Thank you for joining today to learn more about the SWE Annual Financial Report. We'll be discussing the parts of the financial report and how to prepare it.

Feel free to ask questions as we go along.

Key Financial Dates (EVERY YEAR)

What	Due Date
Beginning of Fiscal Year	July 1
Annual Finance Report due to the Society	**July 30th**
Membership Rebates	October
IRS Tax Filings	**November 15th**
Membership Rebates	April
Submit Leadership Report	June 30th
End of Fiscal Year	June 30th

Your Annual Financial Report must be submitted to receive your rebates & for your section to remain in good standing.

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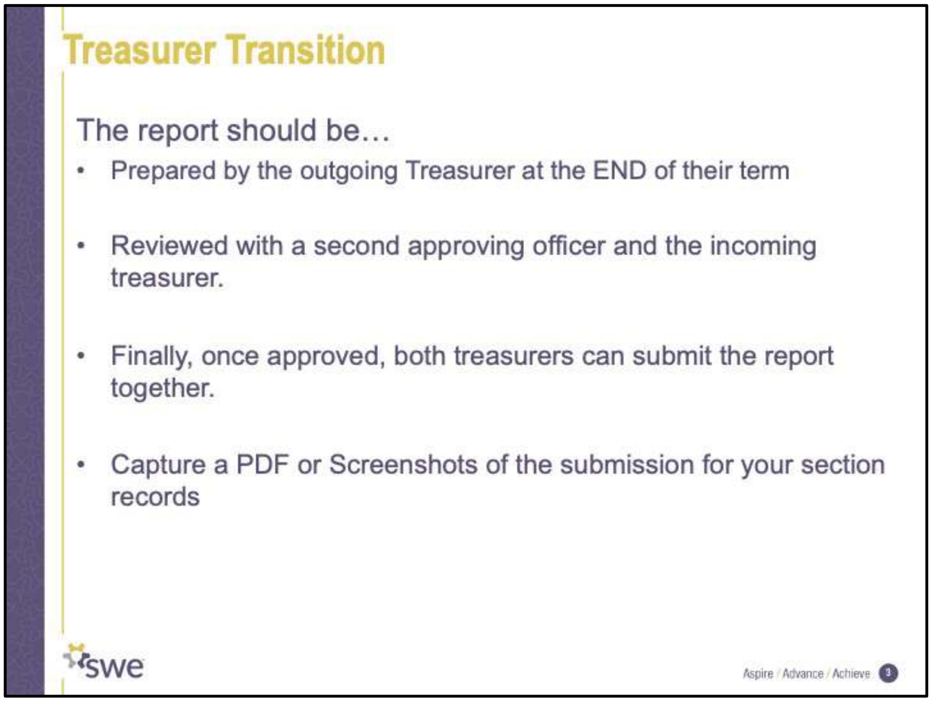
Aspire / Advance / Achieve 2

First, I want to highlight key financial dates to keep in mind as you close out your finances for the fiscal year.
Entities are strongly encouraged to file the annual report and IRS Tax filings as soon as possible after the close of the fiscal year.
As this session is focused on the annual report, I direct you to the finance committee website for more information about Tax Filings.

