

Introduction to the AFR Online Submission Form

- The AFR online submission form consists of seven tabs. The first six tabs are used to enter your financial report data, and the last tab (Attachments) is where any files you attached and saved to your schedules will be available to view.

NOTE: The Attachments tab is under development and attachments are not viewable at this time.

The screenshot shows the AFR Online Submission Form interface. At the top, there is a link "Back to AFR Landing" in blue. Below it, a message "You are logged in as:" is followed by a red-bordered box containing a row of seven tabs: "Let's get started" (highlighted in blue), "Income", "Expenses", "Liquid assets", "Bank account info", "Other assets", and "Attachments". Below the tabs, there are several input fields: "Department:" with a text box, "Chapter:" with a text box, "Accounting period:" with a text box, "Beginning balance:" with a text box containing "\$0.00", "Department Comments" with a text area, and "HQ Comments" with a text area. At the bottom, there are four buttons: "SAVE", "REVIEW", "LOCK", and "CANCEL".

Introduction to Online AFR Submission Form Continued

- The Income, Expenses, Liquid Assets, Bank Account Info and Other Assets tabs include lines associated with each specific tab. Clicking on the title of the line will open the corresponding schedule. To open all schedules at once, click on the Expand All button, and on the Collapse All button to close them all at once.
 - Note that the Expand All and Collapse All buttons are not available on the Bank Account Info tab.

The screenshot displays the 'Back to AFR Landing' page. At the top, it indicates the user is logged in as 'Leon M. Grove' and reports created by 'Leon M. Grove'. Below this is a navigation bar with tabs: 'Let's get started', 'Income', 'Expenses', 'Liquid assets', 'Bank account info', 'Other assets', and 'Attachments'. The 'Income' tab is selected. Below the tabs, there are two buttons: 'EXPAND ALL' and 'COLLAPSE ALL', both of which are highlighted with a red box. A red arrow points to the 'EXPAND ALL' button. Below these buttons is a table with 10 lines of income information. Each line has a description and a 'Total' value of '\$0.00'. The lines are: 1. All funding from national headquarters, 2. Forget-me-not Drive gross receipts, 3. Bingo gross receipts, 4. Thrift store gross receipts, 5. Bar/lounge gross receipts, 6. Interest & dividend income from checking, savings, and C.D.s only, 7. In-kind donations during accounting period, 8. Total increase in market value of investments on line 26 during accounting period, 9. Other income, and 10. Total income. At the bottom of the form, there are four buttons: 'SAVE', 'REVIEW', 'UNLOCK', and 'CANCEL'.

Line	Description	Total
1.	All funding from national headquarters	\$0.00
2.	Forget-me-not Drive gross receipts	\$0.00
3.	Bingo gross receipts	\$0.00
4.	Thrift store gross receipts	\$0.00
5.	Bar/lounge gross receipts	\$0.00
6.	Interest & dividend income from checking, savings, and C.D.s only	\$0.00
7.	In-kind donations during accounting period	\$0.00
8.	Total increase in market value of investments on line 26 during accounting period	\$0.00
9.	Other income	\$0.00
10.	Total income	\$0.00

Introduction to Online AFR Submission Form Continued

- Some of the lines have sub-lines with set categories to help assist with the kind of information to report on those lines and sub-schedules.

The screenshot displays the '9. Other income' section of the form. At the top, a dark grey bar contains the text '9. Other income' on the left and 'Total: \$0.00' on the right. Below this bar are two buttons: 'EXPAND ALL' and 'COLLAPSE ALL'. A red arrow points to the '9a. Fundraiser' sub-line. Below '9a. Fundraiser' are five more sub-lines: '9b. Member donations', '9c. Business donations', '9d. Non-member donations', '9e. Testamentary type gifts', and '9f. Other'. Each sub-line has a 'Total: \$0.00' value on the right. At the bottom of the section are two more buttons: 'EXPAND ALL' and 'COLLAPSE ALL'.

Line	Description	Total
9.	Other income	\$0.00
9a.	Fundraiser	\$0.00
9b.	Member donations	\$0.00
9c.	Business donations	\$0.00
9d.	Non-member donations	\$0.00
9e.	Testamentary type gifts	\$0.00
9f.	Other	\$0.00

Introduction to AFR Online Submission Form Continued

- Some schedules and sub-schedules require a Type that is selected from a dropdown menu to help assist with categorizing specific information.

12. Conventions/conferences/seminars/meetings Total: \$0.00

Type

- Commanders and Adjutants Conference
- Commanders and Adjutants Orientation
- Monthly Chapter Meetings
- National Mid-Winter Conference
- State Fall Conference
- State Mid-Winter Conference
- State Spring Conference
- State Convention
- National Convention
- Other

Type	Other type	Amount
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16. Bingo operation expenses Total: \$0.00

EXPAND ALL COLLAPSE ALL

16a. Building operation costs Total: \$0.00

Type

- Utilities
- Mortgage Payments
- Rent
- Real Estate Taxes
- Insurance
- Maintenance
- Repairs
- Other

Introduction to AFR Online Submission Form Continued

- To enter information on the schedules and sub-schedules, click on the title of the line to open the schedule.
 - If applicable, click in the Type field and select the appropriate Type from the dropdown menu.

14j. Hospital service coordinators salaries, benefits & expenses Total: \$0.00

Type

- Donations
- Salaries
- Payroll Taxes
- Employee Benefits
- Donations
- Other

Job title

Description

Amount

ADD

Introduction to AFR Online Submission Form Continued

- Click in the required fields and enter the appropriate information for each.

Note: If a field is not required, it will be grayed out.

The screenshot shows a form titled "14j. Hospital service coordinators salaries, benefits & expenses" with a "Total: \$0.00" indicator. The form contains several input fields: "Type" (with a dropdown menu showing "Donations"), "First name", "Recipient/Last name", "Job title", "Description", "Amount", and an "ADD" button. Red arrows point to the "Recipient/Last name", "Description", and "Amount" fields, which are currently active and contain the text "Example", "Example", and "100" respectively. The "First name" and "Job title" fields are grayed out, indicating they are not required.

14j. Hospital service coordinators salaries, benefits & expenses		Total: \$0.00
Type	Donations	
First name		
Recipient/Last name	Example	
Job title		
Description	Example	
Amount	100	
ADD		

Introduction to AFR Online Submission Form Continued

- Click on the ADD button to add your entry to the schedule. Repeat for each entry. Be sure all of the information entered is correct before clicking on the ADD button because an entry cannot be edited once it has been added. To correct an entry, the entire entry would need to be deleted and the correct information re-entered.

Note: Your information will be lost if you click on the Save button or leave the AFR online submission form before clicking on the ADD button.

The screenshot displays a web form titled "14j. Hospital service coordinators salaries, benefits & expenses" with a "Total: \$0.00" indicator in the top right corner. The form contains several input fields: "Type" (with "Donations" selected), "First name", "Recipient/Last name" (with "Example" entered), "Job title", "Description" (with "Example" entered), and "Amount" (with "100" entered). At the bottom left, a dark grey "ADD" button is highlighted with a red rectangular box. The form is set against a light grey background with white input fields.

Introduction to AFR Online Submission Form Continued

- Once your entry has been added, it will show in the schedule below the ADD button.

Note: Click on the Save button before leaving your AFR. Any information entered and added to your AFR up to that point will be lost if you leave your after without saving.

- Things to note:
 - After you click on the Save button, the entries on the schedules are sorted and listed in numerical order after you click on the Save button.

14j. Hospital service coordinators salaries, benefits & expenses Total: \$100.00

Type:

First name:

Recipient/Last name:

Job title:

Description:

Amount:

ADD

Type	First name	Recipient/Last name	Job title	Description	Amount	
Donations		Example		Example	\$100.00	DELETE

Introduction to AFR Online Submission Form Continued

- To delete an entry, click on the Delete button next to the entry you wish to delete.

Notes:

- Be sure that your cursor is on the correct entry before clicking on the Delete button as this action is immediate and irreversible.
- If you upload a file attachment, then delete the entry(ies) that required the attachment, you will need to clear the file by clicking on the Clear File button to remove it from the schedule/sub-schedule.

Type	First name	Recipient/Last name	Job title	Description	Amount	
Donations		Example		Example	\$100.00	DELETE
Other				Example	\$50.00	DELETE

Introduction to AFR Online Submission Form Continued

- To edit an entry (only available on the Bank Account Info and Other Assets tabs).
 - To **Edit** an entry on these tabs:
 - Click on the Edit button next to the entry you wish to edit.
 - Click in the appropriate fields and updated information as needed.
 - Click on the ADD button to add the updated information to the schedule.

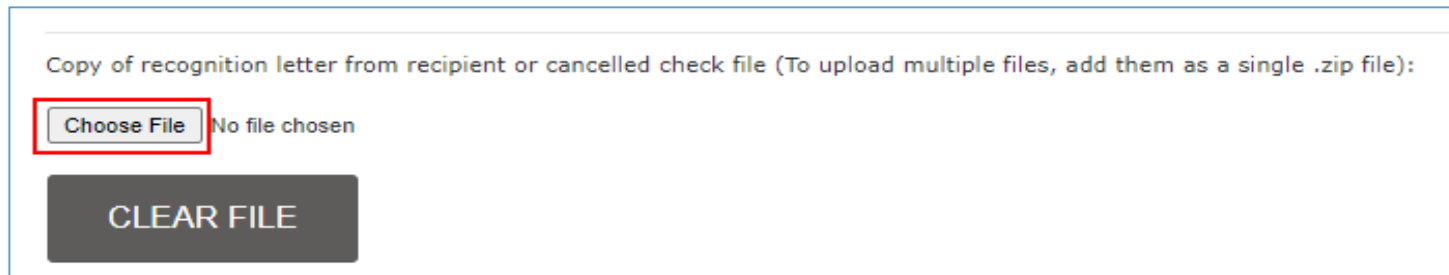
Address	City	State	Zip	Date Acquired	Estimated Market Value	Description	Sold	Sale Date	Sale Amt.		
11 Main St.	Huntsville	Alabama	11111	4/22/2021	\$0.00	Bingo and Bar/Lounge	Yes	4/29/2021	\$145,429.73	EDIT	DELETE
75 Green Ave.	Huntsville	Alabama	11111	8/16/1973	\$257,465.34	Thrift Store	No		\$0.00	EDIT	DELETE

Introduction to AFR Online Submission Form Continued

- If a file attachment is required, the Choose File button will be enabled. To upload a file attachment, drag and drop the file directly onto the Choose File button, or click on the Choose File button and select the file you want to attach from your records.

Notes:

- Only one file attachment is allowed per line.
- Each file has a maximum file size of 10 MB.
- All donation entries require a file attachment.
- Click on Save button to save file attachment to the schedule. If you leave your report before saving, your file attachment will be lost.



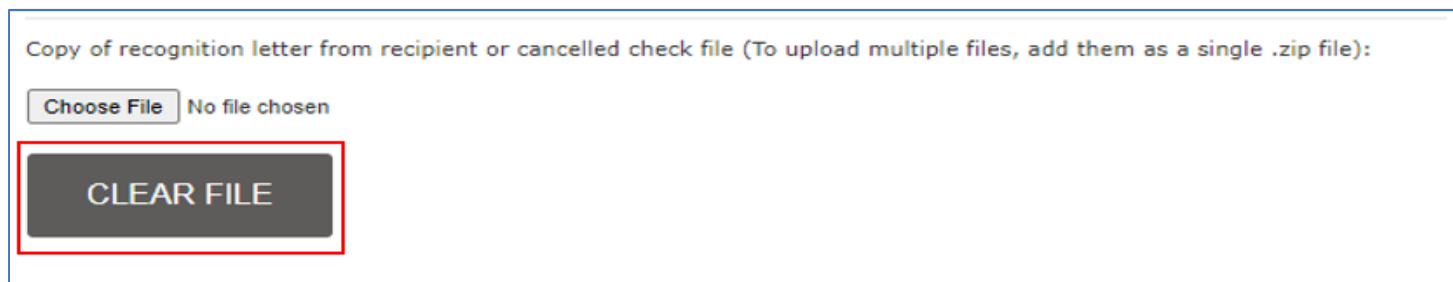
Copy of recognition letter from recipient or cancelled check file (To upload multiple files, add them as a single .zip file):

Choose File No file chosen

CLEAR FILE

This screenshot shows a web form for uploading a file. The text 'Copy of recognition letter from recipient or cancelled check file (To upload multiple files, add them as a single .zip file):' is at the top. Below it, there is a button labeled 'Choose File' and the text 'No file chosen'. The 'Choose File' button is highlighted with a red rectangle. Below the button is a dark grey button labeled 'CLEAR FILE'.

- To clear a file, click on the Clear File button.



Copy of recognition letter from recipient or cancelled check file (To upload multiple files, add them as a single .zip file):

Choose File No file chosen

CLEAR FILE

This screenshot shows the same web form as the previous one. The 'Choose File' button and 'No file chosen' text are at the top. The 'CLEAR FILE' button is now highlighted with a red rectangle.

Introduction to AFR Online Submission Form Continued

- Save often and every time before you leave the AFR online submission form.
- As a reminder, if you leave before saving your report, any information entered that has not been saved up to that point will be lost.



Prepare File Attachments

- Prepare all necessary file attachments:
 - Only one file per line can be attached. If you have multiple documents for a line, scan and save them as one PDF document. For example, if two donations were made to a VAMC and two recognition letters from the VAMC were provided, both of those letters would need to be scanned together and saved as one PDF document.
 - Each file is limited to 10MB. Large files may be compressed and sent as a .zip file.
 - Attachments are required for the following instances:
 - If the total income on line 10 minus the amounts entered on lines 1 & 7 is greater than \$300,000, attach complete CPA review.
 - If reporting a donation bequeathed by way of a will, trust, estate, etc. on line 9e., attach a copy of the legal gifting document (e.g. will, trust, insurance policy).
Note: Memorial (in memory of) donations are not bequests.
 - If an amount is entered on lines 14a, 14b, 14c or 14d, attach a file containing all of the recognition letters from the recipients of the donations or the cancelled checks corresponding to each line.
 - Donations reported on lines 14f, 14h, 14i, 14j, 14k and 14n, attach a file containing all of the recognition letters from the recipients of the donations or the cancelled checks corresponding to each line.
 - Department/Chapter Operated Program reported on line 14g, attach program receipts file.
 - If an amount is entered on line 23a, 24, 25 or 26, attach a file containing the June 30th bank statement(s), or statement(s) closest to June 30, along with a copy of the completed reconciliation page, corresponding to each line.
Note: Do not attach an entire year's worth of bank statements.
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New AFR Action Buttons

- When a new AFR Online Submission form opens, there will be four action buttons along the bottom of the form. These action buttons will be available as you work on each tab.

The screenshot displays the AFR Online Submission form interface. At the top, there is a link "Back to AFR Landing" and a status "You are logged in as:". Below this is a tabbed interface with tabs for "Let's get started" (active), "Income", "Expenses", "Liquid assets", "Bank account info", "Other assets", and "Attachments". The "Let's get started" tab contains several input fields: "Department:" (empty), "Chapter:" (empty), "Accounting period:" (empty), "Beginning balance:" (set to "\$0.00"), "Department Comments", and "HQ Comments". At the bottom of the form, there are two rows of action buttons. The first row, highlighted with a red border, contains "SAVE", "REVIEW", "LOCK", and "CANCEL". The second row, also highlighted with a red border, contains "SAVE", "REVIEW", "UNLOCK", and "CANCEL".

Back to AFR Landing

You are logged in as:

Let's get started | Income | Expenses | Liquid assets | Bank account info | Other assets | Attachments

Department:

Chapter:

Accounting period:

Beginning balance:

\$0.00

Department Comments

HQ Comments

SAVE REVIEW LOCK CANCEL

SAVE REVIEW UNLOCK CANCEL

Action Buttons Functions

- **Save:** This button saves the information you have entered ensuring that your information is not lost. This also allows you to exit the report and come back to it later to finish/update.
 - **Review:** This button navigates you to the Review and Signors section and displays the total of each of the lines of the AFR at that time.
 - **Lock:** This button locks the report and allows only the user who locked the report to edit it. When clicked, the Lock button is replaced by the Unlock button. An authorized use may remove the lock on the AFR at any time by clicking on the Unlock button.
 - **Note:** Authorized department officers will be able to Unlock and Edit locked reports of the chapters in their state department, as needed. An authorized department officer would only go into an AFR locked by a chapter user to help assist the chapter with completing or submitting the AFR. National Headquarters representatives will also be able to unlock AFRs, as needed.
 - **Cancel:** This button exits the AFR online submission form and returns you to the AFR Landing page.
 - **Note:** You will receive a message asking if you are sure that you want to return to the AFR Landing page. Do not click OK unless you have saved your AFR as any unsaved information will be lost.
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Let's Get Started Tab

- **Let's get Started Tab:** This tab is where you begin working on your report. You will need to will select the Department, Chapter, Accounting Period, and enter the Beginning Balance or confirm that the amount brought forward is correct.
- A. Department:** Click in the Department field and then on your department.
 - **Note:** If you hold authorized offices in multiple departments those departments will be available in the dropdown menu, based on your roles. Be sure to select the correct department.
 - B. Chapter:** Click in the Chapter field and then on your chapter.
 - **Note:** If you hold authorized offices in multiple departments and chapters those chapters will be available in the dropdown menu, based on your roles. Be sure to select the correct chapter.
 - C. Accounting Period:** Click in the Accounting Period field and select the appropriate accounting period for the AFR you are entering.
 - **Note:** You cannot type in an accounting period, one must be selected from the dropdown menu of available accounting period. Be sure to select the correct accounting period because it cannot be changed once the AFR has been saved.
 - D. Beginning Balance:** If the Beginning Balance is \$0.00, click in the Beginning Balance field and enter the beginning balance. Otherwise, ensure that the amount brought forward is correct.
 - **Note:** If there is not an approved AFR for the prior accounting period in the system, the Beginning Balance field will be \$0.00 and will be editable. If there is an approved AFR for the prior accounting period in the system, the total liquid assets listed on Line 27 of that AFR is brought forward into the Beginning Balance field on your new AFR and will not be editable.
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Let's Get Started Tab

- E. **Department Comments:** For Department use only. Use this field to enter comments/instructions related to the AFR for the chapter to make note of or to comply with.
- Note: This field should only be used to relay information to chapters related to AFRs that have been rejected. Do not use this field for notes or general comments.
- F. **HQ Comments:** For National Headquarters use only. Comments/instructions from a National Headquarters representative related to the AFR for the department/chapter to make note of or to comply with will display here.

