



Financial Reporting

Instructions

2021

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

1. 2021 Form and Process

Financial Reporting is submitted through the [CEA Annual Report Portal](#). Selected data is entered online and supporting documentation is uploaded.

2. Instructions for the Financial Reporting

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

Financial Reporting Forms must be submitted by on February 15, 2021.

3. Instructions to submit data via online form

CEA will host a webinar on January 6, 2021 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 delivered February 9, 2021. Using the online form (pictured below), sites submit the following information. Responses to this form, including a confirmation email, will be sent to the email address provided.

Documentation

Upload a total of four documents.

From your LAST fiscal year, please upload **three** documents :

- balance sheet
- profit/loss statement
- budget

For your NEXT fiscal year, please upload a budget.

Balance sheet
 No file selected.

Profit/loss statement
 No file selected.

Budget (previous fiscal year)
 No file selected.

Budget (next fiscal year)
 No file selected.

Screenshot of Financial Reporting Section

Previous Fiscal Year

Actual gross revenues

0.0

Actual expenses

0.0

Retained earnings or fund balance

0.0

Explanation



If the retained earnings is positive, no explanation is needed.

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

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Next Fiscal Year

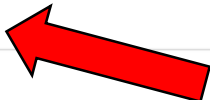
Projected gross revenues

0.0

Projected expenses

0.0

Explanation



If the projected profit margin is positive, no explanation is needed.

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.

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Confirm and Submit

Documentation

- Balance Sheet
- Profit/Loss Statement
- Budget (Previous Fiscal Year)
- Budget (Next Fiscal Year)

Previous Fiscal Year

Actual Gross Revenues	1.00
Actual Expenses	1.00
Retained Earnings or Fund Balance	1.00

Next Fiscal Year

Projected Gross Revenues	1.00
Projected Expenses	1.00

Clicking submit on this attestation will send all Financial Review information to CEA staff. To make changes after submitting, you must contact CEA staff by emailing AnnualReport@cea-accredit.org.



Clicking submit locks each section and sends the information to CEA staff. Once the section is locked, you must contact CEA staff to make any changes. Email us at AnnualReport@cea-accredit.org to unlock a section.

Contact Joy Cook at finance@cea-accredit.org or (571) 248-7403 if you have any questions about the required documents or submission process.