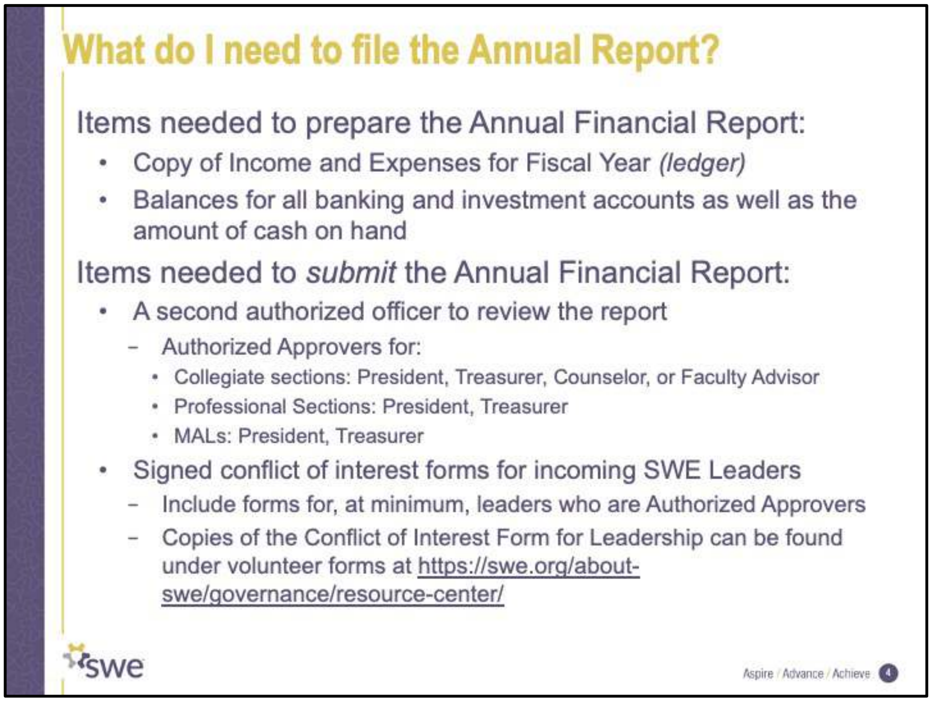
The submission for the annual financial report opens each year in mid to late April.
It is accessible in the leadership portal for Section Presidents and Treasurers.
You may file financial report before the end of the the fiscal year, if all financial activity is complete.



Preparing and reviewing the financial report can be a great transition activity for the incoming and outgoing treasurer!

It gives both the outgoing and incoming treasurer a consistent view of the financial state of the section.

The financial report in the portal is tied to the section and not an individual user. That means the outgoing treasurer can populate information before June 30th and save the report. And then, before July 30th, the incoming treasurer can review the report for accuracy, upload the conflict of interest forms, and submit the report to the society.



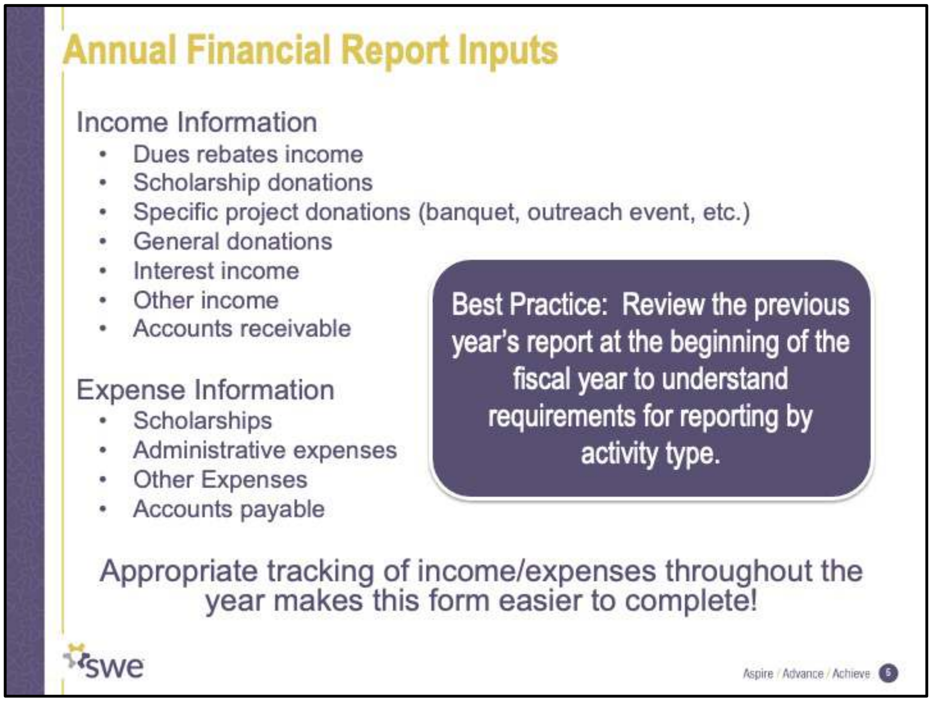
To get started you need a copy of your list of financial transactions for the year. We'll talk about categorizing each of those transactions shortly.