The screenshot shows a web form titled "Back to AFR Landing". At the top, it says "You are logged in as:". Below this is a horizontal menu with tabs: "Let's get started" (highlighted with a red box), "Income", "Expenses", "Liquid assets", "Bank account info", "Other assets", and "Attachments". On the left side, there is a vertical list of red circles labeled A through F, each corresponding to a form field. Field A is "Department:" with a text input. Field B is "Chapter:" with a text input. Field C is "Accounting period:" with a text input. Field D is "Beginning balance:" with a text input showing "\$0.00". Field E is "Department Comments" with a text area. Field F is "HQ Comments" with a text area. At the bottom of the form are four buttons: "SAVE", "REVIEW", "LOCK", and "CANCEL".

Let's Get Started Tab

- **Save Your Report:** After you have entered your information, click on the Save button to save your AFR.
 - **Note:** If you leave the AFR online submission form before saving, any information you entered will be lost and your report will not be saved.

The screenshot shows a web form titled "Back to AFR Landing". Below the title, it says "You are logged in as:". There is a horizontal tab bar with six tabs: "Let's get started" (highlighted in blue), "Income", "Expenses", "Liquid assets", "Bank account info", and "Attachments". Below the tabs are several input fields: "Department:" with a text box, "Chapter:" with a dropdown menu, "Accounting period:" with a dropdown menu, and "Beginning balance:" with a text box containing "\$0.00". Below these fields are two sections for comments: "Department Comments" and "HQ Comments", each with a text area. At the bottom of the form is a row of four buttons: "SAVE", "REVIEW", "LOCK", and "CANCEL". The "SAVE" button is circled in red.

Income Tab

- The income tab consists of nine income category lines and the total income line. Report all income information for the accounting period on these lines.

Let's get started

Income

Expenses

Liquid assets

Bank account info

Other assets

Attachments

EXPAND ALL

COLLAPSE ALL

1. All funding from national headquarters	Total: \$0.00
2. Forget-me-not Drive gross receipts	Total: \$0.00
3. Bingo gross receipts	Total: \$0.00
4. Thrift store gross receipts	Total: \$0.00
5. Bar/lounge gross receipts	Total: \$0.00
6. Interest & dividend income from checking, savings, and C.Ds only	Total: \$0.00
7. In-kind donations during accounting period	Total: \$0.00
8. Total increase in market value of investments on line 26 during accounting period	Total: \$0.00
9. Other income	Total: \$0.00
10. Total income: \$0.00	

EXPAND ALL

COLLAPSE ALL

SAVE

REVIEW

LOCK

CANCEL

Income Tab – Line 1

- Line 1. All Funding From National Headquarters
 - Report all funds received from National Headquarters during the accounting period. This funding includes, but is not limited to, per capita dues distributions from National Headquarters and grants from the Columbia Trust, and for departments, the Department Fundraising and Department Revenue Sharing Programs.
- Things to note:
 - Do not include membership dues received from members to pay on their memberships on this line.
- Schedule Example:

Per Capita Dues	\$ 375.00
<u>New Program Distribution from National</u>	<u>\$1,000.00</u>
Line 1 Total	\$1,375.00

Income Tab – Line 1

- Line 1 completed schedule: Chapter Example

1. All funding from national headquarters

Total: \$1,375.00

Type

Description

Amount

ADD

Type	Description	Amount	
Per Capita Dues		\$375.00	DELETE
Other	New Program Distribution from National HQs	\$1,000.00	DELETE

- Line 1 completed schedule: Department Example

1. All funding from national headquarters

Total: \$4,475.00

Type

Description

Amount

ADD

Type	Description	Amount	
Per Capita Dues		\$375.00	DELETE
State Service (Department Fundraising Program)		\$1,400.00	DELETE
Department Revenue Sharing		\$1,200.00	DELETE
Columbia Trust Grants	Grant for Service Program	\$1,500.00	DELETE

Income Tab – Line 2

- Line 2. Forget-Me-Not-Drive Gross Receipts
 - Report total gross receipts from Forget-Me-Not drive during the accounting period.

- Schedule Example:

<u>Forget-Me-Not</u>	<u>1,200.00</u>
Line 2 Total	\$1,200.00

- Line 2. Completed Schedule Example:

2. Forget-me-not Drive gross receipts		Total: \$1,200.00
Description 		
Amount 		
ADD		
Description	Amount	
Forget-Me-Not Drive	\$1,200.00	DELETE

Income Tab – Line 3

- Line 3. Bingo Gross Receipts
 - Report total gross receipts from bingo operation during the accounting period.
- Things to note:
 - Funds from bingo sessions held for at a VAMC or nursing home for veterans should be reported on Line 9. Other Income.

- Schedule Example:

Instant Bingo	122,500.75
<u>Wednesday Bingo</u>	<u>47,756.85</u>
Line 3 Total	\$170,257.60



Income Tab – Line 3

- Line 3. Completed Schedule Example:

3. Bingo gross receipts		Total: \$170,257.60
Description		
Amount		
ADD		
Description	Amount	
Instant Bingo	\$122,500.75	DELETE
Wednesday Bingo	\$47,756.85	DELETE

Income Tab – Line 4

- Line 4. Thrift Store Gross Receipts
 - Report total gross receipts from thrift store operation during the accounting period.

- Schedule Example:

Thrift Store	11 Main St.	311,475.36
Line 4 Total		\$311,475.36

- Line 4. Completed Schedule Example:

4. Thrift store gross receipts		Total: \$311,475.36
Description		
Amount		
ADD		
Description	Amount	
11 Main St.	\$311,475.36	DELETE

Income Tab – Line 5

- Line 5. Bar/Lounge Gross Receipts
 - Report total gross receipts from bar/lounge operation, including from all gaming activities (e.g. video gaming machines, lottery tickets, pull tabs) conducting in the bar/lounge during the accounting period.

- Schedule Example:

Beverages & Food Sales	123,508.91
Pull Tab Sales	16,545.00
Jukebox Income	1,225.75
Pool Table Income	850.25
<u>Sale of Old Bar Stools</u>	<u>500.00</u>
Line 5 Total	\$142,629.91

Income Tab – Line 5

- Line 5. Completed Schedule Example:

5. Bar/lounge gross receipts		Total: \$142,629.91
Description		
Amount		
ADD		
Description	Amount	
Beverages & Food Sales	\$123,508.91	DELETE
Pull Tab Sales	\$16,545.00	DELETE
Jukebox Income	\$1,225.75	DELETE
Pool Table Income	\$850.25	DELETE
Sale of Old Bar Stools	\$500.00	DELETE

Income Tab – Line 6

- Line 6. Interest & Dividend Income From Checking, Savings, and CDs only.
 - Report interest and dividends received from checking accounts, savings accounts, and certificates of deposit during the accounting period.
- Things to note:
 - Interest and dividends received from investments listed on Line 26 should be reported on Line 9. Other Income.

- Schedule Example:

Checking Account Interest	36.54
CD Interest	25.02
Savings Account Interest	115.36
Line 6 Total	<u>\$176.92</u>

Income Tab – Line 6

- Line 6. Completed Schedule Example:

6. Interest & dividend income from checking, savings, and C.D.s only		Total: \$176.92
Description		
Amount		
ADD		
Description	Amount	
Checking Account Interest	\$36.54	DELETE
CD Interest	\$25.02	DELETE
Savings Account Interest	\$115.36	DELETE

Income Tab – Line 7

- Line 7. In-kind Donations During Accounting Period
 - Report in-kind donations that were redistributed during accounting period. See Reporting In-kind Donations & Gift Cards section for additional information.
- Line 7 Schedule
 - Include donor's name (first and last if individual), the item donated and the estimated value of each donated item.
- Things to note:
 - An in-kind donation is a non-monetary donation of goods or services. Do not include donations of money on this line.
- Schedule Example:

Individual- Jane Ross, Hospital Bed	900.00
<u>Business- Medical Store</u>	<u>500.00</u>
Line 7 Total	\$1,600.00

Income Tab – Line 7

- Line 7. Completed Schedule Example:

7. In-kind donations during accounting period

Total: \$1,600.00

Type

Donor First Name

Donor Last Name / Business Name

Donated Item

Amount

ADD

Type	Donor First Name	Donor Last Name / Business Name	Donated Item	Amount	
Individual	Jane	Ross	Hospital Bed	\$900.00	DELETE
Business		Medical Store	Wheelchair	\$700.00	DELETE

Income Tab – Line 8

- Line 8. Total Increase in Market Value of Investments on Line 26 During Accounting Period.
 - Report the total increase in the market value of investments reported on Line 26 as of the end of the accounting period (June 30).
- Things to Note
 - Only a total increase or decrease in market value of the investments as whole is reported. If you enter an amount is on Line 8, you will not be able to enter an amount on Line 20. Decrease in Market Value of Investments on Line 26 During the Accounting Period.
 - Click in the Total Increase field and enter the amount. NOTE: There is no ADD button for this line. This data will be added to Line 8 when you click on the Save button. If you have an amount on this line, do not leave your report without saving it first.
- Line 8 Example:

8. Total increase in market value of investments on line 26 during accounting period	Total: \$459.16
Total increase	
\$459.16	

Income Tab – Line 9

- Line 9. Other Income
 - Report all income and monies received that do not fall on Lines 1 thru 8.
- Line 9 Schedule
 - There are six (6) sub-lines included on Line 9 that require specific information and schedules for each.

9. Other income		Total: \$0.00
EXPAND ALL	COLLAPSE ALL	
9a. Fundraiser		Total: \$0.00
9b. Member donations		Total: \$0.00
9c. Business donations		Total: \$0.00
9d. Non-member donations		Total: \$0.00
9e. Testamentary type gifts		Total: \$0.00
9f. Other		Total: \$0.00
EXPAND ALL	COLLAPSE ALL	

- Include sources of income and total amount for each income category.
 - Things to note:
 - a) Donations made in memory of individuals are not bequests and should not be identified as such.
 - b) Identify fundraising events by the name/type of event and list the total expense amount for each event.
 - c) Dues from DAV members to be used to pay on their DAV memberships should be identified as DAV Membership Dues.
-

Income Tab – Line 9a

- Line 9a. Fundraiser
 - Report all income received from fundraising activities.
 - Include the name of each fundraiser and the total amount received from each.

- Schedule Example:

BBQ Event	18,243.11
Car Show	2,500.00
<u>Quilt Raffle</u>	<u>3,549.88</u>
Line 9a Total	\$24,292.99

Income Tab – Line 9a

- Line 9a. Completed Schedule Example:

9a. Fundraiser

Total: \$24,292.99

Name of Fundraiser

Amount

ADD

Name of Fundraiser	Amount	
BBQ Event	\$18,243.11	DELETE
Car Show	\$2,500.00	DELETE
Quilt Raffle	\$3,549.88	DELETE

Income Tab – Line 9b

- Line 9b. Member Donations
 - Report all donations received from members.
- Line 9b Schedule
 - Include the first and last names of each donor and the total amount received from each.

- Schedule Example:

James Denver	2,500.00
Mary Blue	3549.88
Line 9b Total	\$6,049.88



Income Tab – Line 9b

- Line 9b. Completed Schedule Example:

9a. Fundraiser

Total: \$24,292.99

Name of Fundraiser

Amount

ADD

Name of Fundraiser	Amount	
BBQ Event	\$18,243.11	DELETE
Car Show	\$2,500.00	DELETE
Quilt Raffle	\$3,549.88	DELETE

Income Tab – Line 9c

- Line 9c. Business Donations
 - Report all donations received from businesses.
- Line 9 c. Schedule
 - Include the complete name of each business and the total amount received from each.
- Schedule Example:

Jolly Mart	750.00
<u>Swap Shop</u>	<u>1,500.00</u>
Line 9c Total	\$2,250.00



Income Tab – Line 9c

- Line 9c. Business Donations Completed Schedule:

9c. Business donations		Total: \$2,250.00
Business Name		
Amount		
<button>ADD</button>		
Business Name	Amount	
Jolly Mart	\$750.00	<button>DELETE</button>
Swap Shop	\$1,500.00	<button>DELETE</button>

Income Tab – Line 9d

- Line 9d. Non-Member Donations
 - Report all donations received from non-member donors.
- Line 9d. Schedule:
 - Include the first and last names of each donor and the total amount received from each.
- Schedule Example:

Janice Jones	50.00
Don Macon	175.00
<u>Elsie Perry</u>	<u>1,700.00</u>
Line 9d Total	\$1,925.00

Income Tab – Line 9d

- Line 9d. Non-Member Donations Completed Schedule:

9d. Non-member donations			Total: \$1,925.00
Donor first name			
Donor last name			
Amount			
<button>ADD</button>			
Donor first name	Donor last name	Amount	
Janice	Jones	\$50.00	<button>DELETE</button>
Don	Macon	\$175.00	<button>DELETE</button>
Elise	Perry	\$1,700.00	<button>DELETE</button>

Income Tab – Line 9e

- Line 9e. Testamentary Type Gifts
 - Report all gifts received by wills, trusts and bequests.
- Line 9e. Schedule
 - Include the complete name of each decedent or provider and the total amount received from each.
- Things to note:
 - A copy of the legal gifting document (e.g. will, trust, insurance policy) is required for each gift.
 - A single PDF file that includes a copy of all legal gifting documents must be uploaded for this line.

- Schedule Example:

Benny Jones	5,000.00
Jack Market	5,000.00
Don Macon Estate	75,000.00
Line 9e Total	\$85,000.00



Income Tab – Line 9e

- Line 9e. Testamentary Type Gifts Completed Schedule:

9e. Testamentary type gifts

Total: \$85,000.00

Name of Decedent or Provider

Type

Amount

ADD

Name of Decedent or Provider	Gift Type	Amount	
Benny Jones	Wills	\$5,000.00	DELETE
Jack Market	Trusts	\$5,000.00	DELETE
Don Macon Estate	Bequests	\$75,000.00	DELETE

Copy of Documentation File (To upload multiple files, add them as a single .zip file):

Testamentary Gift Attachn

CLEAR FILE

Income Tab – Line 9f

- Line 9f. Other
 - Report all income and monies received that do not fall into any of the previous categories on Line 9.
- Line 9f. Schedule:
 - Include a description/reason for each category and the total amount received for each.
- Schedule Example:

Hall Rental	8,572.00
Sale of Merchandise	2,137.80
<u>Sale of Van</u>	<u>75,000.00</u>
Line 9f Total	\$85,709.80

Income Tab – Line 9f

- Line 9f. Completed Schedule Example:

9f. Other		Total: \$85,709.80
Description		
Amount		
ADD		
Description	Amount	
Hall Rental	\$8,572.00	DELETE
Sale of Merchandise	\$2,137.80	DELETE
Sale of Van	\$75,000.00	DELETE

Income Tab – Line 10

- Line 10. Total Income
 - The amount on line 10 is the sum of the amounts on lines 1 thru 9 of the AFR.
 - Note: The Beginning Balance amount is not included on line 10.

Let's get started	Income	Expenses	Liquid assets	Bank account info	Other assets	Attachments
EXPAND ALL COLLAPSE ALL						
1. All funding from national headquarters						Total: \$0.00
2. Forget-me-not Drive gross receipts						Total: \$0.00
3. Bingo gross receipts						Total: \$5.00
4. Thrift store gross receipts						Total: \$0.00
5. Bar/lounge gross receipts						Total: \$0.00
6. Interest & dividend income from checking, savings, and C.Ds only						Total: \$5.00
7. In-kind donations during accounting period						Total: \$0.00
8. Total increase in market value of investments on line 26 during accounting period						Total: \$459.16
9. Other income						Total: \$239,745.54
						10. Total income: \$240,214.70
EXPAND ALL COLLAPSE ALL						

Expenses Tab

- The Expenses tab consists of eleven (11) expense category lines and the total expenses line. Report all expenses for the accounting period on these lines.

Let's get startedIncomeExpensesLiquid assetsBank account infoOther assetsAttachments

EXPAND ALLCOLLAPSE ALL

11. Administrative personnel salaries, benefits, payroll taxes & processing fees	Total: \$0.00
12. Conventions/conferences/seminars/meetings	Total: \$0.00
13. Administrative & non-service related postage & office supplies	Total: \$0.00
14. Service expenses	Total: \$0.00
15. Forget-me-not expenses	Total: \$0.00
16. Bingo operation expenses	Total: \$0.00
17. Thrift store operation expenses	Total: \$0.00
18. Bar/lounge operation expenses	Total: \$0.00
19. Chapter home/unit home/department HQ operational expenses	Total: \$0.00
20. Decrease in market value of investments on line 26 during accounting period	Total: \$0.00
21. Other expenses	Total: \$0.00
22. Total expenses: \$0.00	

EXPAND ALLCOLLAPSE ALL

SAVE

REVIEW

LOCK

CANCEL

DOWNLOAD ALL ATTACHMENTS

Expense Lines – Line 11

- Line 11. Administrative Personnel Salaries, Benefits, Payroll Taxes & Payroll Processing Fees
 - Report salaries, employee benefits and payroll taxes for only administrative personnel and any related payroll processing fees.
 - Line 11 Schedule
 - Include first and last names of all administrative personnel, their job title and/or description of duties and total amount of each individual's compensation, expenses related to payroll processing, and total amount for each category.
-

Expense Lines – Line 11

- Things to note:
 - Do not include salaries, employee benefits, payroll taxes or related payroll processing fees for service personnel (i.e. department/chapter service officers, hospital service coordinators), bingo employees, or bar/lounge employees as these should be listed on the separate schedules for lines 14, 16, and 18 respectively.
- Schedule Example:

Salaries Jerry Brown Adjutant	5,000.00
Salaries Larry James Office Support	5,000.00
Other Payroll Taxes	1,536.47
<u>Other Payroll Processing Fees</u>	<u>452.87</u>
Line 11 Total	\$28,681.43

Expense Lines – Line 11

- Line 11 Completed Schedule Example:

11. Administrative personnel salaries, benefits, payroll taxes & processing fees

Total: \$28,681.43

Type

First Name

Last Name

Job Title

Description

Amount

ADD

Type	First Name	Last Name	Job Title	Description	Amount	
Salaries	Jerry	Brown	Adjutant		\$15,716.44	DELETE
Salaries	Larry	James		Office Support	\$10,975.65	DELETE
Other				Payroll Taxes	\$1,536.47	DELETE
Other				Payroll Processing Fees	\$452.87	DELETE

Expense Lines – Line 12

- Line 12. Conventions/Conference/Seminars/Meetings
 - Report expenses for conventions, conferences, schools of instruction, seminars and meetings (including monthly membership meetings).
- Line 12 Schedule
 - Include the name/type of event and the total amount expended/dispursed for each event.
- Things to note:
 - All travel and lodging expenses, advertisements, hospitality rooms and all other expenses directly related to an event should be included in the total amount reported for that event and not listed individually.

