



**FULFILLING OUR PROMISES**  
TO THE MEN AND WOMEN WHO SERVED

# **MyDAV.org and Annual Financial Report Seminar**



# Agenda

---

- **Welcome to the MyDAV.org Annual Financial Report**
- **Register or Sign in to MyDAV.org Locate resources to help access MyDAV.org**
- **Work with an Annual Financial Report, Access an AFR, Work on an AFR**
- **Submit an AFR**

# Welcome to the MyDAV.org Annual Financial Report

- The Annual Financial Report (AFR) has transitioned to an online form. It is now another one of the functions accessible through your Membership CRM Page on MyDAV.org.

## Register or Sign in to MyDAV.org

- If you haven't already registered for login credentials for MyDAV.org, or if you need help logging in, utilize the tools available on the Member Resources site on DAV.org.

## Locate resources to help access MyDAV.org

- 1. Navigate to DAV.org.
- 2. Click the Member Resources link on the top menu.
- 3. Scroll down to the Register or Sign-in to MyDAV.org section.
- 4. Click the appropriate button.

### Button

#### **Register**

### Action

If you haven't previously signed up, complete the **New User Registration** form and submit it for processing. You will receive a confirmation email when your login credentials are ready to use.

---

#### **Sign-In**

Use your login credentials to access MyDAV.org resources.

---

#### **MyDAV.org Manual**

This user guide provides an overview of the self-service repository, as well as steps to assist in registering or accessing the site. It also includes descriptions of the available resources.

# Create and Submit an AFR

Let's walk through the MyDAV.org / AFR process.

**Here are the steps to complete an AFR.**





Veterans

Membership

Our Mission

Help DAV

*\*Please note – to pay on a remaining balance online, you must be registered. Login or Register below.*

Please enter your username and password below.

### Login

Username:

Password:

Remember login

LOGIN

[New user registration](#)

[Forgotten password](#)

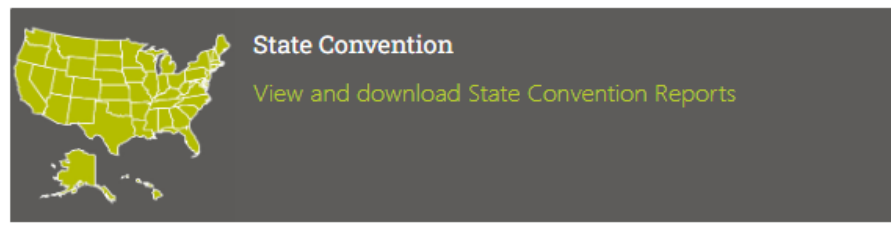
- **Log in to your CRM page on MyDAV.org**

*Click the Membership Tile*

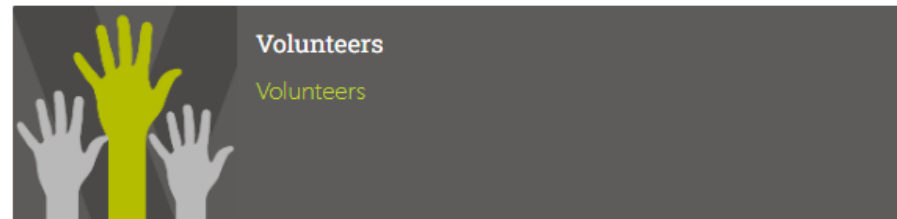
## MYDAV LANDING



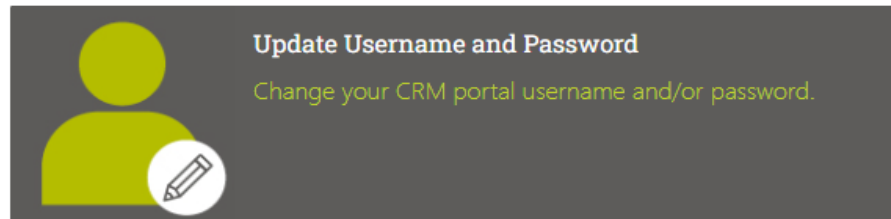
Membership  
Membership



State Convention  
View and download State Convention Reports



Volunteers  
Volunteers



Update Username and Password  
Change your CRM portal username and/or password.

MyDAV Landing

## MEMBERSHIP CRM



**MyDAV.org User Manual**



**Member Profile**

View your membership and contact details, including Department, Chapter or Unit, and Membership number.