You'll also need the balance of any bank or investment accounts as well as the amount of cash you have on hand.

That's enough information to prepare the report.

Before you can submit it, the report needs to be reviewed by a second authorized officer.

And you'll need signed conflict of interest forms.

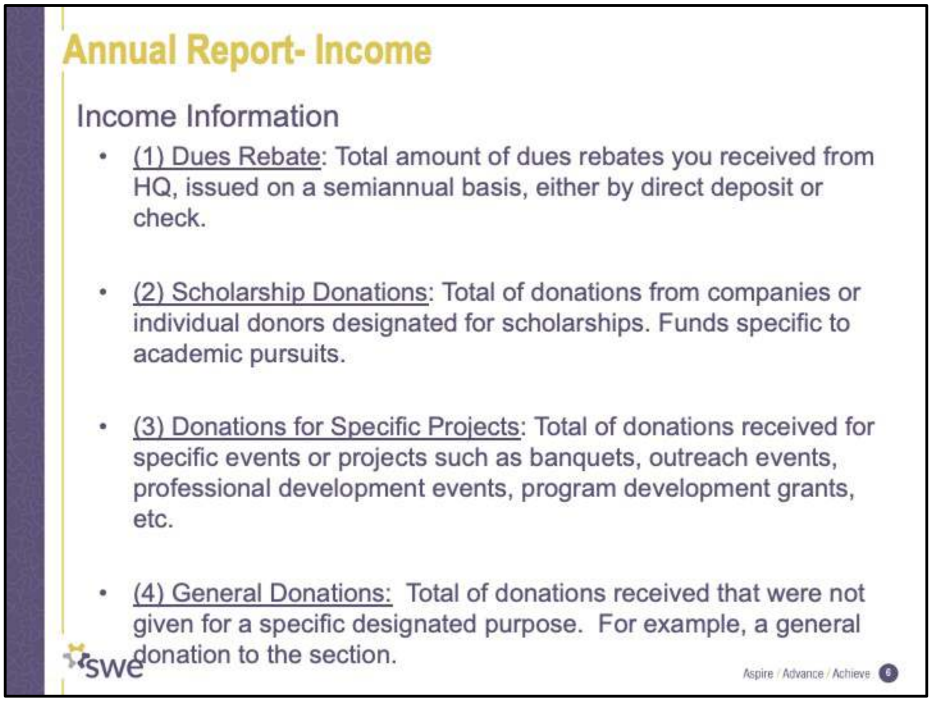


There are twelve financial values to fill out on the report.

One is the sum of all account balances and cash on hand.

And the other eleven come from these eleven income and expense categories.

Alright, so let's break out that ledger! We'll talk about each one so you can make sure each transaction in the ledger is labelled in one of these 11 categories.



Scholarship donations -

Annual Report- Income

Income Information

- (5) Interest Income: Total of interest earned from accounts (checking, savings, and/or investments).

- (6) Other Income: Total of any other income received that doesn't fall into one of these categories. For example, selling t-shirts, income from events (ticket sales, registration fees), University/College grants, etc.

- (7) Receivables: Total of donations or income promised for any of the above categories that has not yet been received. For example, Company ABC commits to donate $200 for an outreach event held in early June, but their check as not been received at the time this report is being submitted.