- Schedule Example:

Monthly Chapter Meetings	647.12
State Mid-Winter Conference	347.57
National Convention	1,745.33
Other Legislative Seminar	189.47
State Convention	953.21
Line 12 Total	\$3,882.70

Expense Lines – Line 12

- Line 12. Completed Schedule Example:

12. Conventions/conferences/seminars/meetings

Total: \$3,882.70

Type

Other type

Amount

ADD

Type	Other type	Amount	
Monthly Chapter Meetings		\$647.12	DELETE
State Mid-Winter Conference		\$347.57	DELETE
National Convention		\$1,745.33	DELETE
Other	Legislative Seminar	\$189.47	DELETE
State Convention		\$953.21	DELETE

Expense Lines – Line 13

- Line 13. Administrative & Non-Service Related Postage & Office Supplies
 - Report expenses for administrative and non-service related postage and office supplies (pens, paper, ink cartridges).
- Line 13 Schedule
 - Include a description/reason for each category and the total amount for each.
- Things to Note
 - Furniture and office equipment (computers, printers, desks) should be reported on the line for which the items were purchased. For example, the purchase of a desk for the bar/lounge manager office would be reported on Line 18. Bar/Lounge Operation Expenses.
 - Service related postage and office supplies should be reported on Line 14. Service Expenses accordingly.

- Schedule Example:

Postage	180.20
Pens, Pencils, etc.	74.35
Paper	115.55
Ink Cartridges	254.67
Line 13 Total	\$624.77



Expense Lines – Line 13

- Line 13. Completed Schedule Example:

13. Administrative & non-service related postage & office supplies

Total: \$624.77

Description

Amount

ADD

Description	Amount	
Postage	\$180.20	DELETE
Pens, Pencils, etc.	\$74.35	DELETE
Paper	\$115.55	DELETE
Ink Cartridges	\$254.67	DELETE

Expense Schedules – Line 14

- Line 14. Service Expenses
 - Report expenses for service programs and activities that provide a direct and substantial benefit to disabled veterans and their families.
- Line 14 Schedule
 - There are fourteen (14) sub-lines included on Line 14 that require specific service related information for each and schedules, if indicated.

The screenshot displays the VA Form 10-1041, Line 14 Schedule, which is used for reporting service expenses. The form is titled "Line 14 Schedule" and includes a header section with "Line 14" and "Schedule". Below the header, there are 14 sub-lines, each with a specific description of the expense category and a corresponding "Amount" column. The sub-lines are:

Sub-line	Description	Amount
14-1	Medical services and supplies	
14-2	Medical services and supplies (continued)	
14-3	Medical services and supplies (continued)	
14-4	Medical services and supplies (continued)	
14-5	Medical services and supplies (continued)	
14-6	Medical services and supplies (continued)	
14-7	Medical services and supplies (continued)	
14-8	Medical services and supplies (continued)	
14-9	Medical services and supplies (continued)	
14-10	Medical services and supplies (continued)	
14-11	Medical services and supplies (continued)	
14-12	Medical services and supplies (continued)	
14-13	Medical services and supplies (continued)	
14-14	Medical services and supplies (continued)	

- Things to note:
 - Most of the Service Expenses sub-lines require file attachments if an expense is entered on those lines.
 - Each of those lines require a single PDF file that includes a copy of all recognition letters/receipts applicable to each line.
-

Expense Lines – Line 14a

- Line 14a. Donations to VA Medical Centers
 - Report donations made to VA Medical Centers (VAMC).
- Line 14a. Schedule
 - Include name of VAMC, reason for the donation and total donation amount for each.
- Things to note:
 - A single PDF file that includes a copy of all of the recognition letters from the recipients of the donations made by the department/chapter must be uploaded for this line.
- Schedule Example:

Name of VAMC Hygiene Items	452.14
Name of VAMC TV for Rec Room	300.00
Line 14a Total	\$752.14

Expense Lines – Line 14a

- Line 14a. Completed Schedule Example:

14a. Donations to VA medical centers

Total: \$752.14

Name of VAMC

Reason for Donation

Amount

ADD

Name of VAMC	Reason for Donation	Amount	
Name of VAMC	Hygiene Items	\$452.14	DELETE
Name of VACM	TV for Rec Room	\$300.00	DELETE

Copy of recognition letter from the VAMC or cancelled check file (To upload multiple files, add them as a single .zip file):

14a. VAMC Donations Ack

CLEAR FILE

Expense Lines – Line 14b

- Line 14b. Donations to State Veterans Homes & Patients
 - Report all donations made to state veterans homes and patients.
- Line 14b. Schedule
 - Include name of facility, reason for expense/donation and total expense/donation amount for each.
- Things to note:
 - A single PDF file that includes a copy of all of the recognition letters from the recipients of the donations made by the department/chapter must be uploaded for this line.
- Schedule Example:

Name of Facility General Donation	100.00
Name of Facility Christmas Cards	400.00
Name of Facility Picnic Items	100.00
Line 14a Total	\$600.00

Expense Lines – 14b

- Line 14b. Completed Schedule Example:

14b. Donations to state veterans homes and patients

Total: \$600.00

Name of Facility

Reason for Donation

Amount

ADD

Name of Facility	Reason for Donation	Amount	
Name of Facility	General Donations	\$100.00	DELETE
Name of Facility	Christmas Cards	\$400.00	DELETE
Name of Facility	Picnic Items	\$100.00	DELETE

Copy of recognition letter from facility or cancelled check file (To upload multiple files, add them as a single .zip file):

14b. Donations Ack Attac

CLEAR FILE

Expense Lines – Line 14c

- Line 14c. Donations to Columbia Trust
 - Report all donations made to the Columbia Trust.
- Things to note:
 - A single PDF file that includes a copy of all of the recognition letters from the Trust for donations made by the department/chapter must be uploaded for this line.
- Line 14c. Completed Line Example:

14c. Donations to Columbia Trust

Total: \$6,250.00

Donations to Columbia Trust

Amount

ADD

Amount	
\$5,000.00	DELETE
\$1,250.00	DELETE

Copy of the recognition letter(s) from the Trust or cancelled check(s) file (To upload multiple files, add them as a single .zip file):

14c. Donations Ack Attach

CLEAR FILE

Expense Lines – 14d

- Line 14d. Donations to the National Service Foundation
 - Report all donations made to the National Service Foundation.
- Things to note:
 - A single PDF file that includes a copy of all of the recognition letters from the Trust for donations made by the department/chapter must be uploaded for this line.
- Line 14d. Completed Line Example:

14d. Donations to the National Service Foundation

Total: \$2,975.00

Amount

ADD

Amount	
\$1,500.00	DELETE
\$1,475.00	DELETE

Copy of recognition letter(s) from the Trust or cancelled check(s) file (To upload multiple files, add them as a single .zip file):

14d. Donations Ack Attac

CLEAR FILE

Expense Lines – 14e

- Line 14e. DAV Transportation Network Vehicle Grant Program
 - Report payments made directly to National Headquarters for Program.
- Things to note:
 - Reports payments given to your DAV department on Line 14g. Service Programs.
- Line 14e. Completed Line Example:

14e. DAV Transportation Network Vehicle Grant Program		Total: \$29,471.23
Amount		
<button>ADD</button>		
Amount		
\$29,471.23	<button>DELETE</button>	

Expense Lines – Line14f

- Line 14f. VAVS Programs
 - Report expenses and donations for VAVS Programs.
- Line 14f. Schedule
 - Include facility name, name of program and total expense for each program.
- Things to note:
 - If service was in the form of a donation(s), a single PDF file that includes a copy of all of the recognition letters from the recipients of the donations made by the department/chapter must be uploaded for this line.
- Schedule Example:

Donations Facility Name, Ramp Project	2,500.00
Other Volunteer Meals	125.00
Line 14f Total	\$2,625.00

Expense Lines – Line14f

- Line 14f. Completed Schedule Example:

14f. Veterans Affairs Voluntary Service (VAVS) programs

Total: \$2,625.00

Type

Name of facility

Program name

Description

Amount

ADD

Type	Name of facility	Program name	Description	Amount	
Donations	Facility Name	Ramp Project		\$2,500.00	DELETE
Other			Volunteer Meals	\$125.00	DELETE

Copy of recognition letter from facility or cancelled check file (To upload multiple files, add them as a single .zip file):

14f. Donations Ack Attach

CLEAR FILE

Expense Lines – Line 14g

- Line 14g. Service Programs
 - Report expenses/donations for service programs and department/chapter operated service programs.
 - Line 14g. Schedule
 - Include name of organization, name of program and total expense for each program.
 - For department/chapter operated programs, include the program name and total program expense for each.
 - Things to note:
 - A single PDF file that includes a copy of all of the recognition letters from the recipients of the donations made by the department/chapter must be uploaded for this line.
 - For department/chapter operated programs, a single PDF file that includes a copy of all program receipts from each program must be uploaded for this line. Use this file upload section to only upload the receipts file for your department/chapter operated program(s) only.
 - Schedule Example:

Donations Recipient Name Program Name	2,500.00
Other Program Expense	2,141.57
<u>Dept/Chpt Operated Program Chapter Food Bank</u>	<u>16,485.25</u>
Line 14g Total	\$21,126.82
-

Expense Lines – Line 14g

- Line 14g. Completed Schedule Example:

14g. Service programs

Total: \$21,126.82

Type

Organization Name

Program name

Description

Amount

ADD

Type	Organization Name	Program name	Description	Amount	
Donations	Recipient Name	Program Name		\$2,500.00	DELETE
Other			Program Expense	\$2,141.57	DELETE
Department/Chapter Operated Program		Chapter Food Bank		\$16,485.25	DELETE

Copy of recognition letter from facility or cancelled check file (To upload multiple files, add them as a single .zip file):

14g. Donations Ack Attac

CLEAR FILE

Copy of Program receipts file (To upload multiple files, add them as a single .zip file):

14g. Receipts Attachment

CLEAR FILE

Expense Lines – 14h

- Line 14h. Service Office/Officer Expenses
 - Report expenses/donations related to a service office/officer.
- Line 14h. Schedule
 - Include reasons for expenses/donations and total amount for each category.
- Things to note:
 - If service was in the form of donations, a single PDF file that includes a copy of all of the recognition letters from the recipients of the donations made by the department/chapter must be uploaded for this line.

- Schedule Example:

Donations County VSO, Office Supplies	246.84
Other CSO Office Rent	2,400.00
Line 14h Total	\$2,646.84



Expense Lines – 14h

- 14h. Completed Schedule Example:

14h. Service office/officer expenses

Total: \$2,646.84

Type

Recipient Name

Reason for Donation/Other Description

Amount

ADD

Type	Recipient name	Reason for Donation/Other Description	Amount	
Donations	County VSO	Office Supplies	\$246.84	DELETE
Other		CSO Office Rent	\$2,400.00	DELETE

Copy of recognition letter from facility or cancelled check file (To upload multiple files, add them as a single .zip file):

14h. Donations Ack Attac

CLEAR FILE

Expense Lines – Line 14i

- Line 14i. Service Officer Salaries and Benefits Schedule
 - Report salaries, payroll taxes, benefits for service officers and donations to help support service officer salaries in other service offices (e.g. DSOs, VSOs).
- Line 14i. Schedule
 - Include first and last names, total salary and total benefits for each, as well as additional information as applicable.
 - Include reasons for expenses/donations and total amount for each category.
- Things to note:
 - If service was in the form of donations, a single PDF file that includes a copy of all of the recognition letters from the recipients of the donations made by the department/chapter must be uploaded for this line.

- Schedule Example:

Employee Benefits Insurance	2,147.56
Salaries Nathan Moore, NSO Supervisor	12,854.28
Donations NSO Office, Salary Support	5,000.00
Other Holiday Bonuses	2,500.00
Payroll Taxes FICA	1,457.25
Line 14i Total	\$23,459.09

Expense Lines – Line 14i

- Line 14i. Completed Schedule Example:

14i. Service officer salaries and benefits

Total: \$23,459.09

Type

First name

Recipient/Last name

Job title

Description

Amount

ADD

Type	First name	Recipient/Last name	Job title	Description	Amount	
Employee Benefits				Insurance	\$2,147.56	DELETE
Salaries	Nathan	Moore	NSO Supervisor		\$12,854.28	DELETE
Donations		NSO Office		Salary Support	\$5,000.00	DELETE
Other				Holiday Bonuses	\$2,000.00	DELETE
Payroll Taxes				FICA	\$1,457.25	DELETE

Copy of recognition letter from recipient or cancelled check file (To upload multiple files, add them as a single .zip file):

14i. Donations Ack Attach

CLEAR FILE

Expense Lines – Line 14j

- Line 14j. Hospital Service Coordinators Salaries, Benefits & Expenses
 - Report salaries, payroll taxes, benefits and expenses related to Hospital Service Coordinators.
- Line 14j. Schedule
 - Include first and last names, total salary and total benefits for each, as well as additional information as applicable.
 - Include reasons for expenses/donations and total amount for each category.
- Things to note:
 - If service was in the form of donations, a single PDF file that includes a copy of all of the recognition letters from the recipients of the donations made by the department/chapter must be uploaded for this line.

- Schedule Example:

Salaries Rose Jones, HSC	15,412.67
Salaries Sam Jacks	13,478.21
Payroll Taxes, SUTA	7,500.00
Employee Benefits Insurance	1,247.36
Donations HSC Office, Salary Support	5,000.00
Other Holiday Bonuses	1,000.00
Line 14j Total	\$43,638.24

Expense Lines – Line 14j

- Line 14j. Completed Schedule Example:

14j. Hospital service coordinators salaries, benefits & expenses

Total: \$43,638.24

Type

First name

Recipient/Last name

Job title

Description

Amount

ADD

Type	First name	Recipient/Last name	Job title	Description	Amount	
Salaries	Rose	Jones	HSC		\$15,412.67	DELETE
Salaries	Sam	Jacks	HSC		\$13,478.21	DELETE
Payroll Taxes				SUTA	\$7,500.00	DELETE
Employee Benefits				Insurance	\$1,247.36	DELETE
Donations		HSC Office		Salary Support	\$5,000.00	DELETE
Other				Holiday Bonuses	\$1,000.00	DELETE

Copy of recognition letter from recipient or cancelled check file (To upload multiple files, add them as a single .zip file):

14j Donations Ack Attachi

CLEAR FILE

Expense Lines – Line 14k

- Line 14k. Direct Assistance to Needy Veterans & Families
 - Report all grants/assistance provided directly to disabled veterans/families of veterans.
 - Line 14k. Schedule
 - Include the first and last names of each veteran/family of veteran, the reason for the grant/assistance, and the total amount for each.
 - Things to note:
 - Only expenses related to the department/chapter providing assistance directly to an individual veteran/family of veteran belong on this line. Donations/assistance provided to organizations do not.
 - A single PDF file that includes a copy of the Financial Assistance Forms, if using, or receipts for each recipient must be uploaded.
 - Gift cards purchased to have on hand to give to veterans as needed are not considered a service expense until the card is given to a veteran/family of veteran. See Reporting In-kind Donations & Gift Cards for additional information.
-

Expense Lines – Line 14k

- Schedule Example:

Benny Votto, Rent	500.00
Angela Martin, Utilities	285.46
Mike Frazier, Family Funeral	175.23
Line 14k Total	\$960.69

- Line 14j. Completed Schedule Example:

14k. Direct assistance to needy veterans & families

Total: \$960.69

First name

Last name

Reason for Grant/Assistance

Amount

ADD

First name	Last name	Reason for Grant/Assistance	Amount	
Benny	Votto	Rent	\$500.00	DELETE
Angela	Martin	Utilities	\$285.46	DELETE
Mike	Frazier	Family Funeral	\$175.23	DELETE

Direct Assistance to Needy Veterans and Families file (To upload multiple files, add them as a single .zip file):

14k Donations Ack Attach

CLEAR FILE

Expense Lines – Line 14l

- Line 14l. Publication of Newsletters/Periodicals Devoted to Providing Service/VA Benefits/Membership Information
 - Report total amount of all expenses related to the publication of newsletters/periodicals devoted to providing service, VA benefits and membership information.
 - Line 14l. Completed Example:

14l. Publication of newsletters/periodicals devoted to providing service/VA benefits/membership information		Total: \$451.35
Amount		
ADD		
Amount		
\$451.35	DELETE	

Expense Lines – Line 14m

- Line 14m. In-kind Donations Schedule
 - Report in-kind donations that were distributed during the accounting period.
- Line 14m. Schedule
 - Include the name of each recipient (first and last names for individuals), the item donated and estimated total value of each item donated.
- Things to note:
 - The donated items and values reported on line 14m must agree with donated items and values reported on Line 7. See the Reporting In-kind Donations & Gift Cards section.

- Schedule Example:

Individual Jackie Marks, Wheelchair	700.00
<u>Business Veteran Store, Hospital Bed</u>	<u>900.00</u>
Line 14m Total	\$1,600.00

Expense Lines – Line 14m

- Line 14m. In-kind Donations Schedule

14m. In-kind donations during accounting period					Total: \$1,600.00
Type					
First Name					
Last Name / Business Name					
Item Donated					
Amount					
ADD					
Type	First Name	Last Name / Business Name	Item Donated	Amount	
Individual	Jackie	Marks	Wheelchair	\$700.00	DELETE
Business		Veteran Store	Hospital Bed	\$900.00	DELETE

Expense Lines – Line 14n

- Line 14n. Other Service Expenses
 - Report all service expenses that do not fall on Lines 14a thru 14m.
- Line 14n. Schedule
 - Include reasons for expenses/disbursements and the total amount for each category.
- Things to note:
 - If service was in the form of donations, a single PDF file that includes a copy of all of the recognition letters from the recipients of the donations made by the department/chapter must be uploaded for this line.

- Schedule Example:

Other Vets Grave Markers	305.37
<u>Donations Kroker, Vets Car Show</u>	<u>500.00</u>
Line 14n Total	\$805.37

Expense Lines – 14n

- Line 14n. Completed Schedule Example:

14n. Other service expenses

Total: \$805.37

Type

Recipient name

Reason for Donation/Other Description

Amount

ADD

Type	Recipient name	Reason for Donation/Other Description	Amount	
Other		Vets Grave Markers	\$305.37	DELETE
Donations	Kroker	Vets Car Show	\$500.00	DELETE

Copy of recognition letter from recipient or cancelled check file (To upload multiple files, add them as a single .zip file):

14n Donations Ack Attach

CLEAR FILE

Expense Lines – 15

- Line 15. Forget-Me-Not Expenses
 - Report total amount of Forget-Me-Not drive expenses, including flowers, cans, posters, volunteer meals and all other expenses directly related to the drive.
- Line 15 Schedule
 - Include a reason/description of each expense category (e.g. posters).