**Update Username and Password**

Change your CRM portal username and/or password.



**Full Service Record**

Update or add military service record details.



**Annual Financial Report**

Submit or approve an annual financial report



**DAV Membership Payment History**

View your DAV membership pledge and payment details. Make a payment toward your DAV membership balance due.



**Mem**

Subm...

Click the Annual Financial Report tile.



**Notification of Deceased**

Send notification of a deceased member to the DAV National Headquarters Membership Department.



Veterans

Membership

Our Mission

Help DAV

[Back to Membership CRM Landing](#)

Click

CREATE A NEW REPORT

VIEW APPROVED REPORTS

AFRs currently in progress:

REFRESH

**No AFRs currently in progress.**



[privacy policy](#)

[log out](#)





Veterans

Membership

Our Mission

Help DAV

[Back to AFR Landing](#)

You are logged in as: [redacted]

<b>Let's get started</b>	Income	Expenses	Liquid assets	Bank account info	Other assets	Attachments
Department:	<input type="text"/>	<b><u>Select your Department from the drop-down list</u></b>				
Chapter:	<input type="text"/>	<b><u>Select your Chapter from the drop-down list</u></b>				
Accounting period:	<input type="text"/>	<b><u>Select the appropriate Accounting period, for example, 07/01/2025 - 06/30/2026 from the Accounting period.</u></b>				
Beginning balance:	<input type="text" value="\$0.00"/>					
Department Comments	<input type="text"/>					
HQ Comments	<input type="text"/>					
<b>SAVE</b>	<b>REVIEW</b>	<b>LOCK</b>	<b>CANCEL</b>			

## 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:  
07/01/2023 - 06/30/2024

Beginning balance:

