Program/Activity:</b> <input type="text"/>	<input type="text"/>
Remarks: <input type="text"/>	
<b>Program/Activity:</b> <input type="text"/>	<input type="text"/>
Remarks: <input type="text"/>	
<b><u>Support Total</u></b>	<input type="text" value="\$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:	<input type="text"/>
Remarks:	<input type="text"/>
<input type="text"/>	
Program/Activity:	<input type="text"/>
Remarks:	<input type="text"/>
<input type="text"/>	
Program/Activity:	<input type="text"/>
Remarks:	<input type="text"/>
<input type="text"/>	
<b>Communication Total</b>	<b>\$0.00</b>

- 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?

The image shows a screenshot of a reporting form with several key elements highlighted by red boxes and arrows. At the top right, the text "END OF REPORTING PERIOD total" is boxed in red, with an arrow pointing to a red box containing "\$0.00". Below this, the text "CASH IN BANK AND ON HAND AT END OF REPORTING PERIOD:" is visible. Underneath, there are two sections: "STATE COMMENTS:" followed by a large light blue rectangular input field, and "REGION COMMENTS:" followed by another large light blue rectangular input field. A large red rounded rectangle encloses both of these comment input areas. An arrow points from the bottom of this red box down to the text "Additional Comments:" in the next section.

- 11) **Additional Comments:** This section is available for those times when the 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 State President.

Submitted by:	<input type="text"/>	<input type="text"/>	Approved:	<input type="text"/>	<input type="text"/>
	State Treasurer	DATE		State President	DATE
Approved:	<input type="text"/>	<input type="text"/>			
	Region President	DATE			

- b) Once the State President approves the SAFR with a typed name and date, email it to the Region President.
- c) The Region President will review the SAFR, 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 State SAFR to [field@afa.org](mailto:field@afa.org).

### Note:

If at any time you have an issue obtaining a State SAFR Excel or PDF form, or have any questions regarding these instructions, contact AFA Field Services at [field@afa.org](mailto:field@afa.org).



# Survey

How was your experience?  
Can we make it better?

[Please tap or click here](#)  
[to take the post-instruction survey](#)