- Schedule Example:

Posters	124.54
Forget-Me-Nots	112.00
<u>Volunteer T-Shirts</u>	<u>475.86</u>
Line 15 Total	\$712.40

Expense Lines – 15

- Line 15. Completed Schedule Example:

15. Forget-me-not expenses		Total: \$712.40
Description		
Amount		
ADD		
Description	Amount	
Posters	\$124.54	DELETE
Forget-Me-Nots	\$112.00	DELETE
Volunteer T-Shirts	\$475.86	DELETE

Expense Lines – Line 16

- Line 16. Bingo Expenses
 - Report expenses for non-service related department/chapter bingo operation.
- Line 16 Schedule
 - There are ten (10) sub-lines included on Line 16 that require specific information for each.

16. Bingo operation expenses		Total: \$0.00
EXPAND ALL COLLAPSE ALL		
16a. Building operation costs		Total: \$0.00
16b. Licenses & permits		Total: \$0.00
16c. Player payouts/prizes		Total: \$0.00
16d. Salaries		Total: \$0.00
16e. Payroll taxes		Total: \$0.00
16f. Employee benefits		Total: \$0.00
16g. Payroll processing fees		Total: \$0.00
16h. Supplies		Total: \$0.00
16i. Banking fees/charges		Total: \$0.00
16j. Other		Total: \$0.00
EXPAND ALL COLLAPSE ALL		

Expense Lines – Line 16

- Line 16 Schedule, Continued:
 - Include the payout to players, rent, utilities , banking expenses, all bingo salaries (list the full name, job title and amount of salary or other compensation for each bingo employee), payroll taxes, related payroll processing fees, related supplies and any other expenses directly related to the operation of bingo, and the total amount for each category.
-

Expense Lines – Line 16

- Things to note:
 - a) Expenses for voluntary bingo sessions held for disabled veterans at any VAMC and/or nursing home for veterans must be reported on Line 14. Service Expenses.
 - b) Allocate building expenses for department/chapter operations, accordingly.
 - Allocations should be made in accordance with how often the building is used for that specific operation (i.e. bar/lounge, bingo and chapter home/department headquarters.)
 - For example, a bar/lounge operation that is open 7 days a week would have higher operational costs (utilities, janitorial, insurance, etc.) than a bingo operation session held 1 day a week. See Allocations – Explanation & Schedule Example.
-

Expense Lines – Line 16a

- Line 16a. Building Operation Cost
 - Report expenses related to the operation of the building.
- Line 16a. Schedule
 - Include reason/description of each expense category (e.g. electrical repairs) and the total amount for each.

- Schedule Example:

Mortgage Payments, 11 Main St.	4,826.31
Real Estate Taxes, 11 Main St.	1,502.70
Insurance, Liability Insurance	1,647.89
Utilities, Gas and Electric	3,541.42
Utilities, Telephone	1,000.00
Other, Janitorial Service	2,238.45
Repairs, Electric Repair	1,017.16
Maintenance, HVAC Annual Service	761.84
Line 16a Total	\$16,535.77

Expense Lines – Line 16a

- Line 16a. Completed Schedule Example:

16a. Building operation costs

Total: \$16,535.77

Type

Description

Amount

ADD

Type	Description	Amount	
Mortgage Payments	11 Main St.	\$4,826.31	DELETE
Real Estate Taxes	11 Main St.	\$1,502.70	DELETE
Insurance	Liability Insurance	\$1,647.89	DELETE
Utilities	Gas and Electric	\$3,541.42	DELETE
Utilities	Telephone	\$1,000.00	DELETE
Other	Janitorial Service	\$2,238.45	DELETE
Repairs	Electric Repair	\$1,017.16	DELETE
Maintenance	HVAC Annual Service	\$761.84	DELETE

Expense Lines – Line 16b

- Line 16b. Licenses & Permits
 - Report expenses for licenses and permits related to the bingo operation.
- Line 16b. Schedule
 - Include reason/description of each expense category (e.g. food service license) and the total amount for each.
- Schedule Example:

Gaming License	250.00
Line 16b Total	\$250.00
- Line 16b. Completed Schedule Example:

16b. Licenses & permits		Total: \$250.00
Description		
Amount		
ADD		
Description	Amount	
Gaming License	\$250.00	DELETE

Expense Lines – Line 16c

- Line 16c. Player Payouts/Prizes
 - Report bingo player payouts/prizes and total amount for each category.
- Line 16c. Schedule
 - Include reason/description of each expense category (e.g. Wednesday bingo payouts) and the total amount for each.
- Schedule Example:

Instant Bingo Payouts	575.23
<u>Wednesday Bingo Payouts</u>	<u>125.00</u>
Line 16c Total	\$700.23
- Line 16c. Completed Schedule Example:

16c. Player payouts/prizes		Total: \$700.23
Description		
Amount		
<button>ADD</button>		
Description	Amount	
Instant Bingo Payouts	\$575.23	<button>DELETE</button>
Wednesday Bingo Payouts	\$125.00	<button>DELETE</button>

Expense Lines – Line 16d

- Line 16d. Salaries
 - Report salaries for all bingo employees.
- Line 16d. Schedule
 - Include the first name, last name, job title and/or description of duties and the total amount for each.

- Schedule Example:

Kelly Smith, Cashier, Temp	1,876.29
<u>Bob Crow, Floor Worker</u>	<u>1,876.29</u>
Line 16d Total	\$3,752.58

Expense Lines – Line 16d

- Line 16d. Completed Schedule Example:

16d. Salaries					Total: \$3,752.58
First name					
Last name					
Job title					
Description					
Amount					
ADD					
First name	Last name	Job title	Description	Amount	
Kelly	Smith	Cashier	Temp	\$1,876.29	DELETE
Bob	Crow		Floor Worker	\$1,876.29	DELETE

Expense Lines – Line 16e

- Line 16e. Payroll Taxes
 - Report payroll taxes for bingo employees.
- Line 16e. Schedule
 - Include description/type of taxes (e.g. FICA) and the total amount for each.
- Schedule Example:

FUTA	1,000.00
SUTA	258.44
Line 16e Total	\$1,258.44



Expense Lines – Line 16e

- Line 16e. Completed Schedule Example:

16e. Payroll taxes		Total: \$1,258.44
Description		
Amount		
ADD		
Description	Amount	
FUTA	\$1,000.00	DELETE
SUTA	\$258.44	DELETE

Expense Lines – Line 16f

- Line 16f. Employee Benefits
 - Report employee benefits for bingo employees.
- Line 16f. Schedule
 - Include description/type of benefit (e.g. medical insurance) and the total amount for each.

- Schedule Example:

Holiday Bonuses	500.00
<u>Medical Insurance</u>	<u>1,200.00</u>
Line 16f Total	\$1,700.00



Expense Lines – Line 16f

- Line 16f. Completed Schedule Example:

16f. Employee benefits		Total: \$1,700.00
Description		
Amount		
ADD		
Description	Amount	
Holiday Bonuses	\$500.00	DELETE
Medical Insurance	\$1,200.00	DELETE

Expense Lines – Line 16g

- Line 16g. Payroll Processing Fees
 - Report fees related to payroll processing for bingo payroll.
- Line 16g. Schedule
 - Include a reason/description for bingo payroll processing fees and the total amount for each.
- Schedule Example:

<u>Payroll Processing Service Fees</u>	<u>835.12</u>
Line 16g Total	\$835.12

Expense Lines – Line 16g

- Line 16g. Completed Schedule Example:

16g. Payroll processing fees		Total: \$835.12
Description		
Amount		
ADD		
Description	Amount	
Payroll Processing Service Fees	\$835.12	DELETE

Expense Lines – Line 16h

- Line 16h. Supplies
 - Report all supplies related to the bingo operation.
- Line 16h. Schedule
 - Include a description of the supplies (e.g. bingo cards) and the total amount for each category.

- Schedule Example:

Bingo Cards	219.45
Daubers	49.17
<u>Pull Tabs</u>	<u>200.00</u>
Line 16h Total	\$468.62



Expense Lines – Line 16h

- Line 16h. Completed Schedule Example:

16h. Supplies		Total: \$468.62
Description		
Amount		
<button>ADD</button>		
Description	Amount	
Bingo Cards	\$219.45	<button>DELETE</button>
Daubers	\$49.17	<button>DELETE</button>
Pull Tabs	\$200.00	<button>DELETE</button>

Expense Lines – Line 16i

- Line 16i. Banking Fees/Charges
 - Report all banking fees and charges related to the bingo operation.
- Line 16i. Schedule
 - Include a description of the banking fees/charges (e.g. checking account service fee) and the total amount for each category.
- Schedule Example:

Checking Account Service Fees	6.45
<u>Checking Account Returned Check Charge</u>	<u>25.00</u>
Line 16i Total	\$31.45

Expense Lines – Line 16i

- Line 16i. Completed Schedule Example:

16i. Banking fees/charges		Total: \$31.45
Description		
Amount		
ADD		
Description	Amount	
Checking Account Service Fees	\$6.45	DELETE
Checking Account Returned Check Charge	\$25.00	DELETE

Expense Lines – Line 16j

- Line 16j. Other
 - Report all expenses related to the bingo operation that do not fall on lines 16a. thru 16i.
- Line 16j. Schedule
 - Include a reason/description of each expense category and the total amount for each.
- Schedule Example:

Advertising	375.00
<u>Bingo Volunteer Meals</u>	<u>86.24</u>
Line 16j Total	\$461.24

Expense Lines – Line 16i

- Line 16j. Completed Schedule Example:

16j. Other		Total: \$461.24
Description		
Amount		
ADD		
Description	Amount	
Advertising	\$375.00	DELETE
Bingo Volunteer Meals	\$86.24	DELETE

Expense Lines – Line 17

- Line 17. Thrift Store Expenses
 - Report expenses for department/chapter thrift store operation.
- Line 17 Schedule
 - There are eleven (11) sub-lines included on Line 17 that require specific service related information for each.

17. Thrift store operation expenses		Total: \$0.00
EXPAND ALL COLLAPSE ALL		
17a. Building operation costs		Total: \$0.00
17b. Management fees		Total: \$0.00
17c. Licenses & permits		Total: \$0.00
17d. Salaries		Total: \$0.00
17e. Payroll taxes		Total: \$0.00
17f. Employee benefits		Total: \$0.00
17g. Payroll processing fees		Total: \$0.00
17h. Banking fees/charges		Total: \$0.00
17i. Supplies		Total: \$0.00
17j. Vehicle expenses		Total: \$0.00
17k. Other		Total: \$0.00
EXPAND ALL COLLAPSE ALL		

Expense Lines – Line 17

- Line 17 Schedule, Continued:
 - Include rent, utilities, banking expenses, all thrift store salaries (list the full name, job title and amount of salary or other compensation for each thrift store employee), payroll taxes, management fees, and any other expenses that are directly related to the operation of the thrift store.
-

Expense Lines – Line 17

- Line 17a. Building Operation Cost
 - Report expenses related to the operation of the building.
- Line 17a. Schedule
 - Include a reason/description of each expense category (e.g. plumbing repairs) and the total amount for each.
- Schedule Example:

Mortgage Payments, 75 Green Ave.	9,465.83
Real Estate Taxes, 75 Green Ave.	1,795.43
Insurance, Liability Insurance	2,354.87
Utilities, Gas and Electric	4,956.17
Utilities, Water	5.00
Other, Janitorial Service	15.00
Repairs, Plumbing Repair	75.24
Maintenance, HVAC Annual Service	450.00
Line 17a Total	\$19,117.54

Expense Lines – Line 17

- Line 17a. Completed Schedule Example:

17a. Building operation costs

Total: \$19,117.54

Type

Description

Amount

ADD

Type	Description	Amount	
Mortgage Payments	75 Green Ave.	\$9,465.83	DELETE
Real Estate Taxes	75 Green Ave.	\$1,795.43	DELETE
Insurance	Liability Insurance	\$2,354.87	DELETE
Utilities	Gas and Electric	\$4,956.17	DELETE
Utilities	Water	\$5.00	DELETE
Other	Janitorial Service	\$15.00	DELETE
Repairs	Plumbing Repair	\$75.24	DELETE
Maintenance	HVAC Annual Service	\$450.00	DELETE

Expense Lines – Line 17b

- Line 17b. Management Fees
 - Report expenses for management fees related to the operation of the thrift store.
- Line 17b. Schedule
 - Include a reason/description for each expense category and the total amount for each.

- Schedule Example:

Professional Management Fees	15,147.69
Line 17b Total	\$15,147.69

- Line 17b. Completed Schedule Example:

17b. Management fees		Total: \$15,147.69
Description		
Amount		
ADD		
Description	Amount	
Professional Management Fees	\$15,147.69	DELETE

Expense Lines – Line 17c

- Line 17c. Licenses & Permits
 - Report expenses for licenses and permits related to the thrift store operation.
- Line 17c. Schedule
 - Include a reason/description of each expense category (e.g. business license) and the total amount for each.
- Schedule Example:

Business License	250.00
Sign Permit	175.00
Line 17c.Total	\$425.00
- Line 17c. Completed Schedule Example:

17c. Licenses & permits		Total: \$425.00
Description		
Amount		
ADD		
Description	Amount	
Business License	\$250.00	DELETE
Sign Permit	\$175.00	DELETE

Expense Lines – Line 17d

- Line 17d. Salaries
 - Report salaries for all thrift store employees.
- Line 17d. Schedule
 - Include the first name, last name, job title and/or description of duties and the total amount for each.
- Schedule Example:

Carl Green, Cashier	1,876.29
Marie Brown, Manager	2,500.00
Line 17d Total	\$4,376.29
- Line 17d. Completed Schedule Example:

17d. Salaries

Total: \$4,376.29

First name

Last name

Job title

Description

Amount

ADD

First name	Last name	Job title	Description	Amount	
Carl	Green	Cashier		\$1,876.29	DELETE
Marie	Brown	Manager		\$2,500.00	DELETE



Expense Lines – Line 17e

- Line 17e. Payroll Taxes
 - Report salaries for all thrift store employees.
- Line 17e. Schedule
 - Include the first name, last name, job title and/or description of duties and the total amount for each.

- Schedule Example:

SUTA	504.21
FUTA	754.23
Line 17e Total	\$1,258.44

- Line 17e. Completed Schedule Example:

17e. Payroll taxes		Total: \$1,258.44
Description		
Amount		
ADD		
Description	Amount	
SUTA	\$504.21	DELETE
FUTA	\$754.23	DELETE

Expense Lines – Line 17f

- Line 17f. Employee Benefits
 - Report salaries for all thrift store employees.
- Line 17f. Schedule
 - Include a the type of taxes and the total amount for each.

- Schedule Example:

Medical Insurance	1,750.26
Line 17f Total	\$1,750.26

- Line 17f. Completed Schedule Example:

17f. Employee benefits		Total: \$1,750.26
Description		
Amount		
ADD		
Description	Amount	
Medical Insurance	\$1,750.26	DELETE

Expense Lines – Line 17g

- Line 17g. Payroll Processing Fees
 - Report fees related to payroll processing for thrift store payroll.
- Line 17g. Schedule
 - Include a description/reason for the payroll processing fees and the total amount for each.
- Schedule Example:

Payroll Processing Service Fees	452.78
Line 17g Total	\$452.78
- Line 17g. Completed Schedule Example:

17g. Payroll processing fees		Total: \$452.78
Description		
Amount		
ADD		
Description	Amount	
Payroll Processing Service Fees	\$452.78	DELETE

Expense Lines – Line 17h

- Line 17h. Banking Fees/Charges
 - Report all banking fees and charges related to the thrift store operation bank accounts.
- Line 17h. Schedule
 - Include a description of the banking fees/charges (e.g. checking account service fee) and the total amount for each.
- Schedule Example:

Savings Account Service Fees	4.58
<u>Checking Account Service Fees</u>	<u>35.00</u>
Line 17h Total	\$39.58
- Line 17h. Completed Schedule Example:

17h. Banking fees/charges		Total: \$39.58
Description		
Amount		
<button>ADD</button>		
Description	Amount	
Savings Account Service Fees	\$4.58	<button>DELETE</button>
Checking Account Service Fees	\$35.00	<button>DELETE</button>

Expense Lines – Line 17i

- Line 17i. Supplies
 - Report all supplies related to the thrift store operation.
- Line 17i. Schedule
 - Include a description of the supplies (e.g. bingo cards, daubers) and the total amount for each.
- Schedule Example:

Laundry Detergent	849.74
Restroom Supplies	1,568.23
Line 17i Total	\$2,417.97
- Line 17i. Completed Schedule Example:

17i. Supplies		Total: \$2,417.97
Description		
Amount		
ADD		
Description	Amount	
Laundry Detergent	\$849.74	DELETE
Restroom Supplies	\$1,568.23	DELETE

Expense Lines – Line 17j

- Line 17j. Completed Schedule Example:

17j. Vehicle expenses

Total: \$12,310.55

Type

Loan Payments

Description

Amount

ADD

Type	Description	Amount	
Other	Seat Cover	\$12.85	DELETE
Fuel	Van Fuel	\$68.50	DELETE
Maintenance	Oil Changes	\$850.32	DELETE
Insurance	Auto Insurance	\$1,527.36	DELETE
Loan Payments	Trailer	\$1,946.69	DELETE
Repairs	Transmisson	\$3,547.68	DELETE
Loan Payments	Box Van	\$4,357.15	DELETE

Expense Lines – Line 17k

- Line 17k. Other
- Report all expenses related to the thrift store operation that do not fall on lines 17a. thru 17j.
- Line 17k. Schedule
 - Include a description of the expense and the total amount for each.

- Schedule Example:

Posters	7.12
<u>Advertising</u>	<u>1,479.55</u>
Line 17k Total	\$1,486.67

- Line 17k. Completed Schedule Example:

17k. Other		Total: \$1,486.67
Description		
Amount		
ADD		
Description	Amount	
Posters	\$7.12	DELETE
Advertising	\$1,479.55	DELETE

Expense Lines – Line 17j

- Line 17j. Vehicles
 - Report all supplies related to the thrift store operation.
 - Line 17j. Schedule
 - Include a description of the supplies (e.g. bingo cards, daubers) and the total amount for each.
 - Schedule Example:

Other, Seat Cover	12.85
Fuel, Van Fuel	68.50
Maintenance, Oil Changes	850.32
Insurance, Auto Insurance	1,527.36
Loan Payments, Trailer	1,946.69
Repairs, Transmission	3,547.68
Loan Payments, Box Van	4,357.15
Line 17j Total	\$12,310.557
 - Line 17j. Completed Schedule Example:
-

Expense Lines – Line 18

- Line 18. Bar/Lounge Expenses
 - Report expenses for department/chapter bar/lounge operation.
 - Line 18 Schedule
 - Include rent, utilities, bar/lounge salaries (list the full name, job title and amount of salary or other compensation for each bar/lounge employee), payroll taxes, beverage purchases, food purchases, related supplies, equipment and any other expenses that are directly related to the operation of the bar/lounge.
-

Expense Lines – Line 18

- Line 18. Bar/Lounge Expenses
 - Report expenses for department/chapter bar/lounge operation.
- Line 18 Schedule
 - There are nine (9) sub-lines included on Line 18 that require specific information for each.