Department Comments

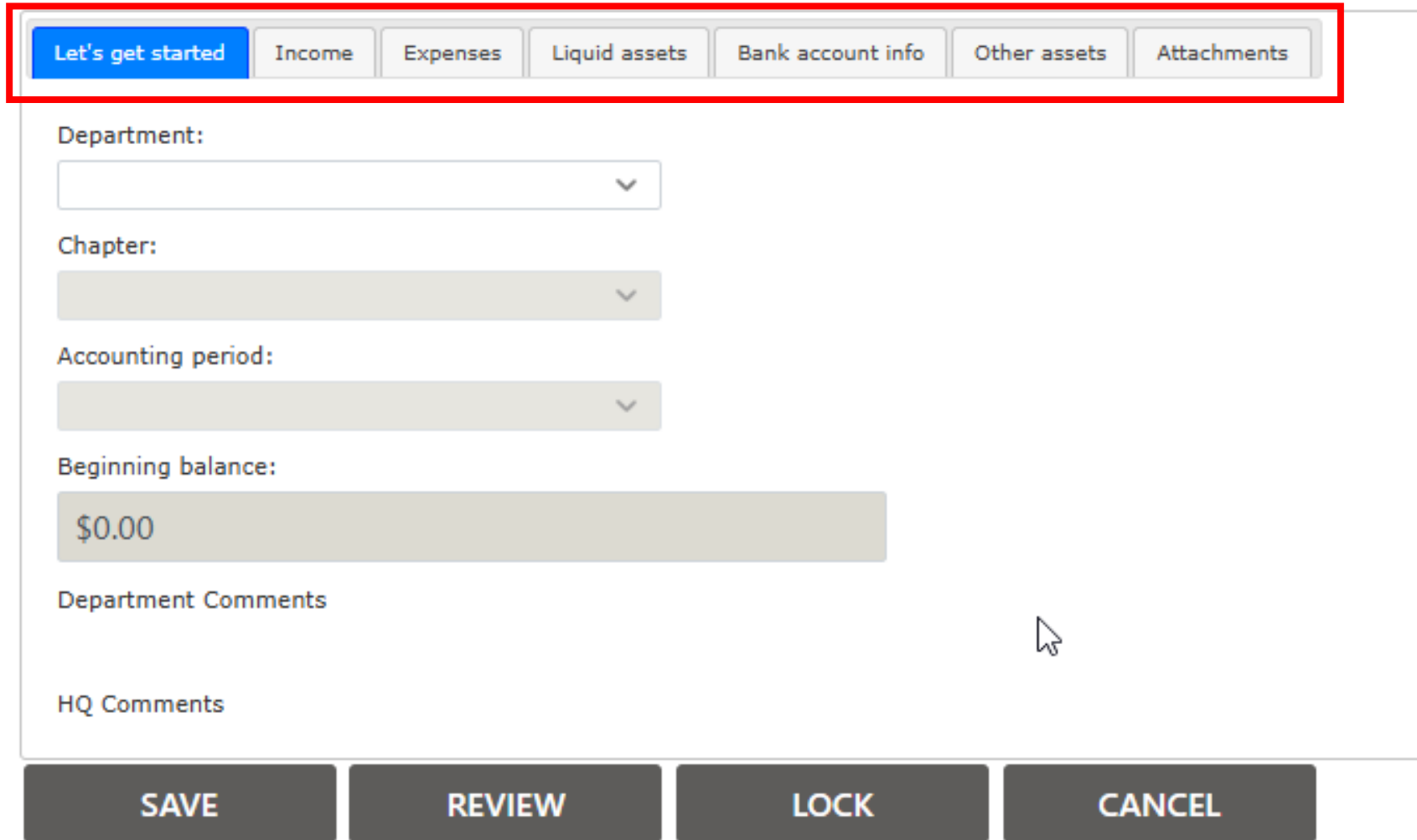
HQ Comments

**SAVE** | REVIEW | LOCK | CANCEL

#1: The Beginning Balance should auto-populate from last years Ending Balance. If it doesn't, enter it manually.

#2: Click Save!

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.



The screenshot displays the AFR online submission form interface. At the top, there is a horizontal tabbed menu with seven tabs: "Let's get started" (highlighted in blue), "Income", "Expenses", "Liquid assets", "Bank account info", "Other assets", and "Attachments". A red rectangular box highlights the entire tabbed menu area. Below the tabs, the form contains several input fields: "Department:" with a dropdown menu, "Chapter:" with a dropdown menu, "Accounting period:" with a dropdown menu, and "Beginning balance:" with a text input field containing "\$0.00". Below these fields are two text input areas labeled "Department Comments" and "HQ Comments". At the bottom of the form, there are four dark gray buttons with white text: "SAVE", "REVIEW", "LOCK", and "CANCEL". A mouse cursor is visible over the "Department Comments" field.



Veterans

Membership

Our Mission

Help DAV

[Back to AFR Landing](#)

You are logged in as:



**Click Income Tab.**

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

Department:

Chapter:

Accounting period:  
07/01/2023 - 06/30/2024

Beginning balance:

Department Comments

HQ Comments

SAVE REVIEW LOCK CANCEL

**Note:** Click the title of each line to open the schedule and access the available fields.



Veterans

Membership

Our Mission

Help DAV

[Back to AFR Landing](#)

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
<b>10. Total income: \$0.00</b>	

EXPAND ALL

COLLAPSE ALL

SAVE

REVIEW

LOCK

CANCEL

DOWNLOAD ALL ATTACHMENTS

- 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.

[Back to AFR Landing](#)

You are logged in as: Leon M. Grove  
Report locked by: Leon M. Grove

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** **UNLOCK** **CANCEL**

# 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	<b>Income</b>	Expenses	Liquid assets	Bank account info	Other assets	Attachments
<b>EXPAND ALL</b>		<b>COLLAPSE ALL</b>				
<b>1. All funding from national headquarters</b>						<b>Total: \$0.00</b>
<b>2. Forget-me-not Drive gross receipts</b>						<b>Total: \$0.00</b>
<b>3. Bingo gross receipts</b>						<b>Total: \$0.00</b>
<b>4. Thrift store gross receipts</b>						<b>Total: \$0.00</b>
<b>5. Bar/lounge gross receipts</b>						<b>Total: \$0.00</b>
<b>6. Interest &amp; dividend income from checking, savings, and C.Ds only</b>						<b>Total: \$0.00</b>
<b>7. In-kind donations during accounting period</b>						<b>Total: \$0.00</b>
<b>8. Total increase in market value of investments on line 26 during accounting period</b>						<b>Total: \$0.00</b>
<b>9. Other income</b>						<b>Total: \$0.00</b>
						<b>10. Total income: \$0.00</b>
<b>EXPAND ALL</b>		<b>COLLAPSE ALL</b>				
<b>SAVE</b>	<b>REVIEW</b>	<b>LOCK</b>	<b>CANCEL</b>			

- 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.