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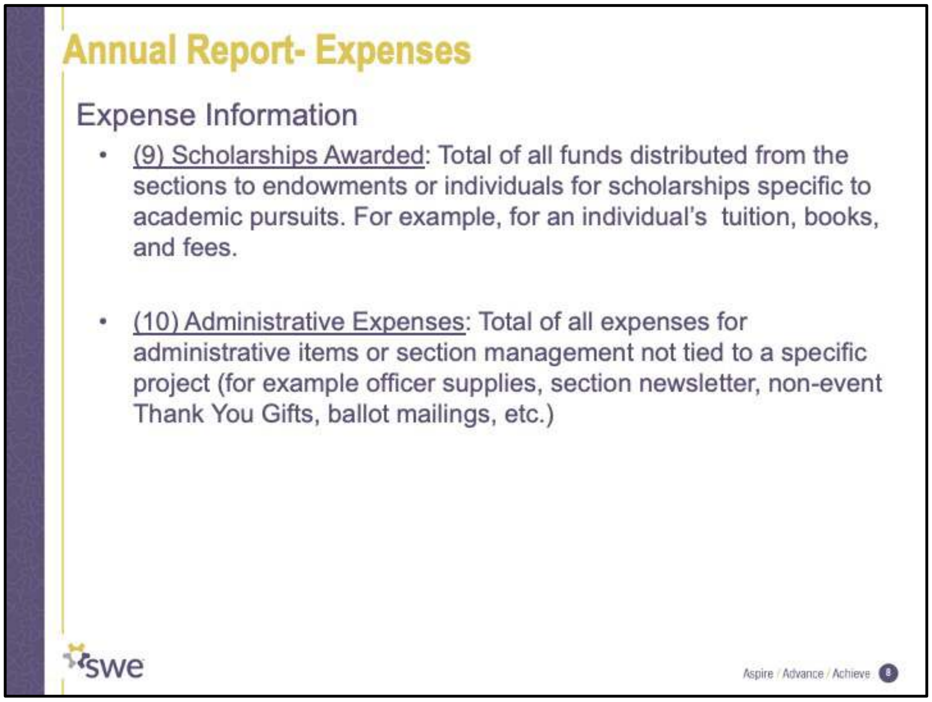

One thing to note is that the Income and Expense values for Scholarships do not have to match. You can receive more or less income in scholarships than you award each year.

Annual Report- Expenses

Expense Information

- (11) Other Expenses: Total of all expenses related to programs (member meetings and social events, professional development events, outreach events, etc.) and officer travel expenses.

- (12) Payables: Total of expenses (from any of the above categories) that you have agreed to pay, have been invoiced for, or have checks written for any of the above category that haven't been cashed at the time the report is being submitted. For example, an award check has been mailed to the recipient of a section award, but it has not been cashed and has not cleared on your bank statement.

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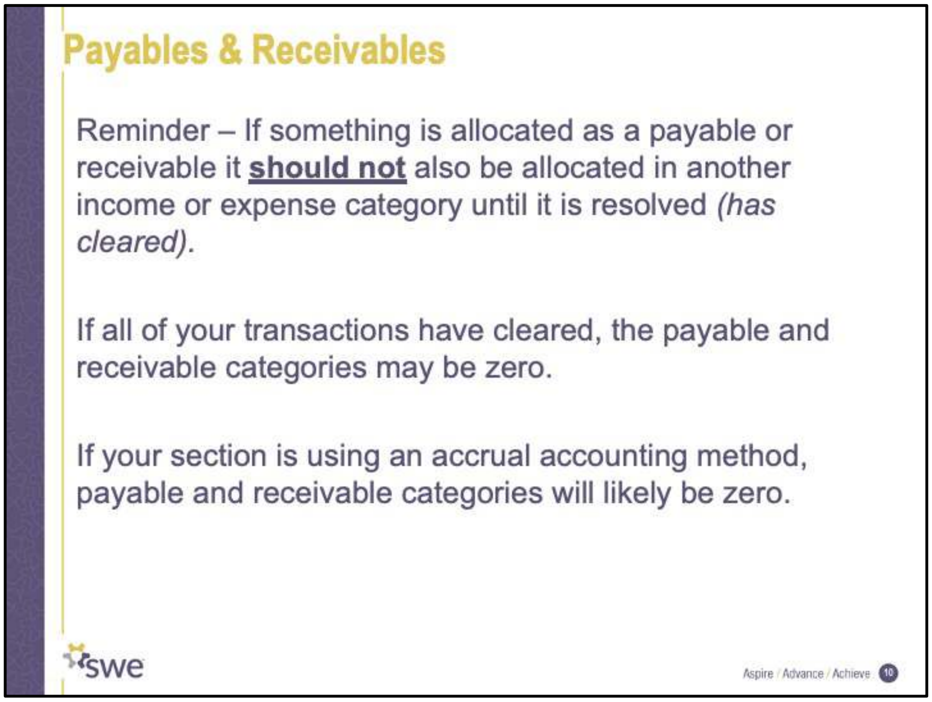
Aspire / Advance / Achieve 9



More information about accounting methods can be found in Section IV.C of the SWE Finance Manual (excepted here).

