Financial Reporting Form Instructions

2026

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1. 2026 Form and Process

Financial Reporting is submitted through the CEA Annual Report Portal. Financial documents must be 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 documents, and you must upload 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

*Last means the most recent, complete full fiscal year.

Gather documents, and you must upload 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

**Next means the subsequent fiscal year.

Financial documents must be uploaded to the portal.

File types that can be uploaded include PDF (.pdf), Word (.doc, .docx), Text (.txt), Excel (.xls, .xlsx), CSV (.csv), ODS (.ods), ZIP (.zip).

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

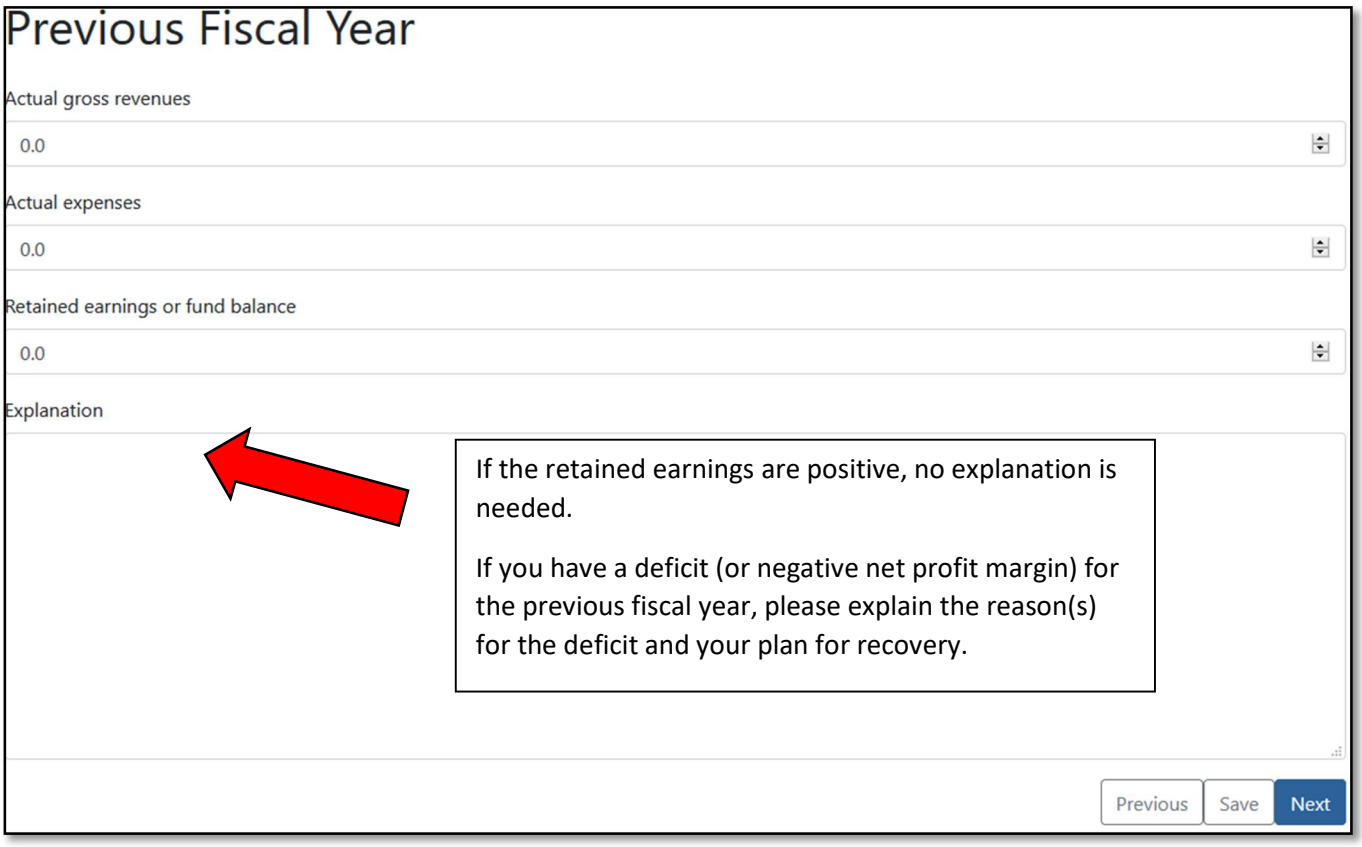
Financial Reporting Form must be submitted by February 15, 2026.

