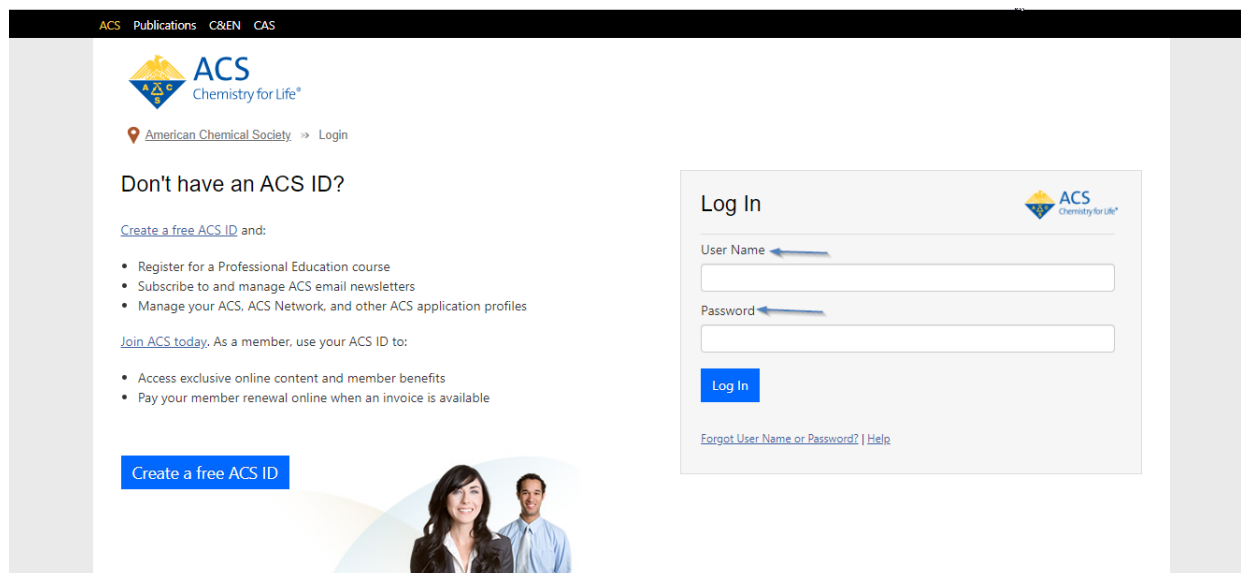


Completing the Financial Form for Technical Division

Login to Community Connection from provided URL

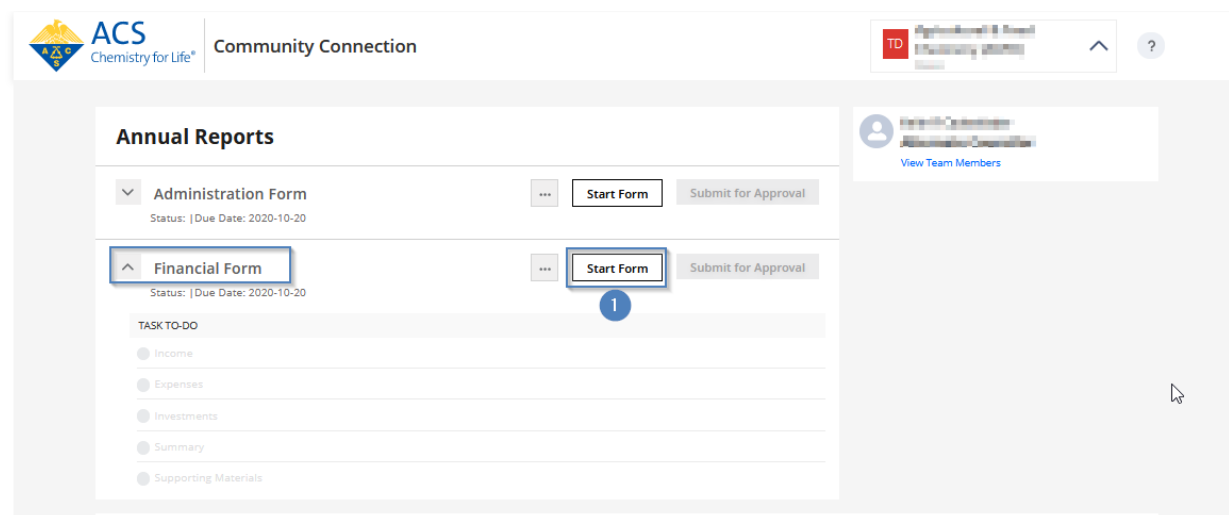


The screenshot shows the ACS login page. At the top, there are navigation links for ACS, Publications, C&EN, and CAS. The ACS logo and tagline "Chemistry for Life" are prominently displayed. Below the logo, there is a location pin icon and the text "American Chemical Society" followed by a right-pointing arrow and the word "Login".

