



# Financial Reporting

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## Instructions

### 2022

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## 1. 2022 Form and Process

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

## 2. Instructions for the Financial Reporting

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

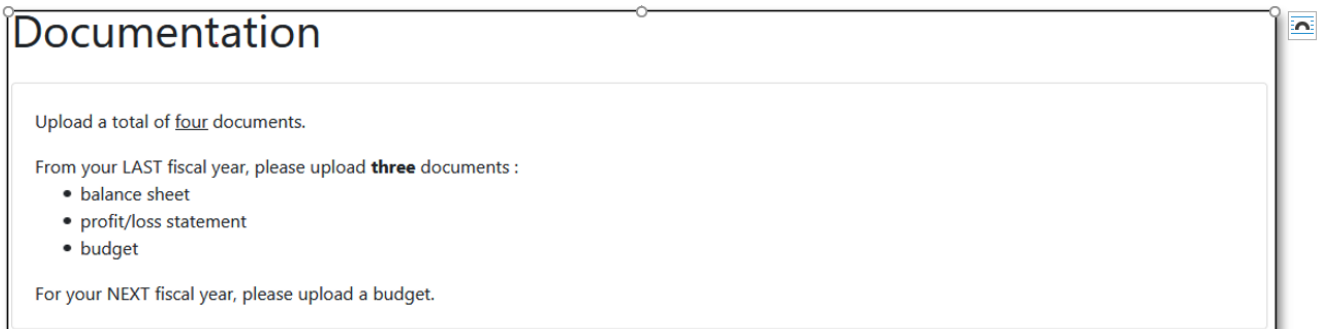
*Note that in cases of a deficit, an explanation is required.*

**Financial Reporting Forms must be submitted by on February 15, 2022.**

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 data via online form

CEA will host a webinar on December 8, 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](http://www.cea-accredit.org/resources). An additional Q&A webinar will be delivered January 5, 2022. Using the online form (pictured below), 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.

## 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.

## 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

<b>Actual Gross Revenues</b>	1.00
<b>Actual Expenses</b>	1.00
<b>Retained Earnings or Fund Balance</b>	1.00

### Next Fiscal Year

<b>Projected Gross Revenues</b>	1.00
<b>Projected Expenses</b>	1.00

Clicking submit sends the information to CEA staff. Once the section is submitted, you must contact CEA staff to make any changes. Email us at [AnnualReport@cea-accredit.org](mailto:AnnualReport@cea-accredit.org).

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Submit