



Financial Reporting

Instructions

2023

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1. 2023 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

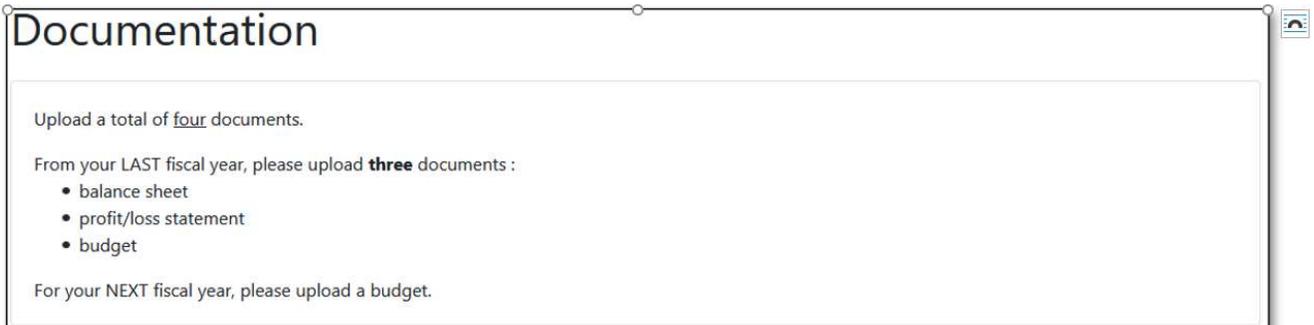
Note that in cases of a deficit, an explanation is required.

Financial Reporting Forms must be submitted by February 15, 2023.

Contact 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 14, 2022 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. 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

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 in order to make changes.

Email us at AnnualReport@cea-accredit.org.

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Submit