The main content area is split into two columns. The left column is titled "Don't have an ACS ID?" and includes a link "Create a free ACS ID and:" followed by a bulleted list of benefits: "Register for a Professional Education course", "Subscribe to and manage ACS email newsletters", and "Manage your ACS, ACS Network, and other ACS application profiles". Below this is another link "Join ACS today. As a member, use your ACS ID to:" followed by a bulleted list: "Access exclusive online content and member benefits" and "Pay your member renewal online when an invoice is available". At the bottom of this column is a blue button labeled "Create a free ACS ID" and a photograph of a smiling woman and man.

The right column is titled "Log In" and features the ACS logo. It contains two input fields: "User Name" and "Password", each with a blue arrow pointing to the right. Below the fields is a blue "Log In" button. At the bottom of the login box are two links: "Forgot User Name or Password?" and "Help".

Once you logged in click on next to Financial Form says **Start Form** as shown below screenshot marked 1



The screenshot shows the ACS Community Connection dashboard. The top navigation bar includes the ACS logo, the text "Community Connection", and a dropdown menu for "Appointments & Travel" with a red "TD" icon and a question mark. On the right side of the dashboard, there is a user profile section for "Sarah C. [Name]" with a "View Team Members" link.

The main content area is titled "Annual Reports" and contains two form entries. The first entry is "Administration Form" with a status of "Due Date: 2020-10-20" and a "Start Form" button. The second entry is "Financial Form" with a status of "Due Date: 2020-10-20" and a "Start Form" button. A blue box with the number "1" is drawn around the "Start Form" button for the Financial Form. Below the "Financial Form" entry is a "TASK TO-DO" section with a list of items: "Income", "Expenses", "Investments", "Summary", and "Supporting Materials", each with a radio button.

Completing the Financial Form

Income Tab

Also, please make sure to click on (+) to expand the hidden fields as shown below screenshot with blue arrows:

- Income
- Expenses
- Investments
- Summary

Supporting Materials (optional)

Submit For Approval

Income

Part A. Income	2020 Budget	2020 Actual	2021 Budget
1. Contributions*	\$43,700.00	\$	\$
2. Membership Dues and Assessments*	\$58,000.00	\$	\$
3. Income from Self-Sustaining Activities*	\$0.00	\$	\$

Once expended (-) will show in yellow field, and all hidden field will be revealed as (a,b,c,d, etc.). Also blue information icons can give you more explanation about the item if you like as shown below screenshot with blue arrows.

- Income
- Expenses
- Investments
- Summary

Supporting Materials (optional)

Submit For Approval

Income

Part A. Income	2020 Budget	2020 Actual	2021 Budget
1. Contributions* <small>Contributions, gifts, grants, and similar amounts received from members, non members, or outside organizations for specific uses by, or general benefit of, the division.</small>	Total \$43,700.00	Total \$	Total \$
a. Meeting Grants	\$2,000.00	\$	\$
b. Meeting Awards	\$0.00	\$	\$
c. Non-meeting Grants	\$0.00	\$	\$
d. Non-meeting Awards	\$0.00	\$	\$

Grants received to support the division not associated with a meeting.

Now you may start filling out the financial form.