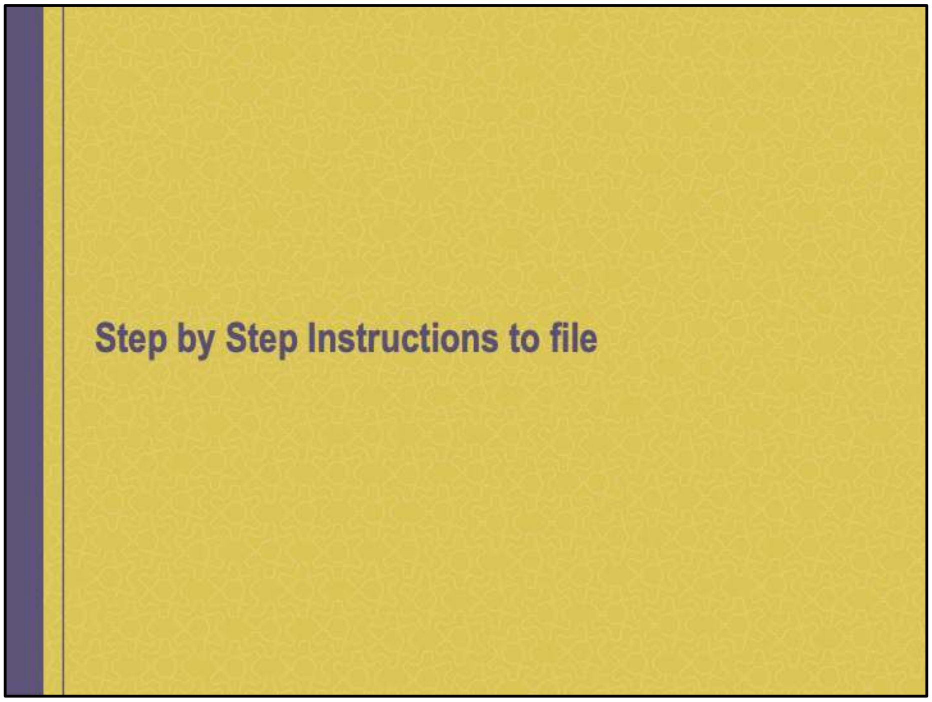
SWE entities can select from two forms of accounting – cash and accrual. Either method may be used, as both track income and expenses. It is recommended that entities that have less than $25,000 of income per year or have assets totaling $10,000 or less utilize the cash method. Entities with assets/income greater than these values are advised to use the accrual method.

In the cash method, income is counted when cash, check, or credit is received and expenses are recorded when actually paid. This is real-time cash flow. When a check is received, it becomes a cash receipt. Expenses are recorded when the bills are paid.

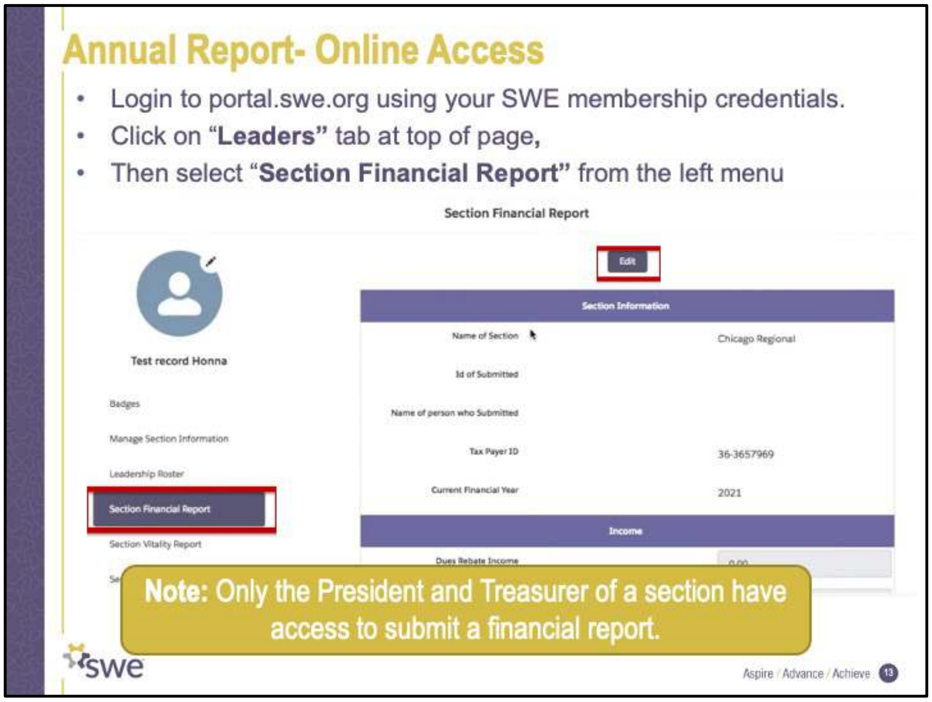
In the accrual method, transactions are counted when they happen regardless of when money is actually received or paid. So, income is recorded when it is earned, not received. Similarly, expenses are noted when actually incurred, not when the bill is received and paid. It is not necessary for cash to be exchanged.

