

PART 1: AFSA REPORTS REQUIRED OF CHAPTERS

1 JANUARY 2018

Just like other public and private organizations, AFSA chapters and divisions have certain periodic reports that are required to be submitted to AFSA Headquarters. These reports fulfill several important functions, among them are: (1) inform AFSA HQ on chapter/division leadership, (2) provide documentation required by the IRS on chapter/division finances and activities, (3) provide AFSA HQ with information on chapter/division activities for dissemination to the public and for AFSA historical records. **Failure to provide** the required reports can result in (1) loss of periodic admin support and recruiting/retaining payments, (2) loss of “umbrella” protection for IRS reporting, resulting in the requirement for the chapter/division to file separately with the IRS, and (3) MOST SERIOUS, loss of affiliation with AFSA and revocation of chapter/division charter.

NOTE: All report forms are downloadable from AFSA HQ website.

NOTE FOR ALL AFSA REPORTS AND CORRESPONDANCE (email, text, and postal mail)

Use personal/chapter email for PRIMARY EMAIL, mil mail can be used for SECONDARY EMAIL.

It is **highly recommended** that every chapter have a chapter email account (usually g mail)

Use personal phone numbers for PRIMARY PHONE contact.

For the signature block, use your chapter position as well as personal/chapter email and phone number.

Directory of Officers (AFSA Form 700-5(2)) (Due by 15 FEBRUARY and 15 days after any change)

NEW FOR 2018 This report gives HQ and the division the names and contact information of the principal members of your chapter’s executive council. An updated DOO is treated as a complete replacement of your previous DOO.

Annual Budget (2013_fbud.xls) (Due by 15 JANUARY)

This report is a planning document. It tells HQ and the division your PLANNED income and expenses.

Americanism & Activity, and Financial Report (AAF Report) (13aafc.pdf) (Due quarterly by 30th of month after quarter’s end)(Quarters end on 31 DEC, 31 MARCH, 30 JUNE, and 30 SEPTEMBER).

This report is in two parts:

Sections 1-6 (Americanism & Activity) show activities for ONLY the quarter being reported. Expenses and income shown in these sections should be included in income and expenses in Sections 7 & 8.

Sections 7-10 (Financial) shows financial activities and is cumulative (shows financial report of previous quarters)

NOTES: (1) SECTION 9: BEGINNING FUND BALANCE of 1st Qtr report is CLOSING BALANCE of previous year 4th Qtr report.

(2) Once reported, the financial information of a previous quarter is NOT CHANGED. Adjustments to a previous quarter are made in the quarter being reported.

Annual Audit (2012AE.doc) (Due by 15 FEBRUARY) This report records that your chapter’s financial records were audited.

NOTES: (1) Certified Auditors or Accountants are not required. But auditors must have some accounting knowledge.

(2) Auditors can be, but do not have to be, AFSA members

(3) Auditors CANNOT be members of the chapter executive council.

(4) Audit requires written signatures (physical or electronic) of auditors and president

Group Filing Authorization (Group/Chapter 990) (F16-990.doc) (Due by 15 NOVEMBER) This report informs the IRS that you are reporting under the group filing of AFSA, and are not required to file separately as a chapter.

NOTE: This report requires a signature (physical or electronic) of the chapter president.