Income

Expenses

Investments

Summary

Supporting Materials
(optional)

Submit for Approval

Income

Part A. Income

2020 Budget

2020 Actual

2021 Budget

1. Contributions*	Total \$	Total \$	Total \$
Contributions, gifts, grants, and similar amounts received from members, non members, or outside organizations for specific uses by, or general benefit of, the division.			
a. Meeting Grants ⓘ ⓘ	\$	\$	\$
b. Meeting Awards ⓘ ⓘ	\$	\$	\$
c. Non-meeting Grants ⓘ ⓘ	\$	\$	\$
d. Non-meeting Awards ⓘ ⓘ	\$	\$	\$
e. Innovative Project Funding ⓘ ⓘ	\$	\$	\$
f. Donations ⓘ ⓘ	\$	\$	\$
g. Other Contributions ⓘ ⓘ	\$	\$	\$

h. New member commissions ⓘ ⓘ	\$	\$	\$
i. Rebate from ACS for Councilor Travel ⓘ ⓘ	\$	\$	\$

2. Membership Dues and Assessments*	Total \$	Total \$	Total \$
Dues collected from division members and affiliates in amounts assessed by the division. Dues are collected year-round by the ACS Columbus Office and are processed for payment to Division treasurers by February 15 and August 15 of every year			
a. February Dues payment ⓘ	\$	\$	\$
b. August Dues payment ⓘ	\$	\$	\$
c. Dues Paid Directly to Division ⓘ ⓘ	\$	\$	\$
d. Annual Division Allocation from ACS ⓘ ⓘ	\$	\$	\$

3. Income from Self-Sustaining Activities*	Total \$	Total \$	Total \$
Include activities which are normally expected to be self-supporting and usually take place outside of the ACS national meetings.			
a. Total Income Self-Sustaining Activities ⓘ ⓘ	\$	\$	\$

Please fill

4. Publications* revenues generated from the sale of non member subscriptions, advertising space in the division newsletter, book royalties, etc.	Total \$	Total \$	Total \$
a. Total Publications ⓘ ⓘ	\$	<input type="text" value="\$"/>	<input type="text" value="\$"/>

5. Conferences/Workshops/Meetings* Revenues generated from registration and admission fees for continuing education courses and workshops, public affairs events, and symposia offered to members and nonmembers.	Total \$	Total \$	Total \$
a. TotalConferences/Workshops/Meetings ⓘ ⓘ	\$	<input type="text" value="\$"/>	<input type="text" value="\$"/>

6. Investment Income (Operating Acc.)* Revenues gained through investment of division funds in checking, savings, money market accounts, certificates of deposit, stocks, bonds, etc.	Total \$	Total \$	Total \$
a. Interst on Savings or Temporary Cash Investments ⓘ ⓘ	\$	<input type="text" value="\$"/>	<input type="text" value="\$"/>
b. Dividends and Interest from Securities ⓘ ⓘ	\$	<input type="text" value="\$"/>	<input type="text" value="\$"/>
c. Income from Investments of Tax-exempt Bond Proceeds ⓘ ⓘ	\$ ⊘	<input type="text" value="\$"/>	<input type="text" value="\$"/>

7. Capital Gain (Loss) from Sale of Securities *

Include realized gain or loss from the sale of securities. Do not include any unrealized gains or losses on securities carried at market value in the books of account.

	Total \$	Total \$	Total \$
a. Gross Amount from Sale of Securities ⓘ ⓘ	\$	\$	\$
b. Less Cost or Other Basis and Sales Expenses ⓘ ⓘ	\$	\$	\$
c. Gain or Loss ⓘ	\$	\$	\$

8. Royalties *

Royalties realized as a result of book publication.

	Total \$	Total \$	Total \$
a. Total Royalties: ⓘ	\$	\$	\$

9. Rental Income or (Loss) *

Income or loss related to rental .

	Total \$	Total \$	Total \$
a. Gross Rents ⓘ ⓘ	\$	\$	\$
b. Less: Rental Expenses ⓘ ⓘ	\$	\$	\$
c. Rental Income or (Loss) ⓘ ⓘ	\$	\$	\$

d. Net Rental Income or (Loss) ⓘ	\$	\$	\$
----------------------------------	----	----	----

10. Income from Fundraising Events * Gross revenue, expenses, and net income from all fundraising activities such as dinners, dances, carnivals, raffles, and bingo games that are other than contributions to finance exempt activities.	Total \$	Total \$	Total \$
a. Gross Income from Fundraising Events ⓘ ⓘ	\$	\$	\$
b. Less: Direct Expenses ⓘ ⓘ	\$	\$	\$
c. Net Income or (Loss) from Fundraising Activities ⓘ ⓘ	\$	\$	\$