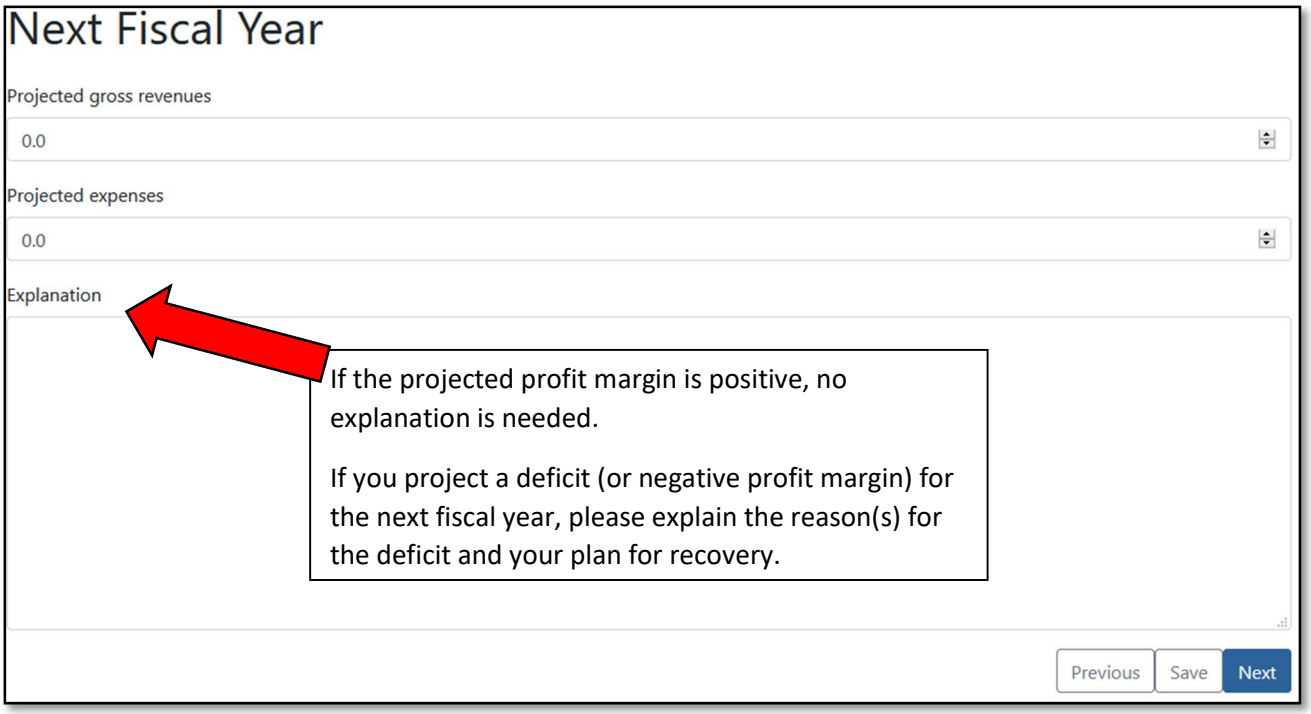
Contact finance@cea-accredit.org if you have any questions about the required documents or submission process.