18. Bar/lounge operation expenses		Total: \$0.00
EXPAND ALL COLLAPSE ALL		
18a. Building operation costs		Total: \$0.00
18b. Licenses & permits		Total: \$0.00
18c. Purchases		Total: \$0.00
18d. Salaries		Total: \$0.00
18e. Payroll taxes		Total: \$0.00
18f. Employee benefits		Total: \$0.00
18g. Payroll processing fees		Total: \$0.00
18h. Banking fees/charges		Total: \$0.00
18i. Other		Total: \$0.00
EXPAND ALL COLLAPSE ALL		

Expense Lines – Line 18

- Line 18 Schedule, Continued
 - Include rent, utilities, bar/lounge salaries (list the full name, job title or duties, and amount of salary or other compensation for each bar/lounge employee), payroll taxes, beverage purchases, food purchases, related supplies, equipment and any other expenses that are directly related to the operation of the bar/lounge.
 - Things to note:
 - Allocate building expenses for department/chapter operations, accordingly.
 - Allocations should be made in accordance with how often the building is used for that specific operation (i.e. bar/lounge, bingo and chapter home/department headquarters.)
 - For example, a bar/lounge operation that is open 7 days a week would have higher operational costs (utilities, janitorial, insurance, etc.) than a bingo operation session held 1 day a week. See Allocations – Explanation & Schedule Example.
-

Expense Lines – Line 18a

- Line 18a. Building Operation Cost
 - Report expenses related to the operation of the building.
- Line 18a. Schedule
 - Include reason/description of each expense category (e.g. mortgage payments) and the total amount for each.

- Schedule Example:

Mortgage Payments, 11 Main St.	4,826.31
Real Estate Taxes, 11 Main St.	1,502.70
Insurance, Fidelity Bond	567.45
Insurance, Liability Insurance	1,080.44
Utilities, Gas and Electric	3,541.42
Utilities, Water	1,000.00
Utilities, Telephone	1,200.00
Other, Janitorial Service	2,238.45
Repairs, Electric Repair	1,017.16
Maintenance, HVAC Annual Service	761.84
Line 18a Total	<u>\$17,735.77</u>

Expense Lines – Line 18a

- Line 18a. Completed Schedule Example:

18a. Building operation costs

Total: \$17,735.77

Type

Description

Amount

ADD

Type	Description	Amount	
Mortgage Payments	11 Main St.	\$4,826.31	DELETE
Real Estate Taxes	11 Main St.	\$1,502.70	DELETE
Insurance	Fidelity Bond	\$567.45	DELETE
Insurance	Liability Insurance	\$1,080.44	DELETE
Utilities	Gas and Electric	\$3,541.42	DELETE
Utilities	Water	\$1,000.00	DELETE
Utilities	Telephone	\$1,200.00	DELETE
Other	Janitorial Service	\$2,238.45	DELETE
Repairs	Plumbing Repair	\$1,017.16	DELETE
Maintenance	Annual Cooler Service	\$761.84	DELETE

Expense Lines – Line 18b

- Line 18b. Licenses & Permits
 - Report expenses for licenses and permits related to the bar/lounge operation.
- Line 18b. Schedule
 - Include reason/description of each expense category (e.g. food service license) and the total amount for each.
- Schedule Example:

Gaming License	250.00
<u>Liquor Licenses</u>	<u>500.00</u>
Line 18b Total	\$750.00

Expense Lines – Line 18b

- Line 18b. Completed Schedule Example:

18b. Licenses & permits		Total: \$750.00
Description		
Amount		
<button>ADD</button>		
Description	Amount	
Gaming License	\$250.00	<button>DELETE</button>
Liquor License	\$500.00	<button>DELETE</button>

Expense Lines – Line 18c

- Line 18c. Purchases
 - Report purchases made for the bar/lounge operation.
- Line 18c. Schedule
 - Include reason/description of each expense category (e.g. beverages) and the total amount for each.

- Schedule Example:

Bar Stools	575.23
Beverages	5,246.89
Food	3,546.14
Line 18c Total	\$9,368.26



Expense Lines – Line 18c

- Line 18c. Completed Schedule Example:

18c. Purchases		Total: \$9,368.26
Description		
Amount		
ADD		
Description	Amount	
Bar Stools	\$575.23	DELETE
Beverages	\$5,246.89	DELETE
Food	\$3,546.14	DELETE

Expense Lines – Line 18d

- Line 18d. Salaries
 - Report salaries for all bar/lounge employees.
- Line 18d. Schedule
 - Include reason/description of each expense category (e.g. beverages) and the total amount for each.

- Schedule Example:

Jim Short, Bartender	876.29
<u>Martin Johns, Manager</u>	<u>2,500.00</u>
Line 18d Total	\$3,376.29



Expense Lines – Line 18d

- Line 18d. Completed Schedule Example:

18d. Salaries

Total: \$3,376.29

First name

Last name

Job title

Description

Amount

ADD

First name	Last name	Job title	Description	Amount	
Jim	Short	Bartender		\$876.29	DELETE
Martin	Johns	Manager		\$2,500.00	DELETE

Expense Lines – Line 18e

- Line 18e. Payroll Taxes
 - Report payroll taxes for all bar/lounge employees.
- Line 18e. Schedule
 - Include the type/description of taxes and the total amount for each.

- Schedule Example:

FUTA	1,145.32
<u>SUTA</u>	<u>398.71</u>
Line 18e Total	\$1,544.03



Expense Lines – Line 18e

- Line 18e. Completed Schedule Example:

18e. Payroll taxes		Total: \$1,544.03
Description		
Amount		
<button>ADD</button>		
Description	Amount	
FUTA	\$1,145.32	<button>DELETE</button>
SUTA	\$398.71	<button>DELETE</button>

Expense Lines – Line 18f

- Line 18f. Employee Benefits
 - Report employee benefits for all bar/lounge employees.
- Line 18f. Schedule
 - Include the type/description of benefit and the total amount for each.

- Schedule Example:

Holiday Bonuses	500.00
<u>Medical Insurance</u>	<u>1,200.00</u>
Line 18f Total	\$1,700.00



Expense Lines – Line 18f

- Line 18f. Completed Schedule Example:

18f. Employee benefits		Total: \$1,700.00
Description		
Amount		
ADD		
Description	Amount	
Holiday Bonuses	\$500.00	DELETE
Medical Insurance	\$1,200.00	DELETE

Expense Lines – Line 18g

- Line 18g. Payroll Processing Fees
 - Report fees related to payroll processing for all bar/lounge employees.
- Line 18g. Schedule
 - Include a description/reason for the payroll processing fees and the total amount for each.
- Schedule Example:

<u>Payroll Processing Service Fees</u>	<u>1,237.46</u>
Line 18g Total	\$1,237.46

Expense Lines – Line 18g

- Line 18g. Completed Schedule Example:

18g. Payroll processing fees		Total: \$1,237.46
Description		
Amount		
ADD		
Description	Amount	
Payroll Processing Service Fees	\$1,237.46	DELETE

Expense Lines – Line 18h

- Line 18h. Banking Fees/Charges
 - Report all banking fees and charges related to the operation of the bar/lounge.
- Line 18h. Schedule
 - Include a description of the banking fees/charges (e.g. checking account service fee) and the total amount for each.
- Schedule Example:

Checking Account Service Fees	14.96
<u>Investment Management Fees</u>	<u>1,973.08</u>
Line 18h Total	\$1,988.04
- Line 18h. Completed Schedule Example:

18h. Banking fees/charges		Total: \$1,988.04
Description		
Amount		
<button>ADD</button>		
Description	Amount	
Checking Account Service Fees	\$14.96	<button>DELETE</button>
Investment Management Fees	\$1,973.08	<button>DELETE</button>

Expense Lines – Line 18 Completed Schedule

Line 18. Completed Schedule Example:

18. Bar/lounge operation expenses		Total: \$39,178.32
EXPAND ALL	COLLAPSE ALL	
18a. Building operation costs		Total: \$17,735.77
18b. Licenses & permits		Total: \$750.00
18c. Purchases		Total: \$9,368.26
18d. Salaries		Total: \$3,376.29
18e. Payroll taxes		Total: \$1,544.03
18f. Employee benefits		Total: \$1,700.00
18g. Payroll processing fees		Total: \$1,237.46
18h. Banking fees/charges		Total: \$1,988.04
18i. Other		Total: \$1,478.47
EXPAND ALL	COLLAPSE ALL	

Expense Lines – Line 19

- Line 19. Chapter Home/Department HQ Operational Expenses
 - Report expenses associated with the chapter meeting place/department headquarters facility operation.
- Line 19 Schedule
 - There are five (5) sub-lines included on Line 19 that require specific information for each.

19. Chapter home/unit home/department HQ operational expenses		Total: \$0.00
EXPAND ALL COLLAPSE ALL		
19a. Building operation costs		Total: \$0.00
19b. Licenses & permits		Total: \$0.00
19c. Purchases		Total: \$0.00
19d. Banking fees/charges		Total: \$0.00
19e. Other		Total: \$0.00
EXPAND ALL COLLAPSE ALL		

Expense Lines – Line 19

- Line 19 Schedule, Continued
 - Include meeting space fees, rent, mortgage payments, utilities, insurance, repairs and maintenance, banking expenses, purchases of office furniture, computers and any other expenses directly related to the chapter meeting place/department headquarters daily operations, and the total amount for each category.
-

Expense Lines – Line 19

- Things to note:
 - a) Allocate building expenses for department/chapter operations, accordingly.
 - Allocations should be made in accordance with how often the building is used for that specific operation (i.e. bar/lounge, bingo and chapter home/department headquarters.)
 - For example, a bar/lounge operation that is open 7 days a week would have higher operational costs (utilities, janitorial, insurance, etc.) than bingo operation sessions held 2 days a week or chapter home/department headquarters facility open 1 day a week. See Allocations – Explanation & Schedule Example.
 - b) Vehicle expenses do not belong on Line 19.
 - If vehicles are used for service to veterans and their families, report vehicle expenses on Line 14.
 - If vehicles are used for other purposes, excluding thrift store operation, report expenses on Line 21.
-

Expense Lines – Line 19a

- Line 19a. Building Operation Cost
 - Report expenses associated with the chapter meeting place/department headquarters facility operation.
- Line 19a. Schedule
 - Include reason/description of each expense category (e.g. mortgage payments) and the total amount for each.
- Schedule Example:

Rent, VFW-Meeting Space Rent	1,200.00
<u>Insurance, Liability Insurance</u>	<u>647.89</u>
Line 19a Total	\$1,847.89

Expense Lines – Line 19a

- Line 19a. Completed Schedule Example:

19a. Building operation costs			Total: \$1,847.89
Type			
Description			
Amount			
ADD			
Type	Description	Amount	
Rent	VFW - Meeting Space Rent	\$1,200.00	DELETE
Insurance	Liability Insurance	\$647.89	DELETE

Expense Lines – Line 19b

- Line 19b. Licenses & Permits
 - Report expenses for licenses and permits related to the chapter meeting place/department headquarters facility operation.
- Line 19b. Schedule
 - Include reason/description of each expense category (e.g. building permit) and the total amount for each.
- Schedule Example:

Business License	115.00
Line 19b Total	\$115.00
- Line 19b. Completed Schedule Example:

19b. Licenses & permits		Total: \$115.00
Description		
Amount		
ADD		
Description	Amount	
Business License	\$115.00	DELETE

Expense Lines – Line 19c

- Line 19c. Purchases
 - Report purchases made for the chapter meeting place/department HQ facilities and total amount for each category.
- Line 19c. Schedule
 - Include reason/description of each expense category (e.g. computer) and the total amount for each.

- Schedule Example:

Chapter Flag	615.49
US Flag	125.00
<u>Frame for Charter Document</u>	<u>150.00</u>
Line 19c Total	\$890.49

- Line 19c. Completed Schedule Example:

19c. Purchases		Total: \$890.49
Description		
Amount		
ADD		
Description	Amount	
Chapter Flag	\$615.49	DELETE
US Flag	\$125.00	DELETE
Frame for Charter Document	\$150.00	DELETE

Expense Lines – Line 19d

- Line 19d. Banking Fees/Charges
 - Report all banking fees and charges associated with the chapter meeting place/department HQ facilities and daily operational costs.
- Line 19d. Schedule
 - Include description of the banking fees/charges (e.g. checking account service fees) and the total amount for each.
- Schedule Example:

Checking Account Service Fees	25.31
<u>Investment Management Fees</u>	<u>253.47</u>
Line 19d Total	\$278.78
- Line 19d. Completed Schedule Example:

19d. Banking fees/charges		Total: \$278.78
Description		
Amount		
ADD		
Description	Amount	
Checking Account Service Fees	\$25.31	DELETE
Investment Management Fees	\$253.47	DELETE

Expense Lines – Line 19e

- Line 19e. Other
 - Report all expenses related to the daily operations of the department/chapter that do not fall on lines 19a. thru 19d.
- Line 19e. Schedule
 - Include reason/description of each expense category and the total amount for each.
- Schedule Example:

<u>Accounting Fees</u>	<u>875.46</u>
Line 19e Total	\$875.46
- Line 19e. Completed Schedule Example:

19e. Other		Total: \$875.46
Description		
Amount		
ADD		
Description	Amount	
Accounting	\$875.46	DELETE

Expense Lines – Line 19e

- Line 19. Completed Schedule Example:

19. Chapter home/unit home/department HQ operational expenses		Total: \$4,007.62
EXPAND ALL	COLLAPSE ALL	
19a. Building operation costs		Total: \$1,847.89
19b. Licenses & permits		Total: \$115.00
19c. Purchases		Total: \$890.49
19d. Banking fees/charges		Total: \$278.78
19e. Other		Total: \$875.46
EXPAND ALL	COLLAPSE ALL	

Expense Lines – Line 20

- Line 20. Total Decrease in Market Value of Investments on Line 26 During Accounting Period.
 - Report the total decrease in the market value of investments reported on Line 26 as of the end of the accounting period (June 30).
- Things to Note
 - Only a total increase or decrease in market value of the investments as whole is reported. If you enter an amount is on Line 8, you will not be able to enter an amount on Line 20. Decrease in Market Value of Investments on Line 26 During the Accounting Period.
 - Click in the Total Decrease field and enter the amount. NOTE: There is no ADD button for this line. This data will be added to Line 20 when you click on the Save button. If you have an amount on this line, do not leave your report without saving it first.
- Line 20 Example:

20. Decrease in market value of investments on line 26 during accounting period	Total: \$1,386.44
Total decrease:	
\$1,386.44	

Expense Schedules – Line 21

- Line 21. Other Expenses
 - Report other expenses that do not fall on Lines 11 thru 20.
- Line 21. Schedule
 - Include awards, gifts and pins to officers, members and guests; dinners and picnics for the members; installation, supplies (non-Forget-Me-Not) purchased from National, other miscellaneous expenses, and the total amount for each category.

- Schedule Example:

Fundraiser – BBQ Event	4,512.36
Fundraiser – Car Show	125.00
Fundraiser – Quilt Raffle	743.15
DAV Membership Dues	250.00
Christmas Dinner for Members	1,483.77
<u>Hall Rental Operation</u>	<u>2,648.22</u>
Line 21 Total	\$9,762.50

Expense Schedules – Line 21

- Line 21. Completed Schedule Example:

21. Other expenses		Total: \$9,762.50
Description		
Amount		
ADD		
Description	Amount	
Fundraiser - BBQ Event	\$4,512.36	DELETE
Fundraiser - Car Show	\$125.00	DELETE
Fundraiser - Quilt Raffle	\$743.15	DELETE
DAV Membership Dues	\$250.00	DELETE
Christmas Dinner for Members	\$1,483.77	DELETE
Hall Rental Operation	\$2,648.22	DELETE

Expense Lines – Line 22

- Line 22. Total Expenses Line
 - The amount on line 22 is the sum of the amounts on lines 11 thru 21.

Let's get started	Income	Expenses	Liquid assets	Bank account info	Other assets	Attachments
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EXPAND ALL	COLLAPSE ALL
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11. Administrative personnel salaries, benefits, payroll taxes & processing fees	Total: \$28,228.56
12. Conventions/conferences/seminars/meetings	Total: \$3,882.70
13. Administrative & non-service related postage & office supplies	Total: \$624.77
14. Service expenses	Total: \$137,361.77
15. Forget-me-not expenses	Total: \$712.40
16. Bingo operation expenses	Total: \$0.00
17. Thrift store operation expenses	Total: \$0.00
18. Bar/lounge operation expenses	Total: \$0.00
19. Chapter home/unit home/department HQ operational expenses	Total: \$4,007.62
20. Decrease in market value of investments on line 26 during accounting period	Total: \$1,386.44
21. Other expenses	Total: \$9,762.50
22. Total expenses: \$185,966.76	

Ending Balance Line

- Ending Balance Line
 - The amount on the Ending Balance line is the Beginning Balance plus the amount on Line 10 (Total Income) and minus the amount on Line 22 (Total Expenses).
 - Things to note:
 - The Ending Balance of your current AFR must agree with the total liquid assets on Line 27 of your current AFR.

Review	
Beginning balance:	\$0.00
1. All funding from national headquarters:	\$0.00
2. Forget-me-not drive gross receipts:	\$0.00
3. Bingo gross receipts:	\$0.00
4. Thrift store gross receipts:	\$0.00
5. Bar/lounge gross receipts:	\$0.00
6. Interest & dividend income from checking, savings, and C.Ds only:	\$0.00
7. In-kind donations during accounting period:	\$0.00
8. Increase in market value of investments on line 26 during accounting period:	\$0.00
9. Other income:	\$0.00
10. Total income:	\$0.00
11. Administrative personnel salaries, benefits, payroll taxes & processing fees:	\$0.00
12. Conventions/conferences/seminars/meetings:	\$0.00
13. Administrative & non-service related postage & office supplies:	\$0.00
14. Service expenses:	\$0.00
15. Forget-me-not expenses:	\$0.00
16. Bingo operation expenses:	\$0.00
17. Thrift store operation costs:	\$0.00
18. Bar/Lounge operation expenses:	\$0.00
19. Chapter home/unit home/departement HQ operational expenses:	\$0.00
20. Decrease in market value of investments on line 26 during accounting period:	\$0.00
21. Other expenses:	\$0.00
22. Total expenses:	\$0.00
Ending balance:	\$0.00
23. Checking accounts & cash on hand as of June 30:	\$0.00
24. Savings accounts as of June 30:	\$0.00
25. Certificates of deposit as of June 30:	\$0.00
26. Market value of investments as of June 30:	\$0.00
27. Total liquid assets as of June 30:	\$0.00
Out of balance amount:	\$0.00

Liquid Assets Tab

- The Liquid Assets tab consists of four (4) liquid assets category lines and the total liquid assets line. Report all liquid/cash assets which, for DAV's financial reporting purposes, are assets that are in cash form or are readily convertible to cash (i.e. stocks, bonds, mutual funds and any other securities) as of the end of the accounting period (June 30) on these lines.