11. Income from Gaming Activities * Income related to gaming activities the division takes part in, including (but not limited to): bingo, pull tabs, instant bingo, raffles, scratch offs, charitable gaming tickets.	Total \$	Total \$	Total \$
a. Gross Income from Gaming Activities ⓘ ⓘ	\$	\$	\$
b. Less: Direct Expenses ⓘ ⓘ	\$	\$	\$
c. Net Income or (Loss) from Gaming Activities ⓘ ⓘ	\$	\$	\$

12. Sales of Inventory, Less Returns and Allowances * Sales revenue from inventory.	Total \$	Total \$	Total \$
a. Gross Sales of Inventory, Less Returns and Allowances ⓘ ⓘ	\$	\$	\$
b. Less: Cost of Goods Sold ⓘ ⓘ	\$	\$	\$
c. Net Income or (Loss) from Sales of Inventory ⓘ ⓘ	\$	\$	\$

13. Total All Other Revenue * Itemize other revenue that does not seem to fit in one of the categories listed on the form. Example: ticket sales from social event, posters in the exposition hall, returned check, etc.	Total \$	Total \$	Total \$
a. Total All Other Revenue: ⓘ ⓘ	\$	\$	\$

14. Total Miscellaneous Revenue * Enter all other types of revenue not reportable above.	Total \$	Total \$	Total \$
a. Total Miscellaneous Revenue: ⓘ ⓘ	\$	\$	\$

*Please explain the difference between actual and budget figures

Describe here..

2

Save and Continue to Next Step

Line	Category	Explanation
1	Contributions	contributions, gifts, grants, and similar amounts received from members, non-members, or outside organizations for specific uses by, or general benefit of, the division.
A	Meeting Grants	grants received to support a meeting held by or participated in by a division
B	Meeting Awards	awards received to support a meeting held by or participated in by a division
C	Non-Meeting Grants	grants received to support the division not associated with a meeting
D	Non-Meeting Awards	awards received to support the division not associated with a meeting
E	Innovative Project Funding	funds received as part of the division innovative project funding grants awarded by the Divisional Activities Committee
F	Donations	donations made to the division
G	Other Contributions	other contributions received from members, non-members, and outside organizations for specific uses by, or general benefit of, the division.
H	New Member Commissions	funds received from national ACS for each new member and national affiliate whose membership or reinstatement application was forwarded to national ACS by the division.
I	Rebate from ACS for Councilor Travel	payment from national ACS for reimbursement of Councilors travel expenses to national meetings.
	Total Contribution Income	auto-calculation field (sum 1A-1I)
2	Membership Dues and Assessments	dues collected from division members and affiliates in amounts assessed by the division. <i>Dues</i> are collected year-round by the ACS Columbus Office and are processed for payment to Division treasurers by February 15 and August 15 of every year.
A	February Dues Payment	
B	August Dues Payment	
C	Dues Paid Directly to Division	dues collected from division members and affiliates in amounts assessed by the division paid directly to the division.
D	Annual Division Allocation from ACS	funds provided from national ACS for the operation of the division, allocated from members' national dues according to the formula outlined in ACS Bylaw VIII , Sections 3(b).

	Total Dues and Assessment Income	auto-calculation field (sum 2A-2D)
3	Income from Self-Sustaining Activities	include activities which are normally expected to be self-supporting and usually take place outside of the ACS national meetings.
	Total Income Self-Sustaining Activities	auto-calculation field (3)
4	Publications	revenues generated from the sale of non-member subscriptions, advertising space in the division newsletter, book royalties, etc.
	Total Publications Income	auto-calculation field (4)
5	Conferences/Workshops/Meetings	revenues generated from registration and admission fees for continuing education courses and workshops, public affairs events, and symposia offered to members and non-members.
	Total Income from Conferences	auto-calculation field (5)
6	Investment Income (Operating Account)	revenues gained through investment of division funds in checking, savings, money market accounts, certificates of deposit, stocks,

