Financial Reporting Form
Instructions
2024

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1. **2024 Form and Process**

Financial Reporting is submitted through the [CEA Annual Report Portal](#). Financial documentation is uploaded, and selected data is entered online. Anyone with access to the site record can see all parts of the site record.

2. **Preparing to submit the Financial Reporting Form**

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

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

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

1. Budget document

Have available the following figures along with a fiscal year end date:

Last year: Actual gross revenue, actual expenses, and retained earnings/ fund balance
Next year: Projected gross revenue, projected expenses

*Note that in cases of a deficit, an explanation is required.*

Financial Reporting Forms must be submitted by February 15, 2024.

Contact [finance@cea-accredit.org](mailto:finance@cea-accredit.org) if you have any questions about the required documents or submission process.

3. **Instructions to submit the Financial Reporting Form**

CEA will host a webinar on December 11, 2023, at noon to review the Annual Report package requirements for accredited sites. The webinar recording will be published at [www.cea-accredit.org/resources](http://www.cea-accredit.org/resources) as well as dates and registrations information for additional training sessions. Using the online form (pictured below), submit the following information, which constitutes the financial reporting form. Responses to this form, including a confirmation email, will be sent to the email address that you entered.
If the retained earnings are 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.
Clicking submit sends the information to CEA staff. Once the section is submitted, you must contact CEA staff to unlock the record to make changes.

Email us at AnnualReport@cea-accredit.org.

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.