

## **PART 2: 2018 NAMING AFSA REPORTS**

**1 JANUARY 2018**

The purpose of this document is to describe how reports that will be transmitted to AFSA HQ are to be named/labeled. Submission of those reports is covered in the accompanying document **PART 3: 2017 SUBMITTING AFSA REPORTS**. Using this naming convention will insure that the filename of the report clearly shows (1) the chapter submitting the report, (2) the fiscal/calendar year of the report, (3) the reporting period (annual, quarterly, etc.), (4) the type of report (budget, AAF, etc.), and sometimes, (5) the date of the update in those cases where changes occur (like the DOO).

**NOTE:** Reports are NOT to be submitted directly to AFSA but to your Regional Director (RD). Please do not CC the division president (DP) or AFSA HQ; however, it is good practice to CC some/all of your chapter executive council, especially the chapter VP.

To example the naming convention, a fictitious chapter 499 is used. All due dates mentioned are dates due to AFSA HQ. Your Regional Director will determine the date the reports are due to them. Regional Directors then review the report, and if correct, forward your report to the DP. All report forms can be downloaded from the AFSA website.

**ANNUAL BUDGET:** due by 15 January each year for the current year.

**F0499 CY2018 Annual Budget**

**ANNUAL AUDIT:** for the previous year and due by 15 February of the current year.

**F0499 CY2017 Annual Audit**

**DOO (Directory of Officers):** due by 15 February, with updates due within 15 days of any change.

**F0499 CY2018 DOO FEB 2018** (Use FEB even when submitting early)

**F0499 CY2018 DOO (U) AUG 2018** (Updated report due to a change in some/all of the officers)

NOTE: An updated DOO is treated as a completely new DOO and replaces your previous DOO.

**AAF Report (Americanism, Activity and Financial Report):** a quarterly report due by the 30th of the month following the end of the quarter. **A separate email will talk more about this report.** AAF Reports due during 2017 are:

**F0499 CY2017-4th Qtr AAF Rpt** (for 4th quarter of previous year and due by 30 January)

**F0499 CY2018-1st Qtr AAF Rpt** (for 1st quarter of current year and due by 30 April)

**F0499 CY2018-2nd Qtr AAF Rpt** (for 2nd quarter of current year and due by 30 July)

**F0499 CY2018-3rd Qtr AAF Rpt** (for 3rd quarter of current year and due by 30 October)

NOTE: While the AAF Report states that the report is due by the 15th of the month, AFSAM 100-2 specifies the due date to be 30 days after the end of the quarter.

**Group Filing Authorization Form/ Form 990:** due by 15 November of the current year.

**F0499 CY2017 Group Filing Form**