continues on next page

A	Interest on Savings or Temporary Cash Investments	revenues gained through investment of division funds in savings or temporary cash investments
B	Dividends and Interest from Securities	revenues gained through investment of division funds in securities
C	Income from Investments of Tax-exempt Bond Proceeds	revenues gained through investment of division funds in tax-exempt bonds
	Total Investment Income	auto-calculation field (sum 6A-6C)
7	Capital Gain (Loss) from Sale of Securities	include realized gain or loss from the sale of securities. Do not include any unrealized gains or losses on securities carried at market value in the books of account.
A	Gross Amount from Sale of Securities	realized gain or loss from the sale of securities.
B	Less: Cost or Other Basis and Sales Expenses	costs associated with sales expenses of securities
C	Gain or Loss	
	Net Gain (Loss) from Sale of Securities	auto-calculation field (sum 7A-7C)
8	Royalties	royalties realized as a result of book publication
9	Rental income or (loss)	income or loss related to rental
A	Gross Rents	income from rental of property
B	Less: Rental Expenses	the expenses paid or incurred for the income include interest related to rental property and depreciation if it is recorded in the organization's books and records.
C	Rental Income or (loss)	the difference between 9A and 9B
D	Net rental income or (loss)	
	Total Rental Income or (loss)	auto-calculation field
10	Income from Fundraising Events	gross revenue, expenses, and net income from all fundraising activities such as dinners, dances, carnivals, raffles, and bingo games, that are other than contributions to finance exempt
A	Gross income from Fundraising Events	revenue from all fundraising activities
B	Less: Direct Expenses	expenses related to fundraising activities
C	Net Income or (Loss) from Fundraising Events	the difference between 10A and 10B
	Total Income from Fundraising Events	auto-calculation field
11	Income from Gaming Activities	income related to gaming activities the division takes part in, including (but not limited to): bingo, pull tabs, instant bingo, raffles, scratch offs, charitable gaming tickets
A	Gross Income from Gaming Activities	income related to gaming activities
B	Less: Direct Expenses	expenses that relate directly to the production of the revenue portion of the gaming activity.
C	Net Income or (Loss) from Gaming Activities	the difference between 11A and 11B
	Total Income from Gaming Activities	auto-calculation field
12	Sales of Inventory, Less Returns and Allowances	sales revenue from inventory, bonds, etc.

- A Gross Sales of Inventory, Less Returns and Allowances sales revenue from inventory
- B Less: Cost of Goods Sold cost of goods sold including direct and indirect labor, materials and marketing and distribution costs
- C Net Income or (loss) from Sales of Inventory the difference between 12A and 12B
- 13 **All Other Revenue** itemize other revenue that does not seem to fit in one of the categories listed on the form. Example: ticket sales from social event, posters in the exposition hall, returned check, etc.
- 14 **Total All Other Revenue** auto-calculation field
- Total Miscellaneous Revenue** enter all other types of revenue not reportable above
- Total Sales of Inventory, etc.** auto-calculation field

Expenses Tab

ACS
Chemistry for Life®

Community Connection

Agricultural & Food Chemistry (AGFD) > Financial Form

Income

Expenses

Investments

Summary

Supporting Materials (optional)

Submit For Approval

Expenses

Part B. Statement of Expenses, Operating Account

	<i>2020 Budget</i>	<i>2020 Actual</i>	<i>2021 Budget</i>
1. Contributions * Report grants and awards to individuals or organizations. Also include scholarships, fellowships and research grants to individuals.	Total \$	Total \$	Total \$
a. Meeting Grants and Awards ⓘ ⓘ	\$	\$	\$
b. Non-Meeting Grants and Awards ⓘ ⓘ	\$	\$	\$
c. Donations and Other Contributions ⓘ ⓘ	\$	\$	\$

2. Benefits paid to or for Members * Payments made by the organization to provide benefits to members.	Total \$	Total \$	Total \$
a. Total Benefits paid to or for Members ⓘ ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>

3. Salary, other Compensation, Employee Benefits * Compensation includes all forms of income and other benefits earned or received in return for services rendered including pension plan contributions and other benefits, but does not include non-compensatory expense reimbursements or allowances.	Total \$	Total \$	Total \$
a. Compensation of Current Officer/Directors/Trustees/Key Employees ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
b. Other Compensation Including to Disqualified Persons ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
c. Other Salary and Wages ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
d. Pension Plans Contributions (Including section 401(k) and section 403(b) employer contributions) ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
e. Other Employee Benefits ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
f. Payroll Taxes ⓘ ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>

4. National Meeting Expenses * Include speaker travel costs, special program costs, costs of experimental programs to improve meetings, guest registrations, on-site division expenses, costs of unique equipment for special presentations, etc.	Total \$	Total \$	Total \$
a. Speaker Fees and per Diem ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
b. Guest Registration ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
c. Speaker Breakfast/Lunch/Dinner ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
d. Other Speaker Costs ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
e. Planning Expenses ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
f. Social Events ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
g. Audio/Visual Equipment ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>
h. Other ⓘ	\$	\$ <input type="text"/>	\$ <input type="text"/>

