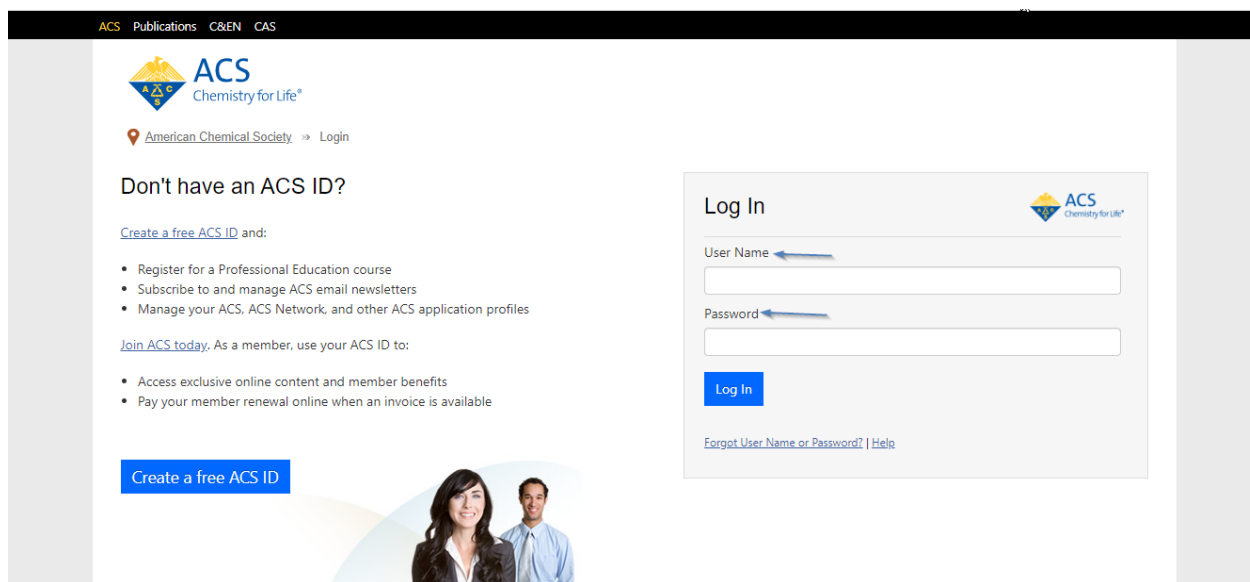


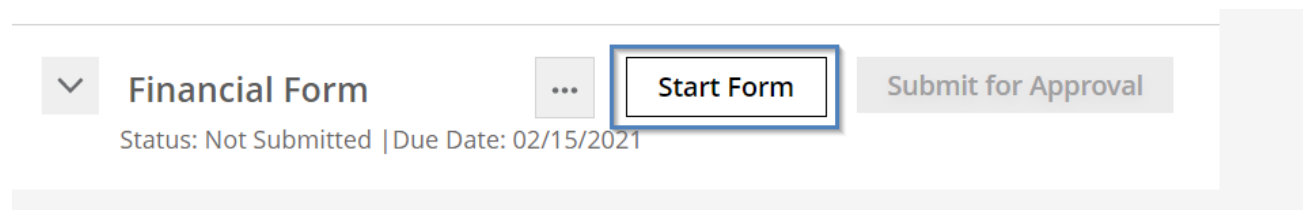
Completing the Financial Form

The Financial Form requests information about Revenue, Expenses, Budget, Tax Information and supporting materials (optional).

Login to Community Connections from URL provided



Once you logged in click on **Start Form** as shown below:



The Revenues tab will appear.

Please Note: On the left section of the form, items will become green when form requirements are completed. Items will become red when form requirements are incomplete. Once items are complete, click the 'Submit for Approval' button.

1 Revenues

1 Expenses

1 Budget

1 Tax Information

✓ Supporting Materials
(optional)

Submit For Approval

Submit for approval is disabled until all questions are answered for the financial form

If input is submitted incorrect or field is missing an Error message will appear when the user clicks save. The error message will give the user the option to remain on the page (continue editing) or proceed to the next page and edit later (continue to next step)

1 Error(s) Found! x

Please review the questions with field highlighted red and add an amount or type \$0 if not applicable. You may click continue to next setup if you do not have the amount available at this time and need to return to this tab at a later.

