



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

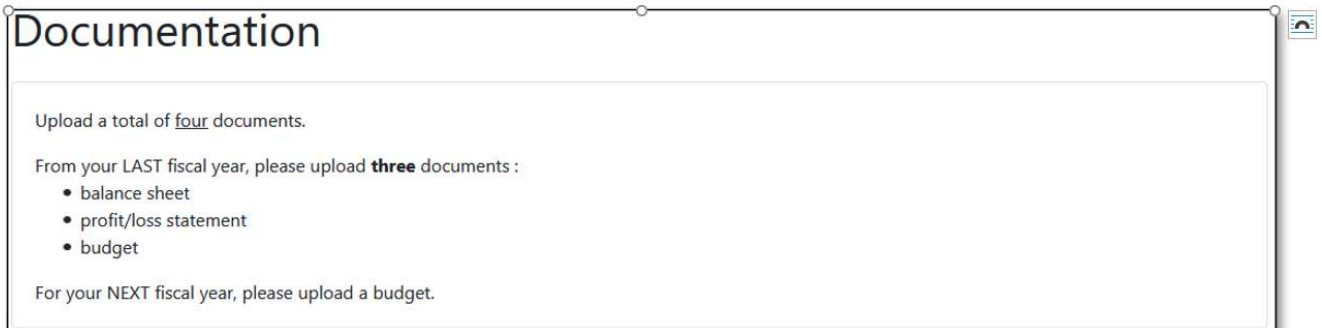
Note that in cases of a deficit, an explanation is required.

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

Contact finance@cea-accredit.org 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 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.



The screenshot shows a form titled "Documentation" with the following instructions:

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.

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.

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 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.

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Submit