5. Investment Expenses * Include service fees, bank charges, etc.	Total \$	Total \$	Total \$	-
a. Total Investment Expenses ⓘ ⓘ	\$	\$	\$	

6. Expenses from Self-Sustaining Activities * Include activities which are normally expected to be self-supporting and usually take place outside of the ACS national meetings	Total \$	Total \$	Total \$	-
a. Total Expenses from Self-Sustaining Activities: ⓘ ⓘ	\$	\$	\$	

7. Publications Expenses * Include expenses for newsletters, ballots, membership directories, preprints, reprints, proceedings, and any other special publications.	Total \$	Total \$	Total \$	-
a. Membership Directories - printing ⓘ	\$	\$	\$	
b. Newsletter/Ballots - printing ⓘ	\$	\$	\$	
c. Abstract Separates - printing included with Newsletter ⓘ	\$	\$	\$	
d. Preprints/Reprints - printing ⓘ	\$	\$	\$	
e. Postages and Shipping ⓘ	\$	\$	\$	
f. Other ⓘ	\$	\$	\$	

8. Conferences/WorkShops/Meetings * Expenses from specialty meetings sponsored or cosponsored by divisions. Also include fees associated with Secretariats, Division Officer's Caucus, etc.	Total \$	Total \$	Total \$	-
a. Inter-Divisional Activities ⓘ	\$	\$	\$	
b. Other Activities ⓘ	\$	\$	\$	

9. Administrative * Include secretarial expenses (stationery, postage, and telephone), councilor travel, and officer travel. Include salaries and general overhead in administrative expenses.	Total \$	Total \$	Total \$	-
a. Officers ⓘ	\$	\$	\$	
b. Committees ⓘ	\$	\$	\$	
c. Councillors ⓘ	\$	\$	\$	
d. National Meeting Travel/Meals ⓘ	\$	\$	\$	

e. Communications (postages,telephone,etc) ⓘ	\$	\$	\$
f.DLC/P2C2 Expenses ⓘ	\$	\$	\$
g.Office Supplies and Operations ⓘ	\$	\$	\$

10. Other Expenses * Itemize under other expenses those that do not seem to fit in one of the categories listed above.	Total \$	Total \$	Total \$
a. Total Other Expenses ⓘ ⓘ	\$	\$	\$

Total Expenses :	2020 Budget	2020 Actual	2021 Budget
-------------------------	--------------------	--------------------	--------------------

Gain (Loss) Operating Account:	2020 Budget	2020 Actual	2021 Budget
---------------------------------------	--------------------	--------------------	--------------------

* Please explain the difference between actual and budget figures

Describe here..

3

Save and Continue to Next Step

Line	Category	Explanation
1	Contributions	report grants and awards to individuals or organizations. Also, include scholarships, fellowships and research grants to individuals.
A	Meeting Grants and Awards	grants and awards to individuals or organizations in conjunction with a meeting held by or participated in by a division
B	Non-Meeting Grants and Awards	grants to individuals or organizations not associated with a meeting held by or participated in by a division
C	Donations and Other Contributions	funds given to outside organizations
	Total Contributions	auto-calculation field (sum 1A-1C)
2	Benefits Paid to or for Members	payments made by the organization to provide benefits to members
	Total Benefits Paid to or for Members	auto-calculation field
3	Salary, other Compensation, Employee Benefits.	compensation includes all forms of income and other benefits earned or received in return for services rendered including pension plan contributions and other benefits, but does not include non-compensatory expense reimbursements or allowances
A	Compensation of Current Officers, Directors, Trustees, and Key Employees	

