



AFA Chapter Semi-Annual Financial Report (SAFR) (Updated: November, 2021)

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 2021 Annual Financial Plan. It should be a pdf or Excel document on your system. If you can't find it, your state or region president should have a copy. As a last resort, the good folks at field@afa.org can dig it 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 2021), 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 next page).



Mission Area Descriptions

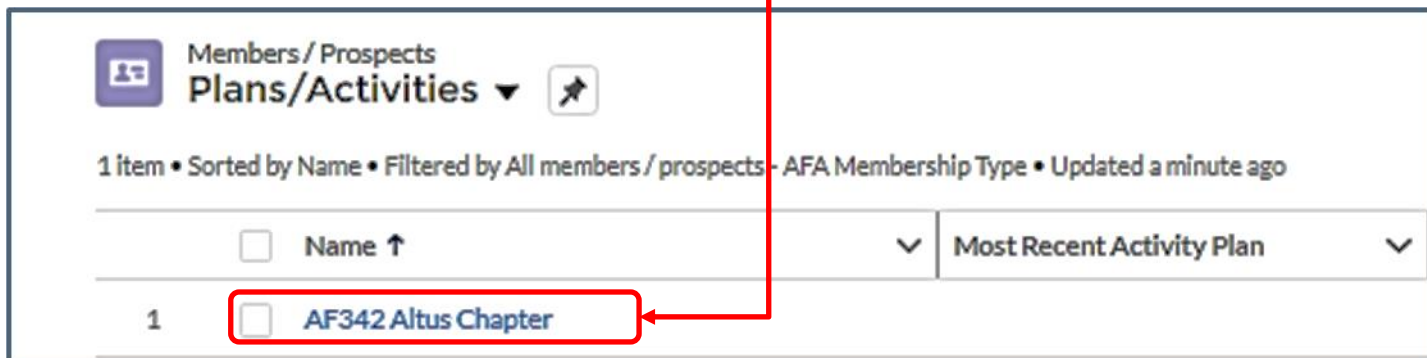
- d) Here is a brief summary of the types of activities that are envisioned in the four mission areas (Note: these are illustrative and not limiting):
- i) **Education:** This is envisioned to be more about the education of our youth; encouraging them to pursue STEM studies, and assisting educators in 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.

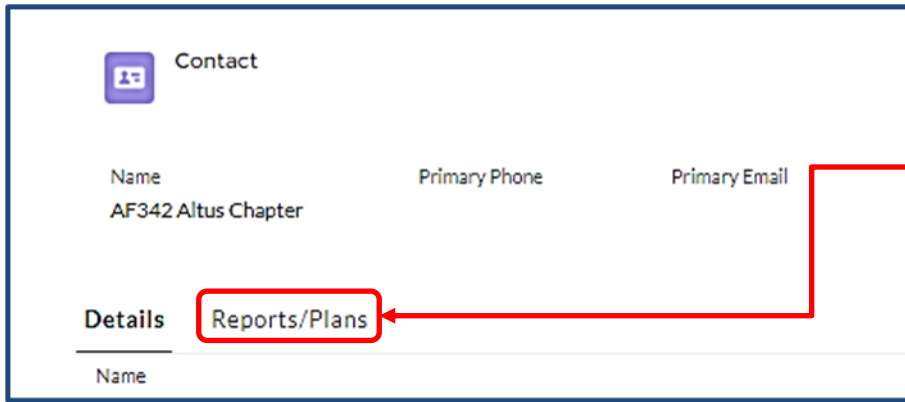
- 2) With an idea of what you've accomplished over the past semester, you are now ready to head to your Field Leaders Portal and start your new Chapter Jul-Dec Semi-Annual Financial Report.
- a) At the top of your Field Leaders Portal, select **Reports/Plans**



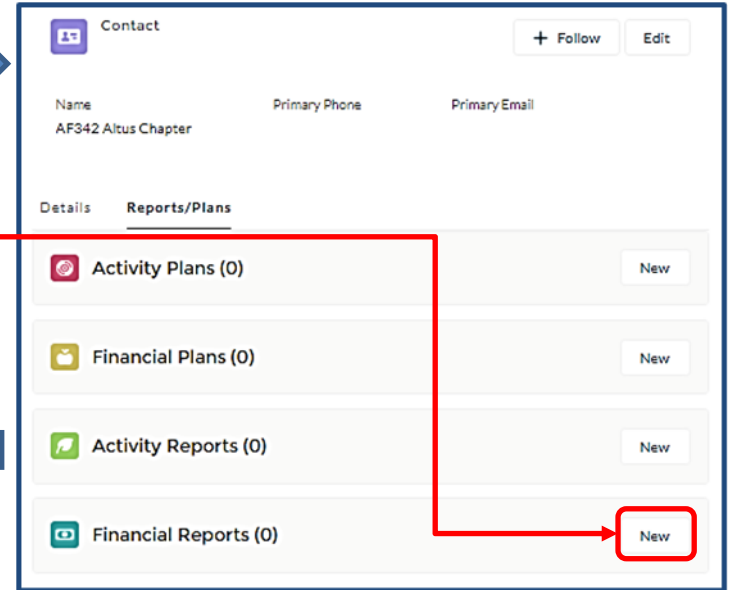
- b) Then select, or tap on **All Plans/Reports.**

- c) On the resultant page, select **your chapter.**





d) Now you need to select or tap on **Reports/Plans**. Yes...it's not readily apparent!



e) On this page, since you are starting a new Activity Report, select the associated **New button**.