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

As necessary, select the appropriate **Line**, Double Click it to expand it, enter the required information, and click **Add** to include it on the schedule. If you make an error, click **Delete** and re-enter the information.

**Note:** The **Add** button doesn't automatically save the data that was entered. Be sure to click **Save** before exiting the AFR.

1. All funding from national headquarters		Total: \$0.00
Type	Per Capita Dues	
Description		
Amount		
<b>ADD</b>		

Repeat these steps for every Line that applies to your different Income streams.

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

- Line 1 completed schedule: Chapter Example

**1. All funding from national headquarters** Total: \$1,375.00

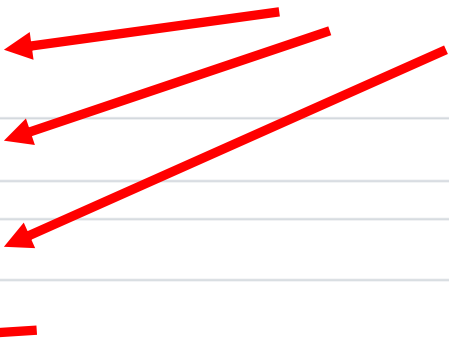
Type

Description

Amount

**ADD**

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



## 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	<u>115.36</u>
Line 6 Total	\$176.92

## 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
Business- Medical Store	<u>500.00</u>
Line 7 Total	\$1,600.00

- Line 7. Completed Schedule Example:

7. In-kind donations during accounting period					Total: \$1,600.00
Type	<input type="text"/>				
Donor First Name	<input type="text"/>				
Donor Last Name / Business Name	<input type="text"/>				
Donated Item	<input type="text"/>				
Amount	<input type="text"/>				
<b>ADD</b>					
Type	Donor First Name	Donor Last Name / Business Name	Donated Item	Amount	
Individual	Jane	Ross	Hospital Bed	\$900.00	<b>DELETE</b>
Business		Medical Store	Wheelchair	\$700.00	<b>DELETE</b>

- 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/subschedule.

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

# 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.
- Include sources of income and total amount for each income category.

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		

• *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
Quilt Raffle	3,549.88
<hr/> Line 9a Total	<hr/> \$24,292.99

- Line 9a. Completed Schedule Example:

9a. Fundraiser		Total: \$24,292.99
Name of Fundraiser		
<input type="text"/>		
Amount		
<input type="text"/>		
<input type="button" value="ADD"/>		
Name of Fundraiser	Amount	
BBQ Event	\$18,243.11	<input type="button" value="DELETE"/>
Car Show	\$2,500.00	<input type="button" value="DELETE"/>
Quilt Raffle	\$3,549.88	<input type="button" value="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
<u>Mary Blue</u>	<u>3,549.88</u>
Line 9b Total	\$6,049.88

- 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	<b>DELETE</b>
Car Show	\$2,500.00	<b>DELETE</b>
Quilt Raffle	\$3,549.88	<b>DELETE</b>

## 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
<u>Don Macon Estate</u>	<u>75,000.00</u>
Line 9e Total	\$85,000.00

## • Line 9e. Testamentary Type Gifts Completed Schedule:

9e. Testamentary type gifts			Total: \$85,000.00
Name of Decedent or Provider <input type="text"/>			
Type <input type="text"/>			
Amount <input type="text"/>			
<b>ADD</b>			
Name of Decedent or Provider	Gift Type	Amount	
Benny Jones	Wills	\$5,000.00	<b>DELETE</b>
Jack Market	Trusts	\$5,000.00	<b>DELETE</b>
Don Macon Estate	Bequests	\$75,000.00	<b>DELETE</b>
Copy of Documentation File (To upload multiple files, add them as a single .zip file):			
Testamentary Gift Attachn			
<b>CLEAR FILE</b>			

## 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
Sale of Van	75,000.00
<hr/>	
Line 9f Total Income	\$85,709.80

- Line 9f. Completed Schedule Example:

9f. Other		Total: \$85,709.80
Description		
<input type="text"/>		
Amount		
<input type="text"/>		
<input type="button" value="ADD"/>		
Description	Amount	
Hall Rental	\$8,572.00	<input type="button" value="DELETE"/>
Sale of Merchandise	\$2,137.80	<input type="button" value="DELETE"/>
Sale of Van	\$75,000.00	<input type="button" value="DELETE"/>