B	Other Compensation Including to Disqualified Persons	
C	Other Salary and Wages	
D	Pension Plan Contributions (including section 401(k) and section 403(b) employer contributions)	
E	Other Employee Benefits	
F	Payroll Taxes	enter the amount of federal, state, and local payroll taxes for the year but only those taxes that are imposed on the organization as an employer.
	Total Salary, other compensation, etc.	auto-calculation field (sum 3A-3F)
4	National Meeting Expenses	include speaker travel costs, special program costs, costs of experimental programs to improve meetings, guest registrations, on-site division expenses, costs of unique equipment for special presentations, etc.
A	Speaker Fees and Per Diem	
B	Guest Registrations	
C	Speaker Breakfast/Lunch/Dinner	
D	Other Speaker Costs	
E	Planning Expenses	
F	Social Events	
G	Audio/Visual Equipment	
H	Other	
	Total National Meeting Expenses	auto-calculation field (sum 4A-4H)
5	Investment Expenses	include service fees, bank charges, etc.
	Total Investment Expenses	auto-calculation field
6	Expenses from Self-Sustaining	include activities which are normally expected to be self-supporting

Continues on next page

	Activities	and usually take place outside of the ACS national meetings.
	Total from Self-Sustaining Activities	auto-calculation field
7	Publication Expenses	include expenses for newsletters, ballots, membership directories, preprints, reprints, proceedings, and any other special publications.
A	Membership Directories - printing	
B	Newsletters/Ballots - printing	
C	Abstract Separates - printing included with newsletter	
D	Preprints/Reprints - printing	
E	Postage and Shipping	
F	Other	
	Total Publication Expenses	auto-calculation field (sum 7A-7F)
8	Conferences/Workshops/Meetings	expenses from specialty meetings sponsored or cosponsored by divisions. Also include fees associated with Secretariats, Division Officer's Caucus, etc.
A	Inter-Divisional Activities	
B	Other Activities	
	Total Conferences/Workshops	auto-calculation field (sum 8A-8B)
9	Administrative	include secretarial expenses (stationery, postage, telephone), councilor travel, officer travel. Include salaries and general overhead in administrative expenses.
A	Officers	
B	Committees	
C	Councilors	
D	National Meeting Travel/Meals	
E	Communications (postage, telephone, etc.)	
F	DLC/P2C2 Expenses	
G	Office Supplies and Operations	
	Total Administrative Expenses	auto-calculation field (sum 9A-9G)
10	Other Expenses	itemize under other expenses those that do not seem to fit in one of the categories listed above.
	Total Other Expenses	auto-calculation field
	TOTAL EXPENSES	auto-calculation field
	GAIN (LOSS), OPERATING ACCOUNT	auto-calculation field

If the difference between the budget and actual figures is greater than 10% a text box will be provided for your narrative explaining the cause of the difference.

continues on next page

Investments Tab



- Income
- Expenses
- Investments
- Summary
- Supporting Materials (optional)
- Submit For Approval

Investments

Part C. Investments and Other Assets Beginning of year 2020 End of year 2020

1. Investments & Assets (Unrestricted) *	Total \$	Total \$
a. Checking	\$	\$
b. Saving	\$	\$
c. Other	\$	\$

2. Restricted Investment Funds *	Total \$	Total \$
a. Total Restricted Investment Funds: 1	\$	\$

Total Investments and Other Assets: 1	2020 Budget	2020 Actual
--	--------------------	--------------------

3. Which Form 990 did your technical division file with the IRS for the Previous Tax Year?

- Form 990-N (Electronic Postcard)
- Form 990-EZ
- Form 990

4. What is your technical division's Employment Identification Number (EIN)? *

5. Does your organization want to continue to be included under the umbrella of the American Chemical Society's Group Exemption Letter? *

- Yes
- No

After the submission of its Annual Report, each technical division must request its annual allotment per the ACS Bylaws.

6. The technical division requests their annual allotment.

- Yes
- No

4

Line Category

Explanation

- | | | |
|---|--|---|
| 1 | Investments & Assets (Unrestricted) | |
| A | Checking | |
| B | Savings | |
| C | Other | |
| | Total Assets | auto-calculation field (sum 1A-1D) |
| 2 | Restricted Investment Funds | insert the <i>End of Year</i> figures from the previous years' report into <i>Beginning of Year</i> for this report. Balances reflected on year-end statements, or current worth of division investments (such as mutual funds, stocks, bonds, etc.). |
| | Total Restricted Investment Funds | auto-calculation field |
| | Total Investments and Other Assets | auto-calculation field |
| 3 | Which form 990 did your technical division file with the IRS for the Tax year 2010? | Choose form 990-N, 990-EZ, or 991 |
| 4 | What is your technical division's Employment Identification Number (EIN)? | EIN is an all-number 10 character format. For example, 12-3456789 |
| 5 | Does your organization want to continue to be included under the umbrella of the American Chemical Society's Group Exemption Letter? | |
| 6 | After the submission of its Annual Report, each technical division must request its annual allotment per the ACS Bylaws. (2nd line and check box) The technical division requests their annual allotment. | Complete the question to receive the Division allotment. |

continues on next page

Summary Tab

ACS
Chemistry for Life®

Community Connection

Agricultural & Food Chemistry (AGFD) > Financial Form

Income
Expenses
Investments
Summary
Supporting Materials (optional)
Submit for approval

Summary

Part D - Summary from Parts A, B, and C	Total
Operating Account Income (Part A)	
Assets and Investments (Part C)	
Operating Account Expenditures Commitments or Liabilities (Part B)	

5
Save and Continue to Next Step

Line	Category	Explanation
A	Operating Account Income (Income)	auto-calculation field
B	Assets and Investments (Investments)	auto-calculation field
C	Operating Account Expenditures (Expenses)	auto-calculation field

Supporting Materials(Optional)

Uploading Files

1. Complete a brief description of the file Shown below
2. Click the Choose File button and locate the file on your computer and choose the file name and click the Open button
3. Click the Upload Files button
4. Once you finish uploading the file it will show up under Uploaded Files.

ACS Chemistry for Life® Community Connection

Agricultural & Food Chemistry (AGFD) > Financial Form

Supporting Materials
(optional)

Submit For Approval

Supporting Materials

Upload files related to your Annual Report
Allow file format: JPG, JPEG, PNG, GIF, DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF, TXT And ZIP | Maximum File size: 10 MB
File upload Limit: You may upload up to 10 Files. If you need to upload more than 10 files, zip the files and then upload the files.

Please provide brief description of uploaded file.

1. Fill in description of uploaded file
2. Choose File
3. Upload Files

Uploaded Files

4	Brief Description	File Name	File Size	Date Uploaded
---	-------------------	-----------	-----------	---------------

Submitting Form for Approval

1. Review your form to confirm you have the correct information and the financial form is complete before submitting for approval. When you first start working with the financial form you will notice all the radio buttons look grayed out as seen below screenshot marked with blue 1,2,3,4

ACS Chemistry for Life® Community Connection

Agricultural & Food Chemistry (AGFD) > Financial Form

Income

Part A. Income

	2020 Budget	2020 Actual	2021 Budget
1. Contributions* Contributions, gifts, grants, and similar amounts received from members, non members, or outside organizations for specific uses by, or general benefit of, the division.	Total \$	Total \$	Total \$
a. Meeting Grants ⓘ 1	\$	\$	\$
b. Meeting Awards ⓘ 1	\$	\$	\$
c. Non-meeting Grants ⓘ 1	\$	\$	\$

Once start working with it, these buttons will turn Red or Green. If you see a red button that means something is not filled out in that particular tab as seen below screenshot pointed with 1. Green ones 2,3,4 means they are filled out properly.

1 ● Income
 2 ● Expenses
 3 ● Investments
 4 ● Summary

Supporting Materials (optional)
 Submit For Approval

Income

Part A. Income	2020 Budget	2020 Actual	2021 Budget
1. Contributions* Contributions, gifts, grants, and similar amounts received from members, non members, or outside organizations for specific uses by, or general benefit of, the division.	Total \$	Total \$	Total \$
a. Meeting Grants ⓘ ⓘ	\$	\$	\$
b. Meeting Awards ⓘ ⓘ	\$	\$	\$
c. Non-meeting Grants ⓘ ⓘ	\$	\$	\$

- Once all tabs have been completed with required information and saved all radio buttons will be green and the **Submit For Approval** button activates.
- Click the **Submit for Approval** button to alert your technical division chair the form is ready for their approval as shown below screenshot with 5.

1 ● Income
 2 ● Expenses
 3 ● Investments
 4 ● Summary

Supporting Materials (optional)
 5 Submit For Approval

Income

Part A. Income	2020 Budget	2020 Actual	2021 Budget
1. Contributions* Contributions, gifts, grants, and similar amounts received from members, non members, or outside organizations for specific uses by, or general benefit of, the division.	Total \$	Total \$	Total \$
a. Meeting Grants ⓘ ⓘ	\$	\$	\$
b. Meeting Awards ⓘ ⓘ	\$	\$	\$