Many SWE entities follow a modified accrual method. They primarily keep their books on a cash basis, but incorporate accounts payable and accounts receivable as needed during the year. For example, the treasurer may set up a receivable as a reminder that someone owes $xx for the meeting at which that person forgot to bring a checkbook. With the modified accrual method, all known payables, receivables, and the associated expenses and income are recorded before the books are closed for the fiscal year.

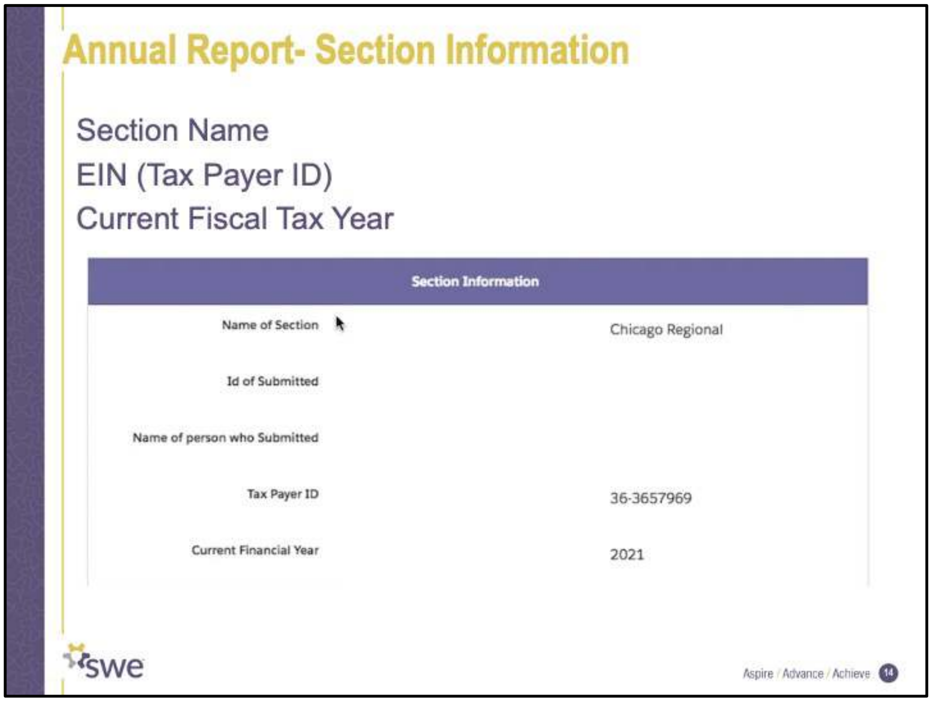
Calculate the sum of the items in each income and expense category. You now have all the pieces you need to fill in the values in the online submission.



Now I'll walk you through some screenshots so that you can see what it looks like to fill in the report. There is a video available on SWE's youtube channel as well. I have linked it at the end of this presentation.