Let's get startedIncomeExpensesLiquid assetsBank account infoOther assetsAttachments

EXPAND ALLCOLLAPSE ALL

23. Checking Accounts and Cash on Hand as of June 30	Total: \$0.00
24. Savings accounts as of June 30	Total: \$0.00
25. Certificates of deposit as of June 30	Total: \$0.00
26. Market value of investments as of June 30	Total: \$0.00
27. Total liquid assets as of June 30: \$0.00	

EXPAND ALLCOLLAPSE ALL

Liquid Assets Tab Continued

- Things to note:
 - The financial report should be balanced using the actual bank account register, which accounts for all deposits, withdrawals, and checks written as of June 30, not the ending balances shown on the bank statements.
 - If a deposit or withdrawal is made or a check written on or before June 30, it should be reflected on the financial report even if it has not actually cleared the bank by June 30.
 - The amount of the reconciled banking information plus any applicable cash on hand as of June 30 must agree with the Total Liquid Assets amount reported on Line 27.
-

Liquid Assets – Line 23

- Line 23. Checking Accounts and Cash on Hand as of June 30
 - Report amounts in all checking accounts and all cash on hand on the last day of the accounting period (June 30).
- Line 23 Schedule
 - There are two (2) sub-lines included on Line 23 that require specific information for each.

23. Checking Accounts and Cash on Hand as of June 30		Total: \$0.00
EXPAND ALL	COLLAPSE ALL	
23a. Checking accounts as of June 30		Total: \$0.00
23b. Cash on hand as of June 30		Total: \$0.00
EXPAND ALL	COLLAPSE ALL	

Liquid Assets – Line 23a

- Line 23a. Checking Accounts as of June 30
 - Report June 30 balance of each checking account.
- Line 23a. Schedule
 - Include the name of each bank, a description of the account (e.g. bingo account), and the total amount for each.
- Things to note:
 - A single PDF file that includes a copy of the bank statement closest to June 30th and completed reconciliation page for each checking account must be uploaded.

- Schedule Example:

US Bank, Thrift Store Account	45,124.33
<u>Bank of America, General Account</u>	<u>28,443.91</u>
Line 23a. Total	\$73,568.24



Liquid Assets – Line 23a Continued

- Line 23a. Completed Schedule Example:

23a. Checking accounts as of June 30Total: \$73,568.24

Bank Name

Description

Amount

ADD

Bank Name	Description	Amount	
US Bank	Thrift Store Account	\$45,124.33	DELETE
Bank of America	General Account	\$28,443.91	DELETE

Bank statement closest to June 30 of this accounting period file (To upload multiple files, add them as a single .zip file):

Checking Account Attach

CLEAR FILE

Liquid Assets – Line 23b

- Line 23b. Cash on Hand as of June 30
 - Report all cash on hand as of June 30.
- Line 23b. Schedule
 - Include the reason for the cash on hand (e.g. gift cards) and the balance as of June 30 for each category.
 - Include a description for the cash on hand (e.g. unused gift cards on hand).
- Schedule Example:

Petty Cash Drawer	2,500.00
<u>Gift Cards, Unused</u>	<u>500.00</u>
Line 23b. Total	\$3,000.00



Liquid Assets – Line 23b Continued

- Line 23b. Completed Schedule Example:

23b. Cash on hand as of June 30			Total: \$3,000.00
Reason for cash-on-hand			
Description			
Amount			
<button>ADD</button>			
Reason for cash-on-hand	Description	Amount	
Petty Cash Drawer		\$2,500.00	<button>DELETE</button>
Gift Cards	Unused	\$500.00	<button>DELETE</button>

Liquid Assets – Line 24

- Line 24. Savings Accounts as of June 30
 - Report the balance as of June 30 for each savings account.
- Line 24. Schedule
 - Include the bank name for each savings account and the balance as of June 30 for each.
- Schedule Example:

<u>Bank of America</u>	<u>18,161.73</u>
Line 24. Total	\$18,161.73

Liquid Assets – Line 24 Continued

- Line 24. Completed Schedule Example:

24. Savings accounts as of June 30

Total: \$18,161.73

Bank name

Amount

ADD

Bank name	Amount	
Bank of America	\$18,161.73	DELETE

Bank statement closest to June 30 of this accounting period file (To upload multiple files, add them as a single .zip file):

Savings Account Attachm

CLEAR FILE

Liquid Assets – Line 25

- Line 25. Certificates of Deposit as of June 30
 - Report the balance as of June 30 for each certificate of deposit.
- Line 25. Schedule
 - Include the name of the financial institution for each certificate deposit and the balance as of June 30 for each.
- Schedule Example:

US Bank	10,293.47
US Bank	5,000.00
Line 25. Total	\$15,293.47



Liquid Assets – Line 25 Continued

- Line 25. Completed Schedule Example:

25. Certificates of deposit as of June 30		Total: \$15,293.47
Bank name		
Amount		
<button>ADD</button>		
Bank name	Amount	
US Bank	\$10,293.47	<button>DELETE</button>
US Bank	\$5,000.00	<button>DELETE</button>
Bank statement or letter from financial institution verifying the value of any CDs as of June 30 of this accounting period file (To upload multiple files, add them as a single .zip file):		
CD Attachment.pdf		
<button>CLEAR FILE</button>		

Liquid Assets – Line 26

- Line 26. Market Value of Investments as of June 30
 - Report the portfolio market value as of June 30 for each investment account.
- Line 26. Schedule
 - Include the name of the financial institution for each certificate deposit and the balance as of June 30 for each.
- Schedule Example:

Wells Fargo	145,678.23
Fifth Third Bank	17,574.88
Line 26. Total	\$163,253.11



Liquid Assets – Line 26 Continued

- Line 26. Completed Schedule Example:

26. Market value of investments as of June 30		Total: \$163,253.11
Bank name		
Amount		
<button>ADD</button>		
Bank name	Amount	
Wells Fargo	\$145,678.23	<button>DELETE</button>
Fifth Third Bank	\$17,574.88	<button>DELETE</button>
Copy of bank statement or letter from financial institution verifying the value of any investments as of June 30 of this accounting period file (To upload multiple files, add them as a single .zip file):		
Investment Account Attac		
<button>CLEAR FILE</button>		

Liquid Assets – Line 27

- Line 27. Total Liquid Assets Line:

Let's get started	Income	Expenses	Liquid assets	Bank account info	Other assets	Attachments
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EXPAND ALL

COLLAPSE ALL

23. Checking Accounts and Cash on Hand as of June 30	Total: \$76,568.24
24. Savings accounts as of June 30	Total: \$18,161.73
25. Certificates of deposit as of June 30	Total: \$15,293.47
26. Market value of investments as of June 30	Total: \$163,253.11
27. Total liquid assets as of June 30: \$273,276.55	

Bank Account Info Tab

- The Bank Info tab is where information for the department/chapter and affiliated entity(ies) bank accounts is entered, edited, or deleted.

Account number	Institution name	Address	City	State	Zip	Signee 1 first name	Signee 1 last name	Signee 1 suffix	Signee 1 job title	Signee 2 first name	Signee 2 last name	Signee 2 suffix	Signee 2 job title	Signee 3 first name	Signee 3 last name	Signee 3 suffix	Signee 3 job title	Signee 4 first name
----------------	------------------	---------	------	-------	-----	---------------------	--------------------	-----------------	--------------------	---------------------	--------------------	-----------------	--------------------	---------------------	--------------------	-----------------	--------------------	---------------------

- Things to note:
 - If there is an approved AFR in the system for the prior accounting period, the banking information from that AFR will be brought forward into your new AFR. This eliminates the need for you to enter the same banking information each year, and it allows you to edit and update existing information like the names of the authorized signers on the bank accounts.
 - If there is not an approved AFR for the prior accounting period, enter and add the banking information for each department /chapter/affiliated entity(ies) bank account.

Bank Account Info Tab – Add New Bank Info

- Add New Bank Info
 - Report bank information, including the authorized signers, for new department/chapter and affiliated entity(ies) bank accounts.
 - Things to note:
 - Two authorized signers are required for each bank account.
 - As this is a long schedule, be sure to scroll down to the bottom of the page and click on the ADD button to add your entry to the schedule.
 - Ensure that your entry has been added before clicking on the Save button. If you click the Save button before your entry has been added, any information entered in the fields will be lost.
 - If you leave your report before saving it, any information that has been added but not saved up to that point will be lost.
-

Bank Account Info Tab – Add New Bank Info Continued

- Add New Bank Info Schedule:
 - Include the account number, name of the financial institution, and the complete address of each bank, as well as the first and last names of the authorized signers on each account.
 - Schedule Example:
 - 000111111 - US Bank, 44 Main St., Huntsville, AL 11111
 - Jack Gordon, Commander
 - Morris Bayberry, Adjutant/Treasurer
 - Connie Caldwell, 1st Jr. Vice Commander
 - 000222222 – Fifth Third Bank, 15 Third Ave., Huntsville, AL 11111
 - Jack Gordon, Commander
 - Sylvester Walton, Sr. Vice Commander
-

[illegible]

Bank Account Info Tab – Edit Bank Information

- Edit Button
 - Use the Edit button to correct banking information on a newly added bank account or update banking information, including bank signers, brought forward from a prior year's approved AFR.
 - Things to note:
 - Use the scrollbar at the bottom of the schedule and scroll to the right to access the Edit button.
 - When the Edit button is clicked, all of the bank information for that entry is moved back into the schedule fields for editing.
 - As this is a long schedule, be sure to scroll down to the bottom of the page and click on the ADD button to add your entry to the schedule.
 - Ensure that your entry has been added before clicking on the Save button. If you click the Save button before your entry has been added, any information entered in the fields will be lost.
 - If you leave your report before saving it, any information that has been added but not saved up to that point will be lost.
-

Bank Account Info Tab – Edit Bank Information

- Editing Bank Info on Schedule
 - Click on the Edit button next to the bank account you wish to edit.

Note: In this example, we will correct the Signee 2 Last Name on the Fifth Third Bank account from Walton to Warren.

Account number	Institution name	Address	City	State	Zip	Signee 1 first name	Signee 1 last name	Signee 1 suffix	Signee 1 job title	Signee 2 first name	Signee 2 last name	Signee 2 suffix	Signee 2 job title	Signee 3 first name	Signee 3 last name
000111111	US Bank	44 Main St.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Morris	Bayberry		Adjutant/Treasurer	Connie	Caldwell
000222222	Fifth Third Bank	15 Third Ave.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Sylvester	Walton		Sr. Vice Commander		

[illegible]

Bank Account Info Tab – Edit Bank Information

- Editing Bank Info on Schedule, Continued
 - All of the bank information for that entry is moved back into the schedule fields for editing.

The screenshot displays a web-based form titled "Bank account info" within a navigation bar that includes tabs for "Let's get started", "Income", "Expenses", "Liquid assets", "Bank account info" (which is highlighted in blue), "Other assets", and "Attachments".

The main form area is titled "Name of bank(s) and branch locations, and signers on accounts". It contains a section "Add New Bank Info" with the following fields:

- Account number: 000222222
- Institution name: Fifth Third Bank
- Address: 15 Third Ave.
- City: Huntsville
- State: Alabama
- Zip: 11111

Below the bank information, there are two sections for signers:

Signee 1

- Signee 1 first name: Jack
- Signee 1 last name: Gordon
- Signee 1 suffix: (empty)
- Signee 1 job title: Commander

Signee 2

- Signee 2 first name: Sylvester
- Signee 2 last name: Walton (this field is highlighted with a red rectangle)
- Signee 2 suffix: (empty)
- Signee 2 job title: Sr. Vice Commander

Bank Account Info Tab – Edit Bank Information

- Editing Bank Info on Schedule, Continued
 - Click in the appropriate field, delete the information in the field, and then enter the correct information.

Let's get started | Income | Expenses | Liquid assets | **Bank account info** | Other assets | Attachments

Name of bank(s) and branch locations, and signors on accounts

Add New Bank Info

Account number
000222222

Institution name
Fifth Third Bank

Address
15 Third Ave.

City
Huntsville

State
Alabama

Zip
11111

Signee 1

Signee 1 first name
Jack

Signee 1 last name
Gordon

Signee 1 suffix

Signee 1 job title
Commander

Signee 2

Signee 2 first name
Sylvester

Signee 2 last name
Warren

Signee 2 suffix

Signee 2 job title
Sr. Vice Commander

Bank Account Info Tab – Edit Bank Information

- Editing Bank Info on Schedule, Continued
 - Click on the ADD button to add your new entry information to the schedule.

Account number	Institution name	Address	City	State	Zip	Signee 1 first name	Signee 1 last name	Signee 1 suffix	Signee 1 job title	Signee 2 first name	Signee 2 last name	Signee 2 suffix	Signee 2 job title	Signee 3 first name	Signee 3 last name
000111111	US Bank	44 Main St.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Morris	Bayberry		Adjutant/Treasurer	Connie	Caldwel
000222222	Fifth Third Bank	15 Third Ave.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Sylvester	Warren		Sr. Vice Commander		

- Repeat to edit banking information for other accounts as needed.
-

Bank Account Info Tab – Delete Bank Info

- Delete Button
 - Use the Delete button to delete the entire record of a newly added or existing bank account.
 - Things to note:
 - Use the scrollbar at the bottom of the schedule and scroll to the right to access the Delete button.
 - This action is immediate. Be sure that you are on the appropriate line before clicking on the Delete button.
 - Be sure to click on the Save button. If you delete a bank record and leave your report before saving it, the bank record will not be removed from your report.
-

Bank Account Info Tab – Delete Bank Record

- **Delete Bank Record on Schedule**
 - Click on the Delete button to delete the entire record of a newly added or existing bank account.

Note: In this example, we will delete the US Bank record.

Account number	Institution name	Address	City	State	Zip	Signee 1 first name	Signee 1 last name	Signee 1 suffix	Signee 1 job title	Signee 2 first name	Signee 2 last name	Signee 2 suffix	Signee 2 job title	Signee 3 first name	Signee 3 last name
000111111	US Bank	44 Main St.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Morris	Bayberry		Adjutant/Treasurer	Connie	Caldwel
000222222	Fifth Third Bank	15 Third Ave.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Sylvester	Warren		Sr. Vice Commander		

[illegible]

Bank Account Info Tab – Delete Bank Record

- Delete Bank Record on Schedule, Continued
 - The bank record is no longer present on the schedule.

Account number	Institution name	Address	City	State	Zip	Signee 1 first name	Signee 1 last name	Signee 1 suffix	Signee 1 job title	Signee 2 first name	Signee 2 last name	Signee 2 suffix	Signee 2 job title	Signee 3 first name	Signee 3 last name	Signee 3 suffix
000222222	Fifth Third Bank	15 Third Ave.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Sylvester	Warren		Sr. Vice Commander			

- Click on the Save button at the bottom of the page.

Account number	Institution name	Address	City	State	Zip	Signee 1 first name	Signee 1 last name	Signee 1 suffix
000222222	Fifth Third Bank	15 Third Ave.	Huntsville	Alabama	11111	Jack	Gordon	

SAVE

REVIEW

LOCK

CANCEL

Bank Account Info Tab – Delete Bank Record

- Delete Bank Record on Schedule, Continued
 - The bank record has been deleted from your report.

Let's get startedIncomeExpensesLiquid assetsBank account infoOther assetsAttachments

Name of bank(s) and branch locations, and signors on accounts

Add New Bank Info

Account number	Institution name	Address	City	State	Zip	Signee 1 first name	Signee 1 last name	Signee 1 suffix	Signee 1 job title	Signee 2 first name	Signee 2 last name	Signee 2 suffix	Signee 2 job title	Signee 3 first name	Signee 3 last name	Signee 3 suffix
000222222	Fifth Third Bank	15 Third Ave.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Sylvester	Warren		Sr. Vice Commander			

Other Assets Tab

- The Other Assets tab consists of five (5) lines that require specific information for each. Report all fixed assets of the department/chapter and affiliated entity(ies) on these lines.

Let's get startedIncomeExpensesLiquid assetsBank account infoOther assetsAttachments

EXPAND ALLCOLLAPSE ALL

☐ Other assets have been reviewed

Real Estate Titled in Department/Chapter Name	Total: \$0.00
Loan Information	Total: \$0.00
Furniture/Equipment	Total: \$0.00
Vehicles (Automobiles, Trucks, Vans, Trailers)	Total: \$0.00
Inventory/Miscellaneous	Total: \$0.00

EXPAND ALLCOLLAPSE ALL

SAVE

REVIEW

LOCK

CANCEL

DOWNLOAD ALL ATTACHMENTS

Other Assets Tab

- On the Other Assets tab, you can:
 - Add new fixed assets.
 - Mark existing fixed assets as sold.
 - Edit existing fixed assets.
 - Edit should only be used to update the market value, correct misinformation, or mark an asset as sold. Do not use Edit for any other reasons.
 - Delete existing fixed assets records.
 - Delete should only be used to remove an asset entry that was entered in error. This action is immediate. Be sure that you are on the appropriate line before clicking on the Delete button.
 - Things to note:
 - If there is an approved AFR in the system for the prior accounting period, the information on the Other Assets tab from that AFR will be brought forward into the Other Assets tab of your new AFR. This eliminates the need for you to enter the same information each year, and it allows you to edit and update existing information like the market value or disposition of an asset.
 - If there is not an approved AFR in the system for the prior accounting period, enter and add the information for all fixed assets of the department/chapter and affiliated entity(ies), accordingly.
-

Other Assets Tab – Add New Assets

- Add new fixed assets.
 - To add a new fixed asset, click on the title of the appropriate line, then on the “Add New...” button for that line and enter the information for the new asset, accordingly.
 - Example of “Add New...” button for the Real Estate line:



Other Assets Tab – Add New Assets

- Add new fixed assets.
 - Click in the fields and enter the appropriate information:

Real Estate Titled in Department/Chapter Name

Total: \$0.00

Add New Real Estate

Address

1045 Fifth St.

City

Huntsville

State

Alabama

Zip

11111

Date Purchased/Acquired

09/18/2021

Current Estimated Market Value as of June 30

175159

Description (e. g. Thrift Store, Home/Headquarters Facility)

Bar/Lounge

☐ Has this property been sold?