Continue Editing Continue to Next Step

Revenues Tab



Revenues

Expenses

Budget

Tax Information

Supporting Materials (optional)

Submit for Approval

Revenues

1. Annual ACS Allotment * ⓘ

\$111.00

2. New member commissions * ⓘ

\$

3. Donations, contributions * ⓘ

\$

a. Bequests and/or trusts (list amount separately from line 3) *

\$

4. Rebate from ACS for Councilor travel expenses * ⓘ

\$

5. ACS Awards or Grants received (e.g. IPG) * ⓘ

\$

6. Program revenue (includes newsletters, short courses, lecture series, national or regional meetings, etc.) * ⓘ

\$

7. Local section dues, affiliate dues * ⓘ

\$

8. Interest, dividends * ⓘ

\$

9. Special events and activities (describe and itemize in document uploaded to Supporting Materials Tab; the purpose of these is to raise funds other than contributions to finance exempt activities. Include events such as dinner dances, raffles, bingo games, etc.)

a. Gross revenue (not including contributions reported on line 3) *

\$

b. Less direct expenses other than fundraising expenses *

\$

c. Net income (or loss) from special events and activities (line 9a less line 9b) *

\$

10. Meals (include total meal revenues) *

\$

11. Other revenue (describe and itemize) *

\$

12. Total Revenues (Add lines 1 through 8 and 9c through 11)
\$ 111

Save and Continue to Next Step

1

Once completed, click 'Save and Continue to Next Step' marked 1.

Line	Category	Explanation
1	Annual ACS allotment	funds provided from national ACS for the operation of the section, allocated from members' national dues according to the formula outlined in ACS Bylaw VII, Sections 8(a) and (b)
2	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 section.
3	Donations, contributions	funds received from members, non members, and outside organizations for specific uses by, or general benefit of, the local section.

3a	Bequests and/or trusts	funds received from members, non members, and outside organizations for specific uses by, or general benefit of, the local section
4	Rebate from ACS for councilor travel expense	payment from national ACS for reimbursement of Councilors travel expenses to national meetings.
5	ACS Awards or Grants received (e.g. IPG)	Awards or grants received from ACS.
6	Program revenue	revenues generated from the sale of subscriptions and advertising space in the local section newsletters; registration and admission fees for continuing education courses and workshops, public affairs events, and symposia offered to members and nonmembers; and regional and national meetings.
7	Local Section dues, affiliate dues	voluntary dues collected from section members and national affiliates in amounts assessed by the section; also mandatory dues collected from individuals desiring affiliation with the section
8	Interest, dividends	revenues gained through investment of section funds in passbook savings or money market accounts, certificates of deposit, stocks, bonds, etc. NOTE: This item does not include realized or unrealized capital gains.
9	Special events and activities	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.
9a	Gross revenue	not including contributions reported on line3
9b	Less direct expenses other than fundraising expenses	non fundraising expenses for special events and activities
9c	Net income (or loss) from special events and activities	line 8a less line 8b
10	Meals	payments collected for meals and refreshments served at section functions. NOTE: This item should reflect total revenues; do not deduct meal expenses. (See also line 17)

11	Other revenue	revenues that do not fit into one of the revenue categories listed on the form. NOTE: Be sure to define these items and indicate the amounts for each
12	Total Revenues	auto-calculation field (Add lines 1 through 7 and 8c through 10)

Expenses Tab

Expenses

13. Subsidies to subsections, topical groups or affiliate groups. * ⓘ

14. Awards, scholarships, grants, etc. * ⓘ

15. Administrative expenses (not including postage, printing, and shipping) ⓘ

a. Salaries, other compensation *

b. Professional fees and payments to independent contractors *


c. Occupancy, rent, utilities, and maintenance *


d. Total administrative expenses (add lines 15a through 15c)


\$


16. Printing, publications, newsletters, meeting announcements, postage, and shipping. * ⓘ

17. Local meetings (include speakers expenses) * ⓘ

18. Meals (include total meal expenses) * 

19. Travel subsidies to Councilors. * 

20. Travel subsidy and fee for Local Section Track at the ACS Leadership Institute * 

21. Other expenses (describe and itemize) * 

22. Total Expenses (add lines 13 through 21)

\$

23. Total Excess (DEFICIT) (Line 12 less line 22)

\$ NaN

Save and Continue to Next Step

1

Once completed, click 'Save and Continue to Next Step' marked 1.