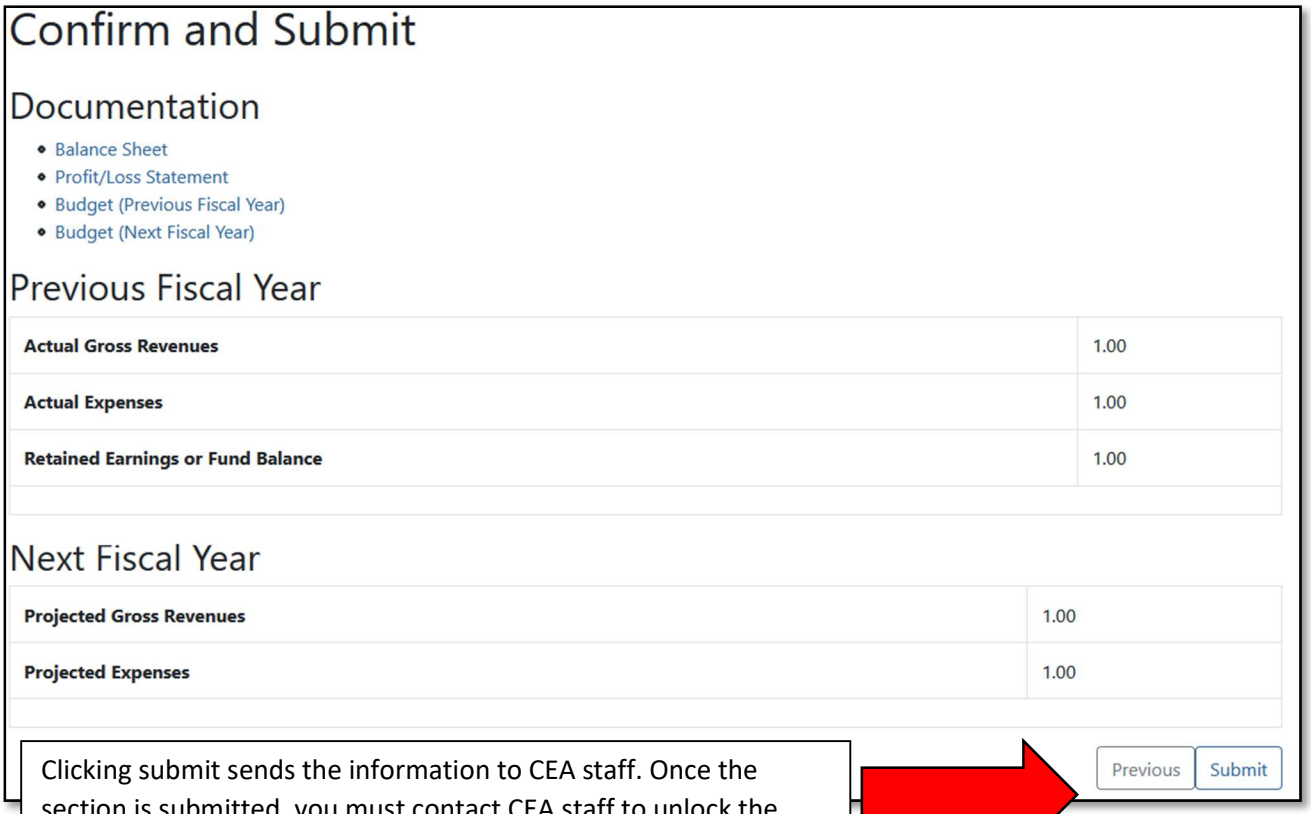
3. Instructions to submit the Financial Reporting Form

CEA will host three webinars about the annual reports. The first is scheduled for December 11, 2025, at 11:00 a.m. to review the Annual Report package requirements for accredited sites. The webinar recording will be published at www.cea-accredit.org/resources as well as dates and registrations information for additional webinars. 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.

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
Browse... No file selected.
Profit/loss statement
Browse... No file selected.
Budget (previous fiscal year)
Browse... No file selected.
Budget (next fiscal year)
Browse... No file selected.
Previous
Save
Next


Previous Fiscal Year
Actual gross revenues
0.0
Actual expenses
0.0
Retained earnings or fund balance
0.0
Explanation
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.
Previous
Save
Next





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.