Sale Date

mm/dd/yyyy

Sale Amount

ADD

Other Assets Tab – Add New Assets

- Add New Fixed Assets, Continued
 - The new fixed asset is added to the schedule. The total market is automatically calculated and added to the corresponding line.
 - Example of completed Real Estate schedule:

The screenshot shows a web form titled 'Add New Real Estate' with fields for Address, City, State, Zip, Date Purchased/Acquired, Current Estimated Market Value as of June 30, and Description. Below these fields is a checkbox 'Has the property been sold?' and fields for Sale Date and Sale Amount. An 'ADD' button is at the bottom of the form. Below the form is a table with columns: Address, City, State, Zip, Date Acquired, Estimated Market Value, Description, Sold, Sale Date, and Sale Price. The first row of the table contains the following data: 1245 Elm St., Knoxville, Alabama, 37911, 2021-05-18, \$175,150.00, Real Estate, No, and \$0.00. The 'Estimated Market Value' cell is circled in red. A red arrow points to the first row of the table. At the top right of the form, a 'Totals \$175,150.00' label is circled in red.

Address	City	State	Zip	Date Acquired	Estimated Market Value	Description	Sold	Sale Date	Sale Price
1245 Elm St.	Knoxville	Alabama	37911	2021-05-18	\$175,150.00	Real Estate	No		\$0.00

- Note:
 - Click on the Save button to save the updated information to your AFR. If you leave before saving, your sales information will be lost.

Other Assets Tab – Mark Assets as Sold

- Mark Existing Assets as Sold:
 - To mark an existing asset as sold, click on the title of the appropriate line, then on the Edit button next to the asset you wish to mark as sold.

Address	City	State	Zip	Date Acquired	Estimated Market Value	Description	Sold	Sale Date	Sale Amt.		
75 Green Ave.	Huntsville	Alabama	11111	1973-08-16	\$257,465.34	Thrift Store	No		\$0.00	EDIT	DELETE
11 Main St.	Huntsville	Alabama	11111	1952-01-28	\$135,179.23	Bingo & Bar/Lounge	No		\$0.00	EDIT	DELETE

- Click on the “Has this property been sold?”/ “Has this item been sold/disposed/donated?” checkbox to enable the Sale Date/Disposition Date and the Sale Amount/Disposition Amount. Enter the required information and click on the ADD button to add the information to the schedule.

☒ Has this property been sold?
Sale Date
04/29/2021
Sale Amount
145429.73
ADD

Other Assets Tab – Mark Assets as Sold

- Mark Existing Assets as Sold, Continued
- The sales information is added to the schedule.

Example of completed Real Estate Schedule showing sales:

Address	City	State	Zip	Date Acquired	Estimated Market Value	Description	Sold	Sale Date	Sale Amt.		
11 Main St.	Huntsville	Alabama	11111		\$0.00	Bingo and Bar/Lounge	Yes	04/29/2021	\$145,429.73	EDIT	DELETE
75 Green Ave.	Huntsville	Alabama	11111	8/16/1973	\$257,465.34	Thrift Store	No		\$0.00	EDIT	DELETE

- Note:
Click on the Save button to save the updated information to your AFR. If you leave before saving, your sales information will be lost.
-

Other Assets Tab – Edit Existing Assets

- Edit Existing Assets Records
 - To Edit an asset record, click on the Edit button next to the asset you wish to update.
 - As a reminder, Edit should only be used to update the market value, quantity, correct misinformation, or mark asset as sold. Do not use Edit for any other reasons.

Example of Furniture/Equipment schedule

Description	Current Estimated Market Value as of June 30	Has this item been sold/disposed/donated?	Disposition Date	Disposition Value		
8 Office Chairs	\$250.00	No		\$0.00	EDIT	DELETE
5 Desks	\$450.00	No		\$0.00	EDIT	DELETE

Other Assets Tab – Edit Existing Asset

- Edit Existing Asset Records, Continued
 - Click in the appropriate fields and update information as needed, and then click on the ADD button.

The screenshot shows a web form titled "Furniture/Equipment". Below the title is a button labeled "Add New Furniture/Equipment". The form contains several input fields: "Description" with the text "5 Office Chairs", "Current Estimated Market Value as of June 30" with the value "157.00", "Disposition Date" with a placeholder ".mm/dd/yyyy", and "Disposition Value" with a placeholder. A checkbox labeled "Has this item been sold/disposed/donated?" is also present. At the bottom of the form is a button labeled "ADD". Red boxes highlight the "Description" and "Current Estimated Market Value" fields, and the "ADD" button.

Furniture/Equipment	
Add New Furniture/Equipment	
Description	5 Office Chairs
Current Estimated Market Value as of June 30	157.00
☐ Has this item been sold/disposed/donated?	
Disposition Date	.mm/dd/yyyy
Disposition Value	
ADD	

Other Assets Tab – Edit Existing Asset

- Edit Existing Asset Records, Continued
 - The sales information is added to the schedule.

Example of completed Furniture/Equipment schedule showing updated quantity and market value:

Description	Current Estimated Market Value as of June 30	Has this item been sold/disposed/donated?	Disposition Date	Disposition Value		
5 Office Chairs	\$157.00	No		\$0.00	EDIT	DELETE
5 Desks	\$450.00	No		\$0.00	EDIT	DELETE

- Note:
Click on the Save button to save the updated information to your AFR. If you leave before saving, your sales information will be lost.
-

Other Assets Tab – Delete Existing Asset

- Delete Existing Assets Record
 - Click on the Delete button next to the real estate record you wish to delete.
 - As a reminder, Delete should only be used to delete an asset entry that was entered in error. This action is immediate. Be sure that you are on the appropriate line before clicking on the Delete button.

Example of Inventory/Miscellaneous schedule:

Description	Estimated Value		
Bar Inventory	\$5,500.00	EDIT	DELETE
Office Supplies	\$123.47	EDIT	DELETE
Flags	\$250.00	EDIT	DELETE
3 Desktop Computers	\$1,200.00	EDIT	DELETE

Example of Inventory/Miscellaneous schedule showing removal of asset entered in error:

Description	Estimated Value		
Bar Inventory	\$5,500.00	EDIT	DELETE
Office Supplies	\$123.47	EDIT	DELETE
Flags	\$250.00	EDIT	DELETE

Note:

Click on the Save button to save the updated information to your AFR.
If you leave before saving, your sales information will be lost.

Other Assets Tab – Confirmation Checkbox

- Other Assets Tab Reviewed Confirmation Checkbox
 - After you have entered new assets and updated/reviewed existing assets, click on the “Other assets have been reviewed.” checkbox at the top of the page.
 - Things to note:
 - Your report cannot be submitted if this checkbox is not checked.

Let's get started | Income | Expenses | Liquid assets | Bank account info | **Other assets** | Attachments

EXPAND ALL | COLLAPSE ALL

☐ Other assets have been reviewed

Real Estate Titled in Department/Chapter Name	Total: \$0.00
Loan Information	Total: \$0.00
Furniture/Equipment	Total: \$0.00
Vehicles (Automobiles, Trucks, Vans, Trailers)	Total: \$0.00
Inventory/Miscellaneous	Total: \$0.00

EXPAND ALL | COLLAPSE ALL

Let's get started | Income | Expenses | Liquid assets | Bank account info | **Other assets** | Attachments

EXPAND ALL | COLLAPSE ALL

☒ Other assets have been reviewed

Real Estate Titled in Department/Chapter Name	Total: \$0.00
Loan Information	Total: \$0.00
Furniture/Equipment	Total: \$0.00
Vehicles (Automobiles, Trucks, Vans, Trailers)	Total: \$0.00
Inventory/Miscellaneous	Total: \$0.00

EXPAND ALL | COLLAPSE ALL

Other Assets Tab – Real Estate Line

- Real Estate Titled in the Department/Chapter Name Line
 - Report all real estate titled in the department/chapter/affiliated entity(ies) name, update real estate information and report any real estate sales.
 - Things to note:
 - Property that is not titled in your department/chapter/affiliated entity(ies) name should not be reported.
 - Provide the estimated market value and not the purchase price.
 - Real Estate Schedule:
 - Include the complete address, date purchased/acquired, estimated market value as of June 30, and a description (e.g. Thrift Store, Department HQs) of each real estate property titled in the department/chapter name.
-

Other Assets Tab – Real Estate Line

- Real Estate Titled in the Department/Chapter Name Line
 - Report all real estate titled in the department/chapter name or affiliated entity(ies) name, update real estate information and report any real estate sales.
 - Things to note:
 - Property that is not titled in your department/chapter name or affiliated entity(ies) name should not be reported.
 - Provide the estimated market value and not the purchase price.
 - Real Estate Line Schedule:
 - Include the complete address, date purchased/acquired, estimated market value as of June 30, and a description (e.g. Thrift Store, Department HQs) of each real estate property titled in the department/chapter name or affiliated entity(ies) name.
-

Other Assets Tab – Real Estate Line

- Real Estate Titled in Department/Chapter Name Line Completed Schedule Example:

Real Estate Titled in Department/Chapter Name

Total: \$257,465.37

Add New Real Estate

Address

City

State

Zip

Date Purchased/Acquired

mm/dd/yyyy

Current Estimated Market Value as of June 30

Description (e. g. Thrift Store, Home/Headquarters Facility)

☐ Has this property been sold?

Sale Date

mm/dd/yyyy

Sale Amount

ADD

Address	City	State	Zip	Date Acquired	Estimated Market Value	Description	Sold	Sale Date	Sale Amt.		
75 Green Ave.	Huntsville	Alabama	11111	8/16/1973	\$257,465.37	Thrift Store	No		\$0.00	EDIT	DELETE

Other Assets Tab – Loan Information Line

- Loan Information Line
 - Report any loans in the department/chapter name or affiliated entity(ies) name.
 - Loan Information Line Schedule:
 - Include the full name and address (city, state and zip code) of each lender, the type of loan (e.g. existing mortgage, refinance) and the loan balance as of the end of the accounting period (June 30) for each.
-

Other Assets Tab – Loan Information

- Loan Information Line Completed Schedule Example:

Loan Information

Total: \$150,000.00

Add New Loan

Name of Lender/Institution

Lender/Institution Address

City

State

Zip

Loan Type

Loan Other Type

Balance as of June 30

ADD

Name of Lender/Institution	Lender/Institution Address	City	State	Zip	Loan Type	Loan Other Type	Balance as of June 30		
US Bank	54 Stand St	Huntsville	Alabama	11111	New Mortgage		\$150,000.00	EDIT	DELETE

Other Assets Tab – Furniture/Equipment Line

- Furniture/Equipment Line
 - Report all furniture and equipment owned by the department/chapter or affiliated entity(ies) as of June 30.
 - Things to note:
 - Provide the estimated market value, not the purchase price for these assets.
 - Furniture/Equipment Line Schedule:
 - Include a description of each item category (e.g. 5 desks) and the total current estimated market value of each.
-

Other Assets Tab – Furniture/Equipment Line

- Furniture/Equipment Line Completed Schedule Example:

Furniture/Equipment

Total: \$1,900.00

Add New Furniture/Equipment

Description

Current Estimated Market Value as of June 30

☐ Has this item been sold/disposed/donated?

Disposition Date

mm/dd/yyyy

Disposition Value

ADD

Description	Current Estimated Market Value as of June 30	Has this item been sold/disposed/donated?	Disposition Date	Disposition Value		
2 Laptop Computers	\$1,200.00	No		\$0.00	EDIT	DELETE
8 Chairs	\$250.00	No		\$0.00	EDIT	DELETE
5 Desks	\$450.00	No		\$0.00	EDIT	DELETE

Other Assets Tab – Vehicles (Automobiles, Trucks, Vans, Trailers)

- Vehicles (Automobiles, Trucks, Vans, Trailers) Line
 - Report all vehicles, including automobiles, trucks, vans and trailers) titled in the department/chapter name or affiliated entity(ies) name as of June 30.
 - Things to note:
 - Vehicles not titled in your department/chapter or affiliated entity(ies) name should not be reported.
 - Provide the estimated market value, not the purchase price.
 - Vehicles (Automobiles, Trucks, Vans, Trailers) Line Schedule:
 - Include the year, make and model of all vehicles/trailers owned by the department/chapter or affiliated entity(ies) and the **current estimated market value**, not the purchase price, as of June 30 for each vehicle/trailer.
-

Other Assets Tab – Vehicles (Automobiles, Trucks, Vans, Trailers) Line

- Vehicles (Automobiles, Trucks, Vans, Trailers) Line Completed Schedule Example:

Vehicles (Automobiles, Trucks, Vans, Trailers)

Total: \$21,000.00

Add New Vehicle

Year

Make

Model

Current Estimated Market Value as of June 30

☐ Has this item been sold/disposed/donated?

Disposition Date

mm/dd/yyyy

Disposition Value

ADD

Year	Make	Model	Current Estimated Market Value as of June 30	Sold/Disposed/Donated	Disposition Date	Disposition Value		
2016	Chevrolet	Express 2500 Cargo Van	\$13,000.00	No		\$0.00	EDIT	DELETE
2013	Ford	Transit Connect	\$8,000.00	No		\$0.00	EDIT	DELETE

Other Assets Tab – Inventory/Miscellaneous Line

- Inventory/Miscellaneous Line
 - Report all inventory and miscellaneous items owned by the department/chapter or affiliated entity(ies) as of June 30.
 - Things to note:
 - Do not report furniture or equipment on this line.
 - Provide the estimated market value, not the purchase price.
 - Inventory/Miscellaneous Line Schedule:
 - Include a description of each item category (e.g. flags, office supplies, bar/lounge inventory) and the current estimated market value for each category.
-

Other Assets Tab – Inventory/Miscellaneous Line

- Inventory/Miscellaneous Line Completed Schedule Example:

Inventory/Miscellaneous

Total: \$1,820.77

Add New Inventory/Miscellaneous

Description

Estimated Value

ADD

Description	Estimated Value		
Bingo Supplies	\$1,547.36	EDIT	DELETE
Office Supplies	\$123.41	EDIT	DELETE
Flags	\$150.00	EDIT	DELETE

Review & Complete AFR

- Review & Complete AFR
 - After all information has been entered and all files attached, click on the Review button to access the Review page.

Let's get started | Income | Expenses | Liquid assets | Bank account info | Other assets | **Attachments**

Saved attachments (must save before uploaded attachments will show here)

	File Name	File Type
Download	Testamentary Gift Attachment.pdf	9e. Testamentary Gift
Download	Checking Account Attachment.pdf	23. Checking Accounts
Download	Savings Account Attachment.pdf	24. Savings Accounts
Download	CD Attachment.pdf	25. Certificates of deposit
Download	Investment Account Attachment.pdf	26. Market value of investments

SAVE **REVIEW** **LOCK** **CANCEL** **DOWNLOAD ALL ATTACHMENTS**

Review & Complete AFR

- Review & Complete AFR, Continued
 - The review page consists of the following sections/fields:
 - **Review:** This section displays the line totals from each line of your AFR and calculates the out of balance amount, if applicable.
 - **Signors:** This section is where the membership numbers are entered for the audit committee members and report signer.
 - **Comments:** This field is used to enter a comment or explanation about your AFR, if needed.
 - **Unbalanced (Out of Balance) Report Checkbox & Reason Field** (only available if the AFR is out of balance): Clicking on this checkbox and providing a reason for the unbalanced AFR, allows you to submit an unbalanced AFR, providing that the out of balance amount is within the allowable tolerance.
-

Review & Complete AFR – Review Section

- Review & Complete AFR, Continued
 - Review Section:
 - Review the line totals to ensure that they agree with your records
 - Ensure that your AFR is in balance. If your AFR is out of balance, Review & Complete AFR – Out of Balance AFR.

Review	
Beginning balance:	\$0.00
1. All funding from national headquarters:	\$0.00
2. Forget-me-not drive gross receipts:	\$0.00
3. Bingo gross receipts:	\$0.00
4. Thrift store gross receipts:	\$0.00
5. Bar/lounge gross receipts:	\$0.00
6. Interest & dividend income from checking, savings, and C.D.s only:	\$0.00
7. In-kind donations during accounting period:	\$0.00
8. Increase in market value of investments on line 26 during accounting period:	\$0.00
9. Other income:	\$0.00
10. Total income:	\$0.00
11. Administrative personnel salaries, benefits, payroll taxes & processing fees:	\$0.00
12. Conventions/conferences/seminars/meetings:	\$0.00
13. Administrative & non-service related postage & office supplies:	\$0.00
14. Service expenses:	\$0.00
15. Forget-me-not expenses:	\$0.00
16. Bingo operation expenses:	\$0.00
17. Thrift store operation costs:	\$0.00
18. Bar/Lounge operation expenses:	\$0.00
19. Chapter home/unit home/department HQ operational expenses:	\$0.00
20. Decrease in market value of investments on line 26 during accounting period:	\$0.00
21. Other expenses:	\$0.00
22. Total expenses:	\$0.00
Ending balance:	\$0.00
23. Checking accounts & cash on hand as of June 30:	\$0.00
24. Savings accounts as of June 30:	\$0.00
25. Certificates of deposit as of June 30:	\$0.00
26. Market value of investments as of June 30:	\$0.00
27. Total liquid assets as of June 30:	\$0.00
Out of balance amount:	\$0.00

Review & Complete AFR – Signors Section

- Review & Complete AFR, Continued
 - Signors Section:
 - Add the signees one at a time. You can do this by clicking in the appropriate field and entering the membership number of the signee or clicking on the magnifying glass next to the field to search for and add the signee.
 - Things to note:
 - There must be three audit committee member signees.
 - The “Signature of reporter” is the authorized department/chapter officer (preferably the commander, adjutant, or treasurer) who prepared the AFR/financial records to be submitted for review.
 - All four signees are required on the AFR.
 - The department/chapter commander, sr. vice commander, adjutant, treasurer, and finance committee chairperson are not permitted to be members of the audit committee.
 - Only active members of the department/chapter are eligible to be a signee.
-

Review & Complete AFR – Signors Section

- Review & Complete AFR, Continued
- Signors Section, continued:
- To search for a signee using the magnifying glass search option, click on the magnifying glass.

Note: If an incorrect record was selected and added, click on the X next the magnifying glass to remove that record. Repeat the search and select correct member.