Line	Category	Explanation
13	Subsidies to subsections, topical groups or affiliate groups	funds provided to subunits of the section to support their operation and activities
14	Awards, scholarships, grants, etc	cost of awards and scholarships presented to members, teachers, students, and others
15	Administrative expenses (not including postage, printing, and shipping)	salaries and general overhead costs (telephone expense, rental of office space, utilities, supplies, etc.) incurred by the section and its committees for routine operations. NOTE: Do not include expenses connected with specific events, newsletters, postage, and shipping
15a	Salaries, other compensation	
15b	Professional fees and payments to independent contractors	
15c	Occupancy, rent, utilities, and maintenance	
15d	Total administrative expenses (add lines 15a through 15c)	auto-calculation field (Sum of lines 14a-14c)
16	Printing, publications, newsletters, meeting announcements, postage, and shipping.	cost of printing and mailing section newsletters and meeting announcements to members, affiliate groups, and nonmember subscribers
17	Local meetings (include speakers expenses)	cost of conducting meetings, including speakers' expenses. NOTE: Do not include meal expenses
18	Meals (include total meal expenses)	expenses for meals and refreshments served at section functions. NOTE: This item should reflect total expenses; do not deduct meal revenues

19	Travel subsidies to Councilors	<p>expenses incurred by the local section to</p> <p>reimburse its councilors for travel to participate in the Council sessions at national meetings. NOTE: This item should reflect total expenses; do not deduct rebate from national ACS for councilor travel expenses</p>
20	Travel subsidy and fee for Local Section Track at the ACS Leadership Institute	<p>expenses for conference registration fee and transportation for section representative(s) (usually the chair elect) to attend the local section leadership conference</p>
21	Other expenses (describe and itemize)	<p>costs that do not fit into one of the other expense categories listed on the form. NOTE: Be sure to define these items and indicate the amounts for each. Expenses derived from national or regional meetings may be listed under "other"</p>
22	Total Expenses (add lines 13 through 21)	<p>auto-calculation field (add lines 12, 13, and 14d through 20)</p>
23	Total Excess (DEFICIT) (Line 12 less line 22)	<p>auto-calculation field (line 11 less line 21)</p>

Budget Sheet Tab

Budget

24. Investments (estimated current market value of stocks and bonds) * ⓘ

\$

25. Restricted Funds - Of the amount cited in line 24, indicate how much is restricted by external donor stipulation for uses such as awards, funds, building funds etc. List individual accounts, if possible. ⓘ

a. Name of the Fund

Amount

\$

b. Name of the Fund

Amount

\$

c. Name of the Fund

Amount

\$

d. Name of the Fund

Amount

\$

Total Restricted Funds (add lines 25a through 25d)

\$

26. CDs, Money Markets * ⓘ

\$

27. Cash on hand (passbook savings and checkbook) * ⓘ

\$

28. Other assets (describe and itemize) * ⓘ

\$

29. Total Assets(add lines 24 through 28)

\$

30. Average interest earned on assets (%) * ⓘ

\$

31. Liabilities, if any * ⓘ

\$

32. Net assets, by end of current financial year (line 29 less line 31)

\$

33. Last year's Net assets, by end of last financial year (line 32, previous year report) * ⓘ

\$

34. EXCESS (DEFICIT) (line 32 less line 33)

\$

35. EXCESS (DEFICIT) (from line 23 in Expenses tab)

\$ NaN

36. Explain the difference between lines 34 and 35 *

1

Save and Continue to Next Step

Once completed, click 'Save and Continue to Next Step' marked 1.