New Financial Report

Chapter Submission Section

Financial Report Name

Submission Status **Draft**

Financial Report Period

--None--

✓ --None--

January - June 2021

Chapter Email

Name of Treasurer

Information

Cash in Bank & on Hand at START

AFA National Support Payments

Cancel Save & New Save

f) **IMPORTANT:** Once you have the blank report open, take notice that it is in **Draft status**. Don't change this until you are ready to submit your report for approval...we'll cover that later.

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 it was earned in the previous semester).
 - b) 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.

The screenshot shows a form titled "Financial Report Period" with a dropdown menu set to "--None--". A red box highlights the dropdown, and a red arrow points to the "July - December 2021" option, which is also highlighted with a red box. Below the dropdown is a checked radio button for "--None--". The form 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 red X.

Note: Don't use this "Other Income" block...it is covered in the next report section

Edit Fin Report # 818

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:

Remember to save your work from time to time!

The screenshot shows a software interface titled "Edit Fin Report # 818". Under the "Expenditures" section, there are five rows of input fields. Each row consists of a main description field on the left and a "Data" field on the right. The rows are:

- Aerospace Education Expenditures #1
- Aerospace Education Expenditures #2
- Aerospace Education Expenditures #3
- Aerospace Education Expenditures #4
- EEEd Education Expenditure #5

At the bottom of the interface, there are three buttons: "Cancel", "Save & New", and "Save".

- 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.

Edit Fin Report # 818

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:

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.

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.

Edit Fin Report # 818

Support Expenditures

| | |
|--|--|
| ES1 Support Mission Expenditure #1 <input type="text"/> | Support Mission Expenditure #1 Purpose <input type="text"/> |
| ES2 Support Mission Expenditure #2 <input type="text"/> | Support Mission Expenditure #2 Purpose <input type="text"/> |
| ES3 Support Mission Expenditure #3 <input type="text"/> | Support Mission Expenditure #3 Purpose <input type="text"/> |
| ES4 Support Mission Expenditure #4 <input type="text"/> | Support Mission Expenditure #4 Purpose <input type="text"/> |

Total Support Mission Expenditures
\$0.00

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 it. Examples could include the cost of newsletters, video conferencing, membership programs, webpage maintenance, and administrative (office) supplies.

Edit Fin Report # 818

Other Expenditures

| | |
|--|--|
| EO1 Other Expenditure #1 <input type="text"/> | Other Expenditure #1 Purpose <input type="text"/> |
| EO2 Other Expenditure #2 <input type="text"/> | Other Expenditure #2 Purpose <input type="text"/> |
| EO3 Other Expenditure #3 <input type="text"/> | Other Expenditure #3 Purpose <input type="text"/> |
| EO4 Other Expenditure #4 <input type="text"/> | Other Expenditure #4 Purpose <input type="text"/> |

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 # 818

| | |
|--------------------------------|--|
| 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 State, Region, and National-level approval process.

Edit Fin Report # 818

Approval Section

State Comments

Region Comments

State Approved

State Non-Approval/Need More Info ⓘ

Region Approved

Region Non-Approval/Need More Info ⓘ

Cancel Save & New Save

- c) When your team thinks the report is finished, select **Submit for Approval** from the Submission Status pull-down menu, and then select **SAVE**.
- 7) Once you have your SAFR submitted, your State President will give it a review (Region President if you are the only chapter in your state.

Edit Fin Report # 818

Chapter Submission Section

Financial Report Name
Fin Report # 818

Financial Report Period
January - June 2021

Chapter
AF342 Altus Chapter

Chapter Email
ok342.altus@afa.org

Submission Status ⓘ
Draft

--None--

✓ Draft

Submit for Approval

Re-Submit for Approval

Cancel Save & New **Save**

- a) The State/Region President will either approve it (sending it up to the next level), or send it back down for corrections/clarifications as required. (Request for clarifications/additions should be clearly stated in the State **“Non-Approval/Need More Info”** block.)

State Approved ⓘ

Yes

State Non-Approval/Need More Info ⓘ

- b) Once the Region President approves the report, the process is complete.
- c) **Be pro-active...**shoot your State President a note when you have submitted your Report. Additionally, as the 31 January deadline approaches, check the status of your Report and touch base with the State President if you see an “issue” with the State or Region approval levels.

NOTE:

If at any time you have trouble regarding the new 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 post-instruction survey](#)