

Annual Financial Report – Instructions

IMPORTANT DEADLINE

- **Due: February 20**
- Must be:
 - **Balanced**
 - **Finalized (no “DRAFT”)**
 - **Signed**
 - **Submitted with all required documents**

BEFORE YOU START

- Enter as much information as possible in **December** (members, banks, etc.)
- After **January 1**, enter final financial numbers
- **Always verify bank/bond information** — do not assume it is correct

HOW TO ACCESS THE REPORT

1. Go to website
2. Click **Treasurer Reports**
3. Enter:
 - ISO Number
 - Association Number
 - Password
4. Click **Enter/Update Financial Information**

GENERAL RULE (VERY IMPORTANT)

After entering data on ANY screen:

- Click **Recalculate Totals**
- Click **Next**

STEP-BY-STEP ENTRY

1. Representatives

- Enter Company # and Line #
- Name auto-fills
- Use:
 - **C** = Chief
 - If not in system → use **9999** and type name
 - **E** = Exempt Rep
- Click **Add** for each person

2. Trustees

- Same process as Representatives
- Use:
 - C = Chairperson
 - S = Secretary

3. Bank Accounts

Account name and number imported from the past year:

- Year-end balance (12/31)
- Interest earned

Include:

- Closed accounts (balance = 0, still list interest)

Then:

- Enter **outstanding checks**
- Enter **deposits in transit** (Contact NJSFA state office)

Click **Recalculate** → **Next**

4. Bonds (if applicable)

For each bond:

- Description
- Purchase date
- Starting value
- Sold? (Y/N)
- Ending value
- Interest/dividends

5. Receipts

- Review only (no data entry)

6. Administrative Expenses

- Only allowed for:
 - President, VP, Secretary, Treasurer, Rep, Trustee
- Enter:
 - Name

- Amount

Limits:

- Under Line 30 of the financials the limit for the year is stated.
- Max per person: **\$10,000**
- Max total:
 - **15%** of income
 - **8% if on subsidy**

7. Relief Paid

Import:

- Import from 4th Quarter report (once finalized)

8. Disbursements

- Review auto-filled data
- Enter:
 - Administrative totals
 - Miscellaneous expenses (if any)

Click **Recalculate Totals**

9. Officers (Next Year)

- Enter 4 officers
- Include:
 - Address
 - Check-signing authorization

 This does NOT update official records

10. General Information

- Complete all questions
- Enter meeting dates
- Can estimate audit date if needed

FINAL STEPS

Check Balance

System will tell you if report is balanced.

If NOT balanced:

- Check for:
 - Incorrect interest or missing interest from closed accounts
 - Missing data
 - Typos
 - Incorrect entries
 - Missing banks/bonds
- Compare to last year
- Ask for help if needed

When Balanced

1. **Finalize report**
2. Print (no “DRAFT”)
3. Complete audit
4. Get signatures/notarization
5. Attach all documents

SUBMIT REPORT

Choose ONE:

- **Email (preferred)** – scan and send
- OR mail with tracking

Then:

- Check online to confirm receipt