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 Annual Financial and Activity Plans, 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 July, so it’s time to get started.

Preparation:

1) Before you even find and open up a current State SAFR document, you should pull in some information.
   a) Pull up, or print a copy of your 2022 Annual Financial Plan from your organization’s Field Leaders Portal. If you need assistance getting to it, the good folks at field@afa.org can help.
   b) Make a list of the activities the State Organization accomplished over the past reporting period (in this case from 1 Jan - 30 Jun 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 previous Executive Council Meetings
      • Newsletters, Social Media postings and emails to the Council and Membership
      • Cross check all the above with bank statements for the reporting period
   c) Next, categorize each deposit and expense by AFA Mission Area (see the 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 area is about youth education; 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, and AFROTC units (to include Arnold Air Society and Silver Wings).

ii. **Advocacy**: The first thing that comes to mind is working with your legislators. This is important but the “advocate” mission is 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 & Guardians (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, AFA’s Wounded Airman Program, 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 some good examples. In addition, we must continue to 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 State Jan-Jun 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 state organization.
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 Financial Report, select the associated New button.

f) IMPORTANT: Once you have the blank report open, note that the report is in Draft status. Don’t change this until you are ready to submit your report for approval...we’ll cover that later.
g) If you need to take a break, go collect some more information, or want to come back to it another day...
   i. **Save** the report as a **DRAFT** one more time before you close it.

ii. To bring it up later, simply select **Financial Reports** from the Field Leaders Portal home page.
iii. Find your draft report, and select the numbered Financial Report link.

iv. Then, find and select Edit and you can get back to work!

NOTE: Want a hard copy? Select Printable View, and then print it.
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 they were earned in the prior semester.
   b) **Income from Community Partners:** You can show this as the total amount you received from your CPs, or reflect the net income (subtracting the $45/Partner you sent 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.

**Note:** Don’t use this “Other Income” block...it is covered in the next report section.
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:** 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.
b) **Advocacy**: Complete the Advocacy section the same way you did the Education section. Some types of Advocacy Expenses could be a brochure or materials “advocating” for an enhanced aerospace mission. A booth to promote the AF or SF and their missions is another example.

**Note:** You may have already observed that the boxes (with the two little diagonal lines at the lower-right corner) expand as they are filled. You can also manually expand the box to see all the information.

**Note:** Remember to save your work from time to time!
c) **Support:** Some examples of Support expenditures could be the Wounded Airman Program, programs in support of Airmen or Space Professionals and their families, or support for veterans.
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 them. Examples could include the cost of newsletters, video conferencing, membership programs, webpage maintenance, or administrative (office) supplies.

**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?

   b) The approval section at the end of the form is reserved for the Region and National-level approval process.
e) When your team has finished the report, select **State-Submit for Approval** from the Submission Status pull-down menu, and then select **SAVE**.

7) Once you have your SAFR submitted, your Region President will give it a review.

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

b) Once the Region President approves the report, the process is complete.

c) **Be pro-active**...shoot your Region President a note when you have submitted your Report. Additionally, as the 31 July deadline approaches, check the status of your Report and touch base with the Region President if you see an “issue”.

Here is the procedure to review chapter reports when they come to you:

**a)** From your Field Leaders Portal, Select **Financial Reports**.

**b)** Select the **numbered Financial Report** (not the Chapter Name) of the Report you want to review.

**c)** When the report comes up, give it a thorough review, top to bottom.

**d)** When you’re ready to approve the report, or send it back for one reason or another, select the State or Region Approval Edit Pencil.

**e)** Then, open the pull-down menu and select what you want to do. Be sure to include appropriate remarks if sending it back.

**f)** Don’t forget to hit the “Save” button.

**g)** Now you can move on to the next report.
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