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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.

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**

*enter numerical value

**Actual expenses**

*enter numerical value

**Retained earnings or fund balance**

*enter numerical value

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**

*enter numerical value

**Projected expenses**

*enter numerical value

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. *

First Last

Title *

Submit