Signors
Audit committee signature 1

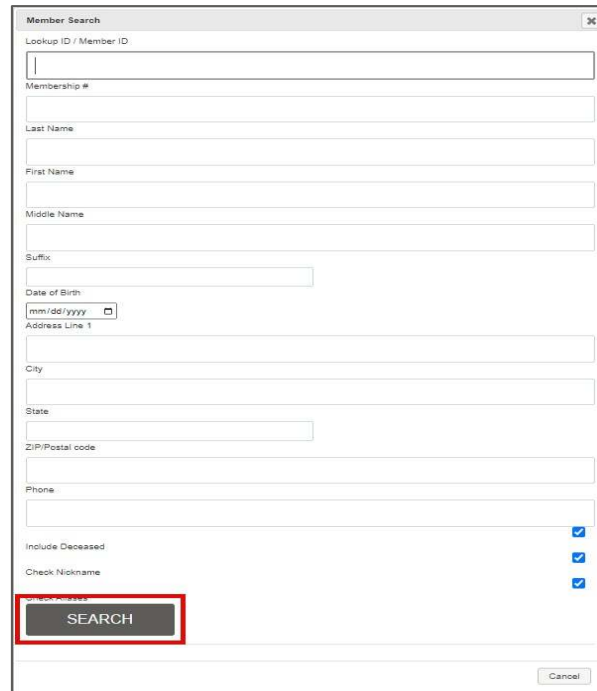
Audit committee signature 2

Audit committee signature 3

Signature of reporter

Review & Complete AFR – Signors Section

- Review & Complete AFR, Continued
- Signors Section, continued:
- On the Member Search, enter the criteria for the member and click on the Search button.



The screenshot shows a 'Member Search' window with the following fields and options:

- Lookup ID / Member ID:
- Membership #:
- Last Name:
- First Name:
- Middle Name:
- Suffix:
- Date of Birth: (format: mm/dd/yyyy)
- Address Line 1:
- City:
- State:
- Zip/Postal code:
- Phone:
- Include Deceased: ☒
- Check Nickname: ☒
- SEARCH: (highlighted with a red box)
- Cancel:

Review & Complete AFR – Signors Section

- Review & Complete AFR, Continued
- Signors Section, continued:
 - In the Search Results, locate the correct member record and click on the Select button.
 - Things to note:
 - If the Select button is grayed out, that member is not eligible.

Check Alarms

SEARCH

Search Results: 1 of 100 members returned

Constituent Lookup: 135	Suffix: Date of Birth: 194	Status: Active
Membership Number: 4901	Full Address: PO Box 82824	Department: 48 - DAV Wyoming
Membership Account Type: Full Life		Chapter/Unit #: 12 - Rock Springs #12
Name: Aron		SELECT
Constituent Lookup: 175	Suffix: Date of Birth: 187	Status: Active
Membership Number: 490	Full Address: 6509 Co 8200	Department: 48 - DAV Wyoming
Membership Account Type: Full Life		Chapter/Unit #: 01 - Quiver, Box #2
Name: Aron		SELECT
Constituent Lookup: 427	Suffix: Date of Birth: 196	Status: Inactive/Unable to Distribute
Membership Number: 4900	Full Address: 2906 OH 82006	Department: 48 - DAV Wyoming
Membership Account Type: Part Life		Chapter/Unit #: 02 - Outline Box #2
Name: Loren		SELECT

Review & Complete AFR – Signors Section

- Review & Complete AFR, Continued
- Signors Section, continued:
 - If an incorrect record was selected and added, click on the X next the magnifying glass to remove that record. Repeat the search and the select correct member.

Signors

Audit committee signature 1			
Audit committee signature 2			
Audit committee signature 3			
Signature of reporter			

Review & Complete AFR – Comments

- Review & Complete AFR, Continued
- Comments field:
 - Use this field to enter a comment or explanation about your AFR.

Comments

210 Clay Street property was donated to chapter.

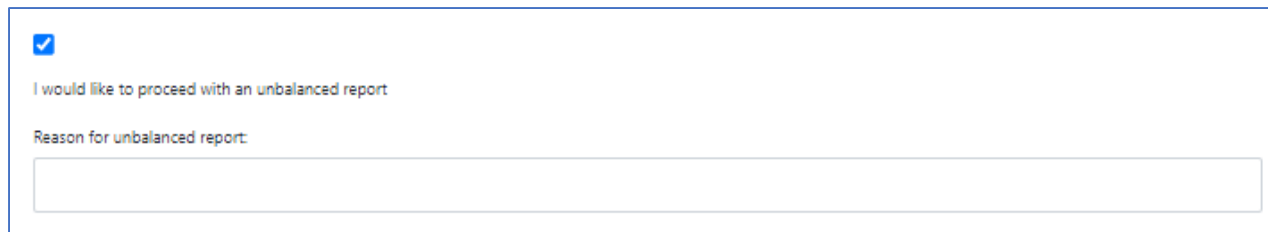
Review & Complete AFR – Out of Balance AFR

- Review & Complete AFR, Continued
- Out of Balance AFR
 - If your AFR is out of balance, and you wish to go back into your report to correct the issue(s), click on the Adjust/View My Report button at the bottom of the page. You will be returned to your AFR to make the necessary corrections. When you are ready after making the corrections, return to the Review page and complete the submission process.



ADJUST/VIEW MY REPORT SUBMIT CANCEL DOWNLOAD ALL ATTACHMENTS

- If your AFR is out of balance, and you are ready to submit your report without correcting the issue(s), click on the “I would like to proceed with an unbalanced report”, which opens the “Reason for unbalanced report” field. Enter a reason for why your report is out of balance.

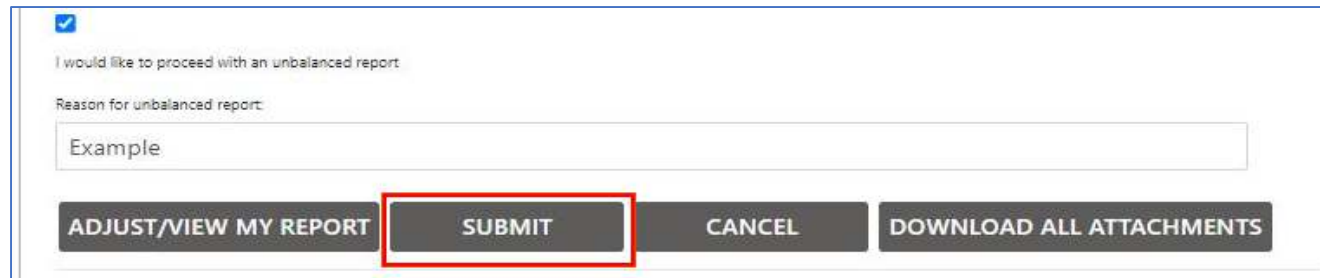


☒ I would like to proceed with an unbalanced report

Reason for unbalanced report:

Review & Complete AFR – Out of Balance AFR

- Review & Complete AFR, Continued
- Out of Balance AFR, continued:
 - Click on the Submit button.

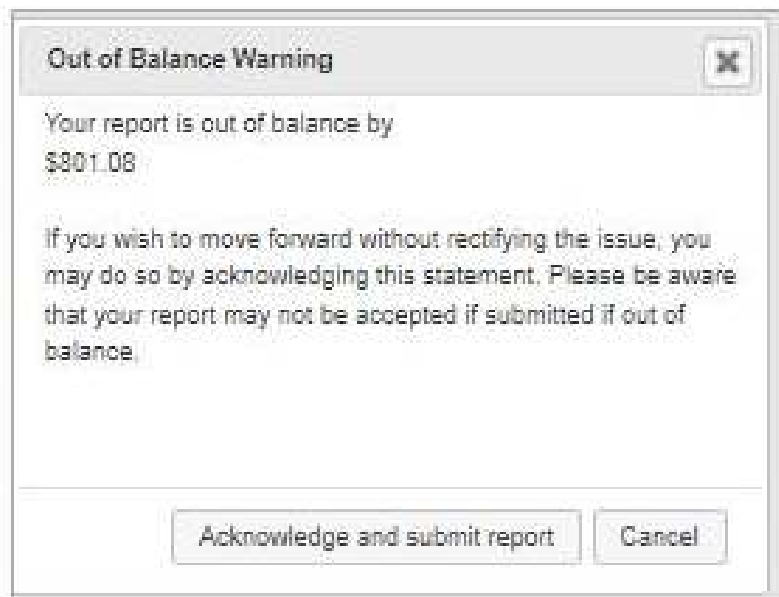


The screenshot shows a web form for submitting an unbalanced report. At the top, there is a checked checkbox and the text "I would like to proceed with an unbalanced report". Below this is a label "Reason for unbalanced report:" followed by a text input field containing the word "Example". At the bottom of the form, there are four buttons: "ADJUST/VIEW MY REPORT", "SUBMIT", "CANCEL", and "DOWNLOAD ALL ATTACHMENTS". The "SUBMIT" button is highlighted with a red rectangular border.

- Based on the out of balance amount, you will receive either the Out of Balance Warning message or the Out of Balance message:
-

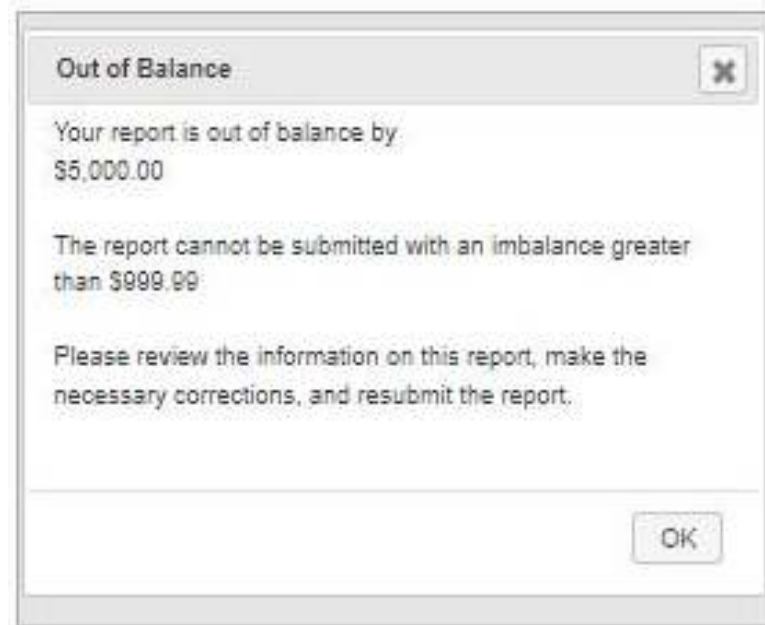
Review & Complete AFR – Out of Balance AFR

- Review & Complete AFR, Continued
- Out of Balance AFR, continued:
 - The Out of Balance Warning message allows you to acknowledge that you are aware your report is out of balance and that you wish to move forward without correcting the issue(s). Click on the “Acknowledge and submit report” button to submit your report:



Review & Complete AFR – Out of Balance AFR

- Review & Complete AFR, Continued
- Out of Balance AFR, continued:
 - The Out of Balance message advises that the report is out of balance in excess of the tolerable amount and that it cannot be submitted without being corrected. Click on OK, and then make the necessary corrections on the AFR.



Submit AFR Online Submission Form and Attachments

- Submit Your Completed AFR Submission Form and Attachments:
 - When you are ready to submit your AFR, click on the Submit button.
 - Note: If your AFR is submitted successfully, no additional changes can be made during the review process.



- If there are errors or missing information, you will receive a pop-up message listing each issue.

- Click **OK**.

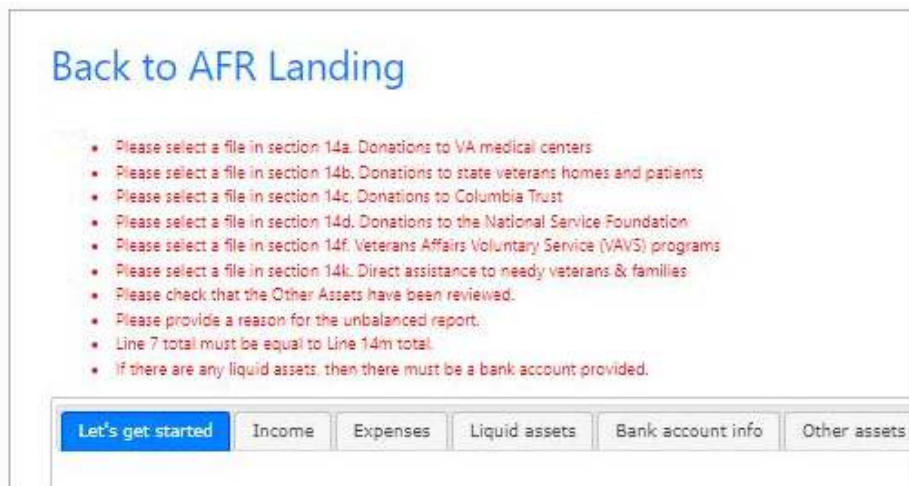


- Click on the Adjust/View My Report to make the necessary corrections.



Submit AFR Online Submission Form and Attachments

- Submit Your Completed AFR Submission Form and Attachments, Continued
- Things to note:
 - The issues listed in the error pop-up will also be listed in red at the top of your AFR as you work through the tabs.
 - They will remain at the top of the AFR until you click on the Save button. If you click on the Review button and then the Adjust/View My Report button, a list of the outstanding issues will show at the top again.



The screenshot shows a web interface titled "Back to AFR Landing". Below the title, there is a list of error messages in red text:

- Please select a file in section 14a. Donations to VA medical centers
- Please select a file in section 14b. Donations to state veterans homes and patients
- Please select a file in section 14c. Donations to Columbia Trust
- Please select a file in section 14d. Donations to the National Service Foundation
- Please select a file in section 14f. Veterans Affairs Voluntary Service (VAVS) programs
- Please select a file in section 14k. Direct assistance to needy veterans & families
- Please check that the Other Assets have been reviewed.
- Please provide a reason for the unbalanced report.
- Line 7 total must be equal to Line 14m total.
- If there are any liquid assets, then there must be a bank account provided.

Below the error messages, there is a navigation bar with several tabs: "Let's get started" (highlighted in blue), "Income", "Expenses", "Liquid assets", "Bank account info", and "Other assets".

Submit AFR Online Submission Form and Attachments

- Submit Your Completed AFR Submission Form and Attachments, Continued
- Click on the Submit button after all correction have been made.



- If all required information has been included, your AFR will be submitted in the system and you will be navigated to the AFR Landing Page.
- The status of your AFR will show as Submitted on the AFR Landing Page.
- After your report has been submitted, you will only have View access.

[Back to Membership CRM Landing](#)

[CREATE A NEW REPORT](#) [VIEW APPROVED REPORTS](#)

AFRs currently in progress:

[REFRESH](#)

Showing 1 to 1 of 1 entries

Department	Chapter	Accounting Period	Income (minus lines 1 & 7)	Status	Saved By	Submitted By	Rejected By	Actions
Example	Example	2022-2023	\$ 36,527.19	Submitted	Example	Example		View

Show entries

Previous Next Search:

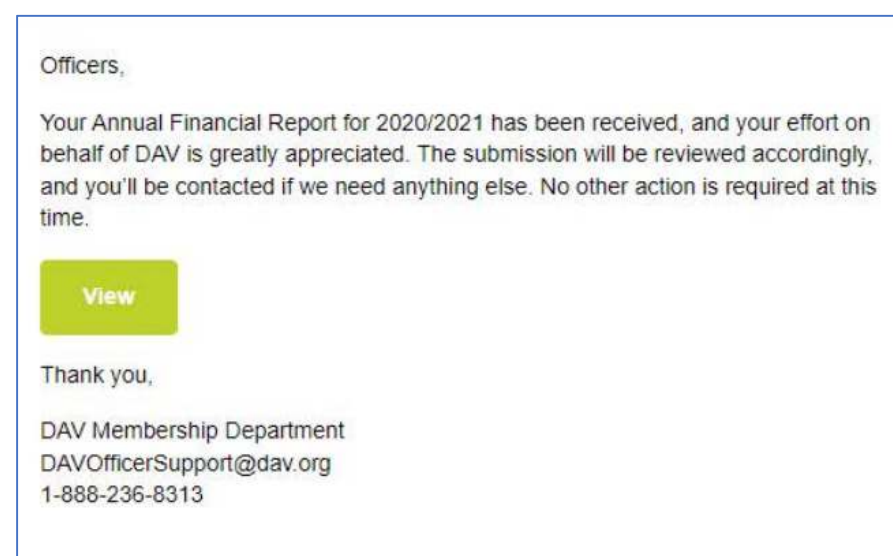
Submit AFR Online Submission Form and Attachments

- Submit Your Completed AFR Submission Form and Attachments, Continued
- Once your AFR is submitted, you will receive an automatic email notification, as well as the department/chapter commander, sr. vice commander, 1st jr. vice commander, adjutant, treasurer and officer authorized to receive mail advising that your AFR has been submitted. National Headquarters will be notified by our system.
- You will also be able to view your submitted AFR by clicking on the View button in the emails.

Example of email from department:



Example of email from National Headquarters:



After Submitting Your AFR

AFR Reviewing Authority

- After your AFR has been submitted in the system, it will be reviewed by the appropriate reviewing authority.
 - As a reminder:
 - Department AFRs regardless of total income are reviewed and handled by a National Headquarters representative.
 - Chapter AFRs with total income (minus the amount on lines 1 & 7) greater than \$25,000 are reviewed and handled by a National Headquarters representative.
 - Chapter AFRs with total income (minus the amounts on lines 1 & 7) equal to or less than \$25,000 are reviewed and handled by the respective DAV state departments.
 - The reviewer will determine if your AFR is acceptable or unacceptable.
-

Acceptable AFR

- If your AFR is acceptable:
 - You will receive an automatic approval email notification, along with the department/chapter commander, sr. vice commander, 1st jr. vice commander, adjutant, treasurer and officer authorized to receive mail, advising that your AFR has been accepted.
 - Click on the View button in the email to view your approved AFR and review any changes that may have been made to your AFR by the reviewer. Also, if the reviewer had any comments about your AFR, you will see them in the Department Comments field or HQ Comments field, accordingly.

Example of email from department:



Example of email from National Headquarters:



Unacceptable AFR

- If your AFR is unacceptable and requires corrections or additional information:
 - You will receive an automatic rejection email notification, along with the department/chapter commander, sr. vice commander, 1st jr. vice commander, adjutant, treasurer and officer authorized to receive mail, advising that your AFR has been received but requires action.
 - Click on the Action Required button in the email to view your AFR and review the instructions from your DAV state department or National Headquarters pertaining to the issues on the AFR. The instructions will be in the Department Comments or the HQ Comments fields, accordingly, on the Let's get Started tab of your AFR.
 - Make the necessary corrections and/or provide the additional information as indicated, and then resubmit your amended AFR. The process will start over.

Example of email from department:



Example of email from National Headquarters:

