

Preparing Quarterly AAF Reports

Activity, Americanism and Financial Report

Name the report F0XXX (Chapter Number) CY20XX (Current Year) XXX (Current Period, i.e., 1st, 2nd, 3rd, or 4th) QTR AAF Rpt. Example: F0499 CY2015 1st QTR AAF Rpt..

Ensure the current year, correct period, and your chapter number (preceded by a zero, i.e., 0499) are entered at the top of the form.

Enter the President's and Treasurer's name, home address, email, and phone number and the Chapter's FEIN in the appropriate blocks.

Only report activities occurring during the quarter for which the report is submitted. You may not report future activities in the current period report.

Section 1: Chapter Activities/Visits – show chapter meeting dates, location and number of attendees. Show topics discussed and any voting results. Also show other meetings or activities and visits where the chapter was represented or participated in and list the action taken and results.

Section 2: Americanism Activities/Projects – show chapter financially hosting/sponsorship of social events. Also show all chapter donations/contributions of funds to base units/other organizations. Where no chapter funds were involved, list the number of hours members spent in supporting veteran/community events and enter zero in the Expense column. Expenses shown in this section must also be reported in Section 8 as Contributions.

Section 3: Membership Activities – once you have entered the goals, check the AFSA website at the end of each quarter to obtain the chapter's recruits and retentions and enter them. Only report the totals through the end of the quarter being reported.

Section 4: Legislative Activities -- show when items sent to you by AFSA HQ/Division 2 are forwarded to the chapter members/discussed during chapter meetings. Also show if members contacted their elected officials and the results (if known).

Section 5: Fundraising Activities – show all events to raise funds for the chapter – list the event, dates it ran, and the net income (total income minus expenses). Events shown here must also be reported in Section 7.

Section 6: Additional Remarks/Comments – use this block for items not covered elsewhere (i.e., explain income being reported in Section 7 as Miscellaneous and/or Other; or explain an error made in Sections 7 or 8 of a previous report and being corrected in the current report; etc.).

Section 7: Income-List Gross –

Administrative Support/Rebate -- list the amount you received from AFSA HQ for previous quarter's administrative support payment and recruiting & retention rebates.

Fundraising Activities -- list each event being accomplished and the Gross Amount received on a separate line. You only have five lines so title the events to fit the space; i.e., if

you work at an arena/stadium that have different shows/events, instead of listing each show or event, title it Support XXX Arena/Stadium. (Individual events should be reported in Section 5.)

Contributions – list total donations received by the chapter during the quarter.

Interest – list all interests and dividends received during the quarter.

Miscellaneous – list income received from other sources here; however, it should be explained in Section 6.

Other – you may list membership dues collected here. Whatever the source of the income, it should be explained in Section 6.

Section 8: Expenses –

Awards – enter the amount spent in honoring Chapter members and others for outstanding service to the Chapter.

Contributions – enter total donations the Chapter made in financial funds to unit organizations and other organizations. (Individual donations should be listed in Section 2.)

Conventions/Meetings – enter total amount the chapter spent to send representatives to the Division and AFSA International conventions and any area meetings attended where a fee was required.

Fundraising Activities – enter expenses spent in support of raising funds for the chapter.

Office Expense – enter amount spent on general office supplies (i.e., paper, envelopes, stamps, etc.).

Social Functions – enter amount expended on social functions (i.e., picnics, meeting lunches, etc.). (This should also be shown in Section 2.)

List any other **Category** on the five blank lines and enter the amount expended for each for each quarter. **Do to the limited space, do not list individual events.**

Section 9: Fund Balance – Beginning Fund Balance -- at the beginning of each year, enter the Ending Fund Balance from the previous year's 4th quarter report. The form will automatically recalculate the Ending Fund Balance for each quarter as figures are entered. For each period being reported ensure the **Fund & Bank must balance to "0"** block at the far right is \$0.00.

Sections 7, 8 & 9 -- You may not change/delete/omit any financial figures reported in these sections on previous reports. This is a running record of the Chapter's financials for the year. Starting with the second quarter report through the fourth quarter report, use the previous quarter report and update it by entering information in Sections 1 – 6 and amounts in Sections 7 & 8 to report the current financial status for the period being reported.

Section 10: Accounts Information and Cash on Hand – list financial institutions that you have accounts with (i.e., checking account, saving account, certificate of deposits, investment accounts, etc.). If you have more accounts than the space allow, in block 4 enter "**See Attached Sheet**" and enter the total of the amount from the attached sheet in the **Amount Balance 4** block. On a separate sheet of paper and enter each account in the same format as shown on the original form.

Certification block – enter the President's/Vice President's and Treasurer's name and the current date the report was prepared and submitted.

If you have questions concerning the reports, contact your Reports Coordinator. They are here to assist you and welcome your inquiries.