# 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 started Income **Expenses** Liquid assets Bank account info Other assets Attachments

EXPAND ALL COLLAPSE ALL

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

EXPAND ALL COLLAPSE ALL

SAVE REVIEW LOCK CANCEL DOWNLOAD ALL ATTACHMENTS

## 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.
- *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. Donations to VA Medical Centers**
  - Report donations made to VA Medical Centers (VAMC).
- **Line 14b. Donations to State Veterans Homes & Patients**
- **Line 14c. Donations to Columbia Trust**
  - Report all donations made to the Columbia Trust.
- **Line 14d. Donations to the National Service Foundation**
  - Report all donations made to the National Service Foundation.
- **Line 14e. DAV Transportation Network Vehicle Grant Program**
  - Report payments made directly to National Headquarters for Program.
  - *Things to note:*
    - Report payments given to your DAV department on Line 14g. Service Programs.
- **Line 14f. VAVS Programs**
  - Report expenses and donations for VAVS Programs.
- **Line 14g. Service Programs**
  - Report expenses/donations for service programs and department/chapter operated service programs.

## Expense Lines Continued

- **Line 14h. Service Office/Officer Expenses**
  - Report expenses/donations related to a service office/officer.
- **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 14j. Hospital Service Coordinators Salaries, Benefits & Expenses**
  - Report salaries, payroll taxes, benefits and expenses related to Hospital Service Coordinators.
- **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.

- Line 14l. Publication of Newsletters/Periodicals Devoted to Providing Service/VA Benefits/Membership Information
- 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 Income (In-kind Donations). 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

- Line 14n. Other Service Expenses
  - Report all service expenses that do not fall on Lines 14a thru 14m.

- **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 16. Bingo Expenses**

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

**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.

**Line 18. Bar/Lounge Expenses**

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

- **Line 19. Chapter Home/Department HQ Operational Expenses**

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

## Expense Lines - Line 19 Continued

- ***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. 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.

- **Line 19a. Building Operation Cost**

- Report expenses associated with the chapter meeting place/department headquarters facility operation.

- **Line 19b. Licenses & Permits**

- Report expenses for licenses and permits related to the chapter meeting place/department headquarters facility operation.

- **Line 19c. Purchases**

- Report purchases made for the chapter meeting place/department HQ facilities and total amount for each category.

## Expense Lines - Line 19 Continued

- **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 19e. Other**
  - Report all expenses related to the daily operations of the department/chapter that do not fall on lines 19a. thru 19d.

## 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 a whole is reported. If you enter an amount 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.

## 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
Hall Rental Operation	2,648.22
<hr/>	
Line 21 Total Expense	\$9,762.50

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

<a href="#">Let's get started</a> <a href="#">Income</a> <a href="#">Expenses</a> <a href="#">Liquid assets</a> <a href="#">Bank account info</a> <a href="#">Other assets</a> <a href="#">Attachments</a>	
<a href="#">EXPAND ALL</a> <a href="#">COLLAPSE ALL</a>	
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
<b>22. Total expenses: \$185,966.76</b>	

# 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 started	Income	Expenses	<b>Liquid assets</b>	Bank account info	Other assets	Attachments
<b>EXPAND ALL</b>		<b>COLLAPSE ALL</b>				
<b>23. Checking Accounts and Cash on Hand as of June 30</b>						<b>Total: \$0.00</b>
<b>24. Savings accounts as of June 30</b>						<b>Total: \$0.00</b>
<b>25. Certificates of deposit as of June 30</b>						<b>Total: \$0.00</b>
<b>26. Market value of investments as of June 30</b>						<b>Total: \$0.00</b>
						<b>27. Total liquid assets as of June 30: \$0.00</b>
<b>EXPAND ALL</b>		<b>COLLAPSE ALL</b>				

## 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 Continued

- 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.

- 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
Gift Cards, Unused	500.00
Line 23b. Total	<hr/> \$3,000.00

## Liquid Assets Continued

### 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

- Line 25. Certificates of Deposit as of June 30
  - Report the balance as of June 30 for each certificate of deposit.
- Line 26. Market Value of Investments as of June 30
  - Report the portfolio market value as of June 30 for each investment account.