Line	Category	Explanation
24	Investments	current worth of section investments, such as stocks and bonds, which fluctuate in market value. NOTE: This figure is not the original purchase price; it should include any realized or unrealized gains or losses on the investments. Data on market values at yearend can be obtained from the financial institution that holds the investments; financial periodicals, such as The Wall Street Journal; or from other knowledgeable sources
25a-d	Restricted Funds	of the total on line 23, those funds restricted by external donor stipulation, e.g., bequests to the section. NOTE: Be sure to identify the donor and/or the individual accounts and state the purpose of each. Restricted funds may not be reallocated at the discretion of the section executive committee
26	CDs, Money Markets	funds in certificates of deposit and money market accounts
27	Cash on hand	checkbook and savings balances reflected on the year-end bank statements plus the amount of petty cash on hand
28	Other assets	these could include receivable accounts, prepaid expenses, inventories
29	Total assets	auto-calculation field (lines 23, 24, 25, and 26)
30	Average interest earned on assets	average interest earned on assets (%)
31	Liabilities, if any	total of bills not paid at year-end, outstanding checks, loans, and other commitments not paid
32	Net assets, by end of current financial year	auto-calculation field (line 28 less line 30)
33	Last year's Net assets, by end of last financial year	
34	EXCESS (DEFICIT) line 32 less line 33	auto-calculation field (line 31 less 32) If the section has no investments that fluctuate in market value, line 32 should equal line 23. If the two figures are not equal, the reason(s) for the discrepancy should be noted
35	EXCESS (DEFICIT) from line 23	auto-calculation field
36	Explain the difference between lines 34 and 35	The difference could be explained by unrealized capital gains (losses) on investments

Tax Information Tab

Tax Information

Description

Public Support Test or Reason for Non-Private Foundation Status

Local sections must normally receive more than 33 1/3% of its support donations from the general public and not more than 33 1/3% of its support from investment income.

Informational notification

A section that fails the test for 2 consecutive years loses its public charity status and becomes a private foundation.

37. Public Support Ratio

Gifts, Grants, Contributions, Membership Dues, Exempt Function Revenues, Interest, Unrelated Business Income, Tax Revenues, Value of Services and Facilities, Other Sources

100

a. Gifts, Grants, Contributions, Membership Dues, Exempt Function Revenues, Interest, Unrelated Business Income, Tax Revenues, Value of Services and Facilities, Other Sources *

PASS

38. Gross Investment Income Ratio

RATIO

a. Gross income from interest & dividends/ Gifts, Grants, Contributions, Membership Dues, Exempt Function Revenues, Interest, Unrelated Business Income, Tax Revenues, Value of Services & Facilities, Other Sources * Exclude any unrelated business income *

39. Which Form 990 did your local section file with the IRS for the Tax Year 2019?

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

40. What is your local section's Employment Identification Number (EIN)? EIN is an all-number 10 character format. For example, 12-3456789 *

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

- Yes
 No

Informational notification

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

42. The local section requests their annual allotment

- Yes
 No

Save and Continue to Next Step

1

Once completed, click 'Save and Continue to Next Step' marked 1.

Line	Category	Explanation
37	Public Support Ratio	auto-calculation field Gifts, Grants, Contributions, Membership Dues & Exempt Function Revenues Gifts, Grants, contributions, Membership Dues, Exempt function Revenues, Interest, Unrelated Business Income, Tax Revenues, Value of Services & Facilities, Other Sources
38	Gross Investment Income Ratio	auto-calculation field Gross Income from interest & dividends Gifts, Grants, contributions, Membership Dues, Exempt function Revenues, Interest, Unrelated Business Income, Tax Revenues, Value of Services & Facilities, Other Sources
39	Which Form 990 did your local section file with the IRS for the Tax Year 2019?	Choose form 990-N, 990-EZ, or 991
40	Does your organization want to continue to be included under the umbrella of the American Chemical Society's Group Exemption Letter?	
41	The local section requests their annual allotment	

Supporting Materials Tab

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.

Uploaded Files

Brief Description	File Name	File Size	Date Uploaded		
	2.png	701 Bytes	10/29/2020	 Download	 Delete

1. Upload File

- a. Complete a brief description of the file
- b. Click the Browse button and locate the file on your computer
- c. Choose the file name and click the Open button
- d. Click the Upload button

2. Download File

- a. Click the icon in the Download file column.
- b. File will begin to download

3. Delete File

- a. Click the icon in the Delete File column.
- b. Answer prompt, 'Are you sure you want to delete (file name).'
- c. Click the OK button to delete the file.

Submitting Form for Approval

This action alerts your local section councilor the form is ready for their approval.



1. Review your form to confirm you have the correct information and the form is complete before submitting for approval.
2. Once all tabs have been completed with required information and saved the Submit for Councilor/Chair Approval button activates.
3. Click the Submit for Councilor/Chair Approval button to alert your local section councilor the form is ready for their approval.