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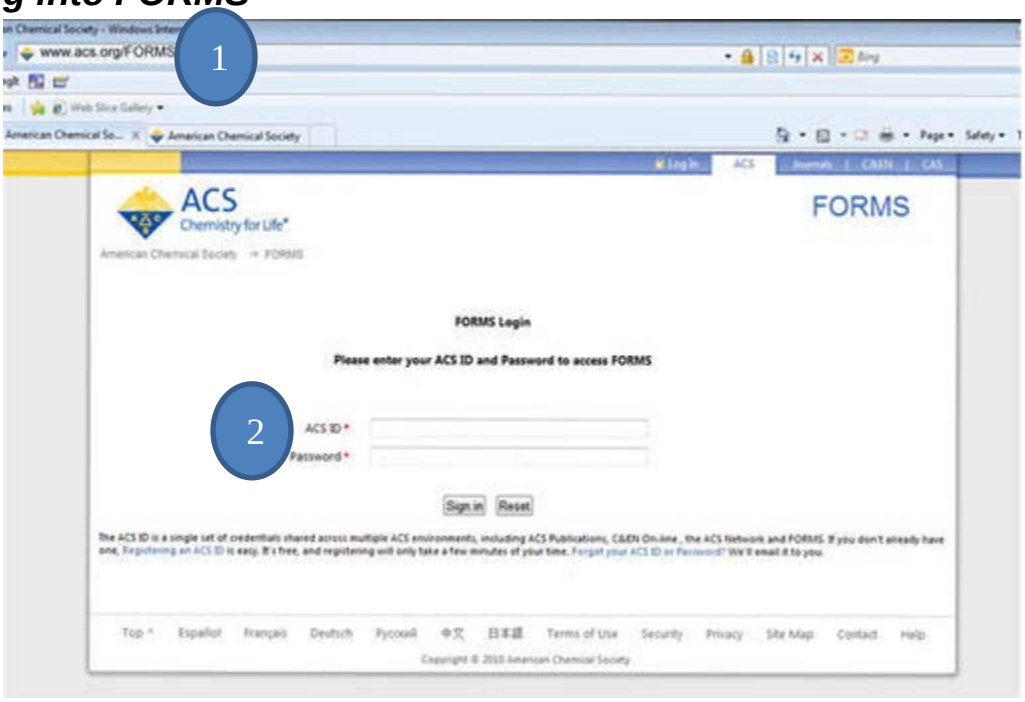
FORMS Quick Start Guide Local Sections

Getting Started

- Annual Reports are due February 15
- FORMS consists of 3 types of forms:
    - Local Section Administration Form
    - Local Section Financial Form
    - Event Form
- Question formats include text boxes, yes or no, or lists of answers.
- Required fields are marked with a star.
- Officers from your local section play a role in your annual report.
    - Chairs oversee information entered into the annual report.
    - Secretaries complete the administration form and add activities (other local section members may be asked to collaborate in this process).
    - Treasurers are responsible for the completion of the financial form.
    - Councilors review and approve the report before it is submitted to the Local Section Activities Committee (LSAC).
    - Access granted to local section chairs (previous and current year), chair-elects, secretaries (previous and current year), treasurers (previous and current year), and councilors.
    - The chair or chair elect of your local section can grant access to up to 3 non-officers. Send their ACS ID to forms@acs.org.

Signing into FORMS



1. Access the FORMS login page at www.acs.org/FORMS

2. Sign into FORMS by entering your ACS ID in the ACS ID field and your password in the Password field; remember IDs and passwords are case sensitive. You may already have an ACS ID you use to access the ACS Network, PACS, eRosters, or other areas of acs.org.

User Tips

- If you do not already have an ACS ID, you may register for one by clicking the 'Registering an ACS ID' link on www.acs.org/FORMS.
- Bookmark the www.acs.org/FORMS for easy access to your section's FORMS account.
- Note: only the FORMS Home page at www.acs.org/FORMS can be bookmarked.

American Chemical Society » FORMS

Welcome,
Britney Frederick

g

Home | Annual Report | Reports | Administration

a

Alerts

b

See what other sections and divisions are doing

Puget Sound - Washington College Chemistry Teachers Association Conference (WCCTA) -2014
Western New York - AAA Baseball Local Section Rivalry
Pittsburgh - STEM-ulate Science Showcase (High School Poster Session)
Pittsburgh - Couture, Cosmetics & Chemistry (Girl Scout Science of Style Badge)
Pittsburgh - WCC - Careers in Chemistry Symposium

view all

c

Please review the User Guide to learn more about FO e you start work on your annual report. Staff in the Department of Volunteer Support are ready to assist you with using FORMS. If you have an s, please email us.

d

ChemLuminary Award Winner

Congratulations, for Winning the ACS President's Award for Local n Government Affairs for the year - 2011
Congratulations, for Winning the Best Activity or Program Stimulating Member Involvement for the year - 2011
Congratulations, for Winning the Best Chem Club NCW Event for the year - 2011
Congratulations, for Winning the Best New Public Relations Program of a Local Section for the year - 2011
Congratulations, for Winning the Best Overall Local Section Minority Affairs for the year - 2011
Congratulations, for Winning the Best Student Member NCW Event for the year - 2011
Congratulations, for Winning the Best WCC Program for IYC 2011 for the year - 2011
Congratulations, for Winning the Chemists with Disabilities Inclusion Award for the year - 2011
Congratulations, for Winning the Creative & Innovative Use of the Chemists Celebrate Earth Day Theme for the year - 2011

View All Winners

e

