



Financial Reporting Form

Instructions

2020

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Prior to submitting the Financial Reporting form, determine Sustaining Fees.

1. Changes for the 2020 Form and Process

In 2018, CEA updated the process to include an online submission form for the financial reports. The instructions have one form in Word, with no automatic calculations made. The process asked sites to enter selected data into an online form and attach supporting documentation. There continues to be one Financial Reporting Form for all site types.

This year, there are no significant changes.

2. Instructions for the Financial Reporting Form

Gather the documents listed below for the last full fiscal year:

1. Balance Sheet
2. Revenue and Expenditures (Profit and Loss) Statement
3. Budget document
4. Other relevant Financial documentation

Gather the documents listed below for the next full fiscal year:

1. Budget document

For multi-sites, there are two options for completing the Financial Report for multisite programs and institutions.

If accounting is done locally, submit financial data online for each site.

If accounting is done centrally, submit financial data one time online for all sites.


Fill out the [online Financial Reporting Form](#) for your site(s) and attach supporting documentation. After clicking the submit button, a receipt confirmation and a copy of the submission will be emailed to the email address indicated.

Financial Reporting Forms must be submitted by on February 15, 2020.

3. Instructions to submit data via online form

CEA will host a webinar on December 12, 2019 at noon to review the Annual Report package requirements for accredited sites. The webinar recording will be published at www.cea-accredit.org/resources. Additional Q&A webinars will be announced. Using the online form (pictured below), sites are requested to enter the information.

CEA Financial reporting form



Submit by February 15, Note: Please use the instruction sheet sent to you by CEA.

Email *

Name of the single site or main branch of a multisite program/institution. *

Site ID # *

If the information in this submission represents more than one site, please list those sites with site ID#s below.

Upload Balance Sheet here

 No file selected.

Upload Revenue and Expenditures (Profit and Loss) Statement here

 No file selected.

Upload last Fiscal Year Budget document here

 No file selected.

Upload next Fiscal Year Budget document here

 No file selected.

Upload other relevant financial documentation here

 No file selected.

Briefly describe the types of financial documentation that you are uploading.

Responses to this form, including a confirmation email, will be sent to this email address.

Sites can find their Site ID# on CEA's list of Accredited Sites. www.cea-accredit.org/accredited-sites

Enter the following information from the financial documents for the last full fiscal year:

*The fund balance (retained earnings) is the net cumulative profit/loss as listed in the equity section of your balance sheet. Do not use unused budget or cash balances.

ACTUAL gross revenues *

ACTUAL expenses *

Retained earnings or fund balance *

If you have a deficit (or negative net profit margin) for the last fiscal year, please explain the reason(s) for the deficit and your plan for recovery.

Enter the following information from the financial documents for the next full fiscal year:

Projected gross revenues *

Projected expenses *

If you project a deficit (or negative profit margin) for the next fiscal year, please explain the reason(s) for the deficit and your plan for recovery.

To be completed by the program/institution financial officer or authority.

Click on the check-box below. *

I certify that the information on this form and the attached financial statements are accurate and complete.

Name of program/institution financial officer or authority. *

<input type="text"/>	<input type="text"/>
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First

Last

Title *

Submit