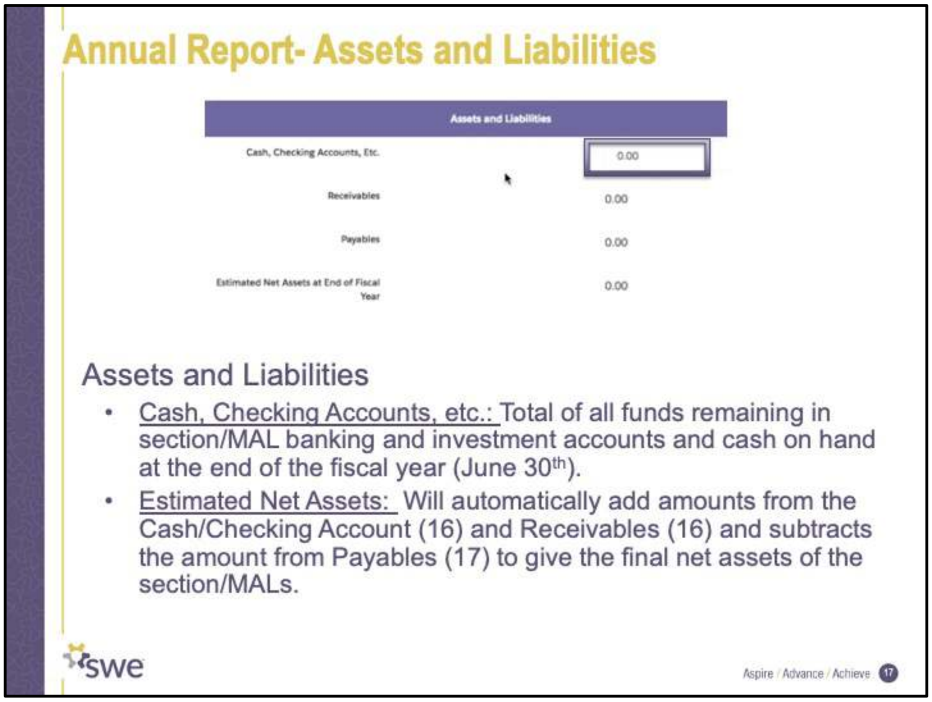
To get to the financial report, log in to the portal and select leaders from the top of the page. On the left hand side, you can select section financial report. To begin entering values, click the edit button.



Section information is not editable by the user.

Populate the values for each income category and the total income will calculate accordingly.

Populate the values for each expense category and the total expense and net income will calculate accordingly.



There is only one user editable field in the assets and liabilities section. It's for the the sum of all balances for all of the sections accounts and their cash on hand. The other three fields are calculated from previously entered data.

Annual Report- Second Approving Officers

Before submitting the report, you will need a second authorized officer to review and confirm the accuracy of the finances that will be reported in the online form.

Authorized Approvers for:

- Collegiate sections: President, Treasurer, Counselor, or Faculty Advisor
- Professional Sections: President, Treasurer
- MALs: President, Treasurer