# Liquid Assets - Line 27

- Line 27. Total Liquid Assets Line:

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

### • *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.

- 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

## 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 Account Completed Schedule Example:**

- Note: The entire completed schedule is not visible. Use the scrollbar at the bottom of the schedule to scroll to the right to see all information and to access the Edit and Delete buttons.

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	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
000111111	US Bank	44 Main St.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Morris	Bayberry		Adjutant/Treasurer
000222222	Fifth Third Bank	15 Third Ave.	Huntsville	Alabama	11111	Jack	Gordon		Commander	Sylvester	Walton		Sr. Vice Commander

Signee 3 first name	Signee 3 last name	Signee 3 suffix	Signee 3 job title	Signee 4 first name	Signee 4 last name	Signee 4 suffix	Signee 4 job title	Signee 5 first name	Signee 5 last name	Signee 5 suffix	Signee 5 job title			
Connie	Caldwell		1st Jr. Vice Commander										EDIT	DELETE
													EDIT	DELETE

## 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.

Let's get started	Income	Expenses	Liquid assets	<b>Bank account info</b>	Other assets	Attachments
<b>Name of bank(s) and branch locations, and signors on accounts</b>						
<b>Add New Bank Info</b>						
Account number						
000222222						
Institution name						
Fifth Third Bank						
Address						
15 Third Ave.						
City						
Huntsville						
State						
Alabama						
Zip						
11111						
<b>Signee 1</b>						
Signee 1 first name						
Jack						
Signee 1 last name						
Gordon						
Signee 1 suffix						
Signee 1 job title						
Commander						
<b>Signee 2</b>						
Signee 2 first name						
Sylvester						
Signee 2 last name						
Walton						
Signee 2 suffix						
Signee 2 job title						
Sr. Vice Commander						

## 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.

# 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 started Income Expenses Liquid assets Bank account info **Other assets** Attachments

EXPAND ALL COLLAPSE ALL

Other assets have been reviewed

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

EXPAND ALL COLLAPSE ALL

SAVE REVIEW LOCK CANCEL DOWNLOAD ALL ATTACHMENTS

- 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 – 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.

<input checked="" type="checkbox"/> Has this property been sold?
Sale Date
04/29/2021
Sale Amount
145429.73
ADD

## Mark Existing Assets as Sold, Continued

- The sales information is added to the schedule.

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.

- Furniture/Equipment Line Completed Schedule

Example:

Furniture/Equipment						Total: \$1,900.00
<b>Add New Furniture/Equipment</b>						
Description						
<input type="text"/>						
Current Estimated Market Value as of June 30						
<input type="text"/>						
<input type="checkbox"/> Has this item been sold/disposed/donated?						
Disposition Date						
<input type="text" value="mm/dd/yyyy"/>						
Disposition Value						
<input type="text"/>						
<b>ADD</b>						
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	<b>EDIT</b>	<b>DELETE</b>
8 Chairs	\$250.00	No		\$0.00	<b>EDIT</b>	<b>DELETE</b>
5 Desks	\$450.00	No		\$0.00	<b>EDIT</b>	<b>DELETE</b>

# 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 started Income Expenses Liquid assets Bank account info **Other assets** Attachments

EXPAND ALL COLLAPSE ALL

Other assets have been reviewed

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

EXPAND ALL COLLAPSE ALL

SAVE REVIEW LOCK CANCEL DOWNLOAD ALL ATTACHMENTS

- 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.

- **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 - 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

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**

---

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**

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

# 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
<a href="#">Download</a>	Testamentary Gift Attachment.pdf	9e. Testamentary Gift
<a href="#">Download</a>	Checking Account Attachment.pdf	23. Checking Accounts
<a href="#">Download</a>	Savings Account Attachment.pdf	24. Savings Accounts
<a href="#">Download</a>	CD Attachment.pdf	25. Certificates of deposit
<a href="#">Download</a>	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/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



## 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.

- 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, 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.