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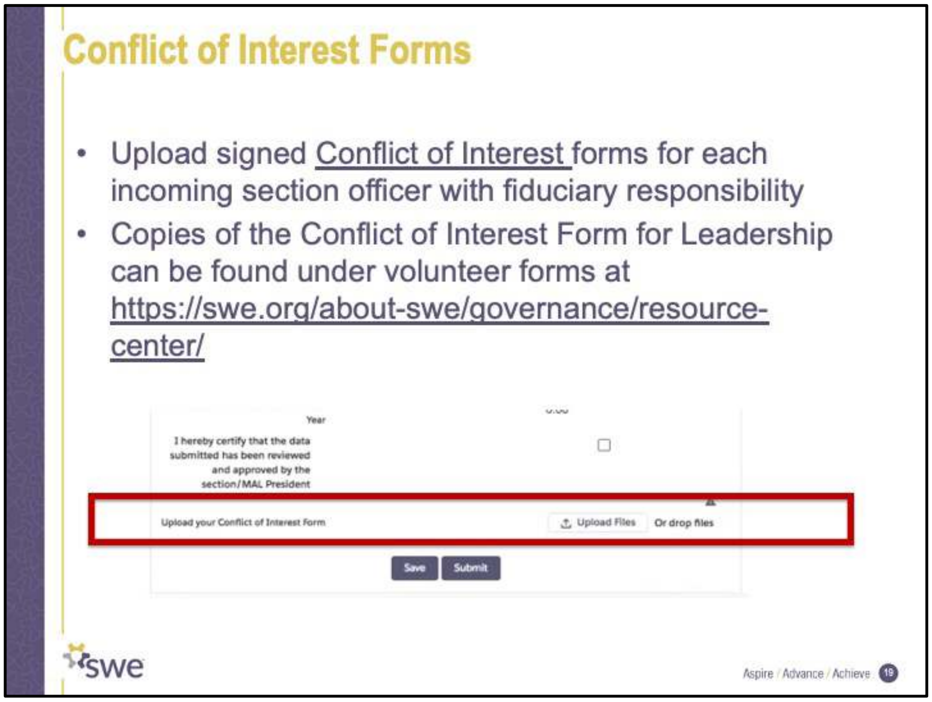
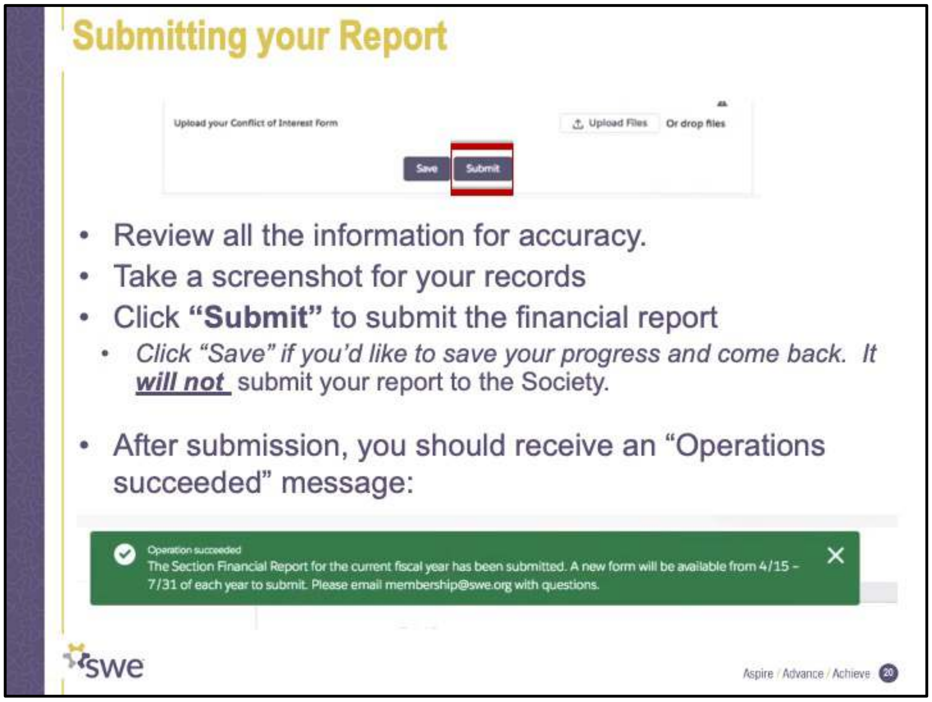


Incoming Presidents and Treasurers must complete the Conflict of Interest form and upload it during the Financial Report submission process.

It is new this year to upload this to the finance report.



Now that you have all the information entered, you’re ready to submit. Review all the data for accuracy and grab screenshots or PDFs for your section records

You can save and come back and submit later. Clicking save will not submit your report to the Society.

Since the report is tied to the section and not an individual user, the outgoing Treasurer can enter information, save it and then the incoming treasurer can complete the conflict of interest form uploads and submit it to the society.

Make sure to click that Submit button before July 30^{th}!

Previous financial reports for your section are also available in the leadership portal. Select "Financial Report History" from the left menu. Some information is displayed face-up. If you click on the green plus icon, additional fields are displayed.

Any questions about the preparation or submission process?

Step by Step Instructions to file

https://www.youtube.com/watch?v=k6iVqxIRQ-E