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

I would like to proceed with an unbalanced report

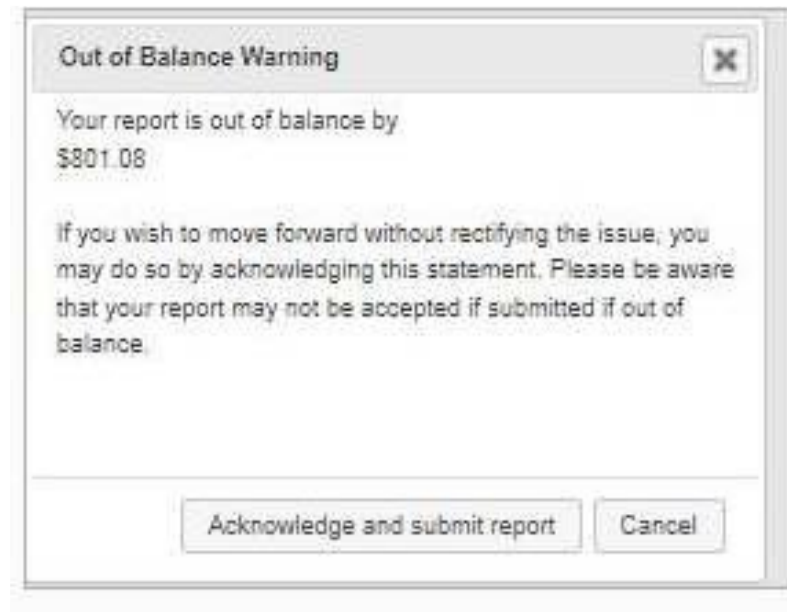
Reason for unbalanced report:

Example

**ADJUST/VIEW MY REPORT** **SUBMIT** **CANCEL** **DOWNLOAD ALL ATTACHMENTS**

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, 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:



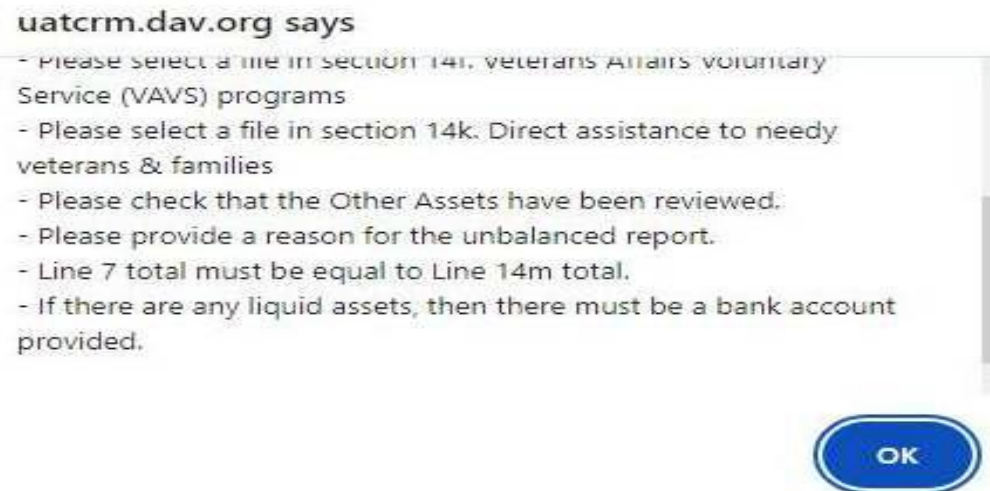
**If Out of Balance is greater than \$999.99, you will not be able to Submit the AFR until it has been corrected.**

# 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 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 is a list of ten red bullet points detailing outstanding issues. At the bottom of the page is a horizontal navigation bar with six buttons: "Let's get started" (highlighted in blue), "Income", "Expenses", "Liquid assets", "Bank account info", and "Other assets".

**Back to AFR Landing**

- 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.

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

- Submit Your Completed AFR Submission Form and Attachments, Continued

- **Click on the Submit button *after all corrections 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		<b>View</b>

Show  entries

Previous  Next Search:

# 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, 1<sup>st</sup> 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.

---

Officers,

Your Annual Financial Report for 2021/2022 was received and requires action.  
Please view the report to make the appropriate changes, by clicking on the "Action Required" button.

Action Required

Thank you,

DEPARTMENT OF STATE  
Department@gmail.com  
(111) 222-3333

Officers,

Your Annual Financial Report for 2020/2021 was received and requires action.  
Please view the report to make the appropriate changes, by clicking on the "Action Required" button.

Action Required

Thank you,

DAV Membership Department  
DAVOfficerSupport@dav.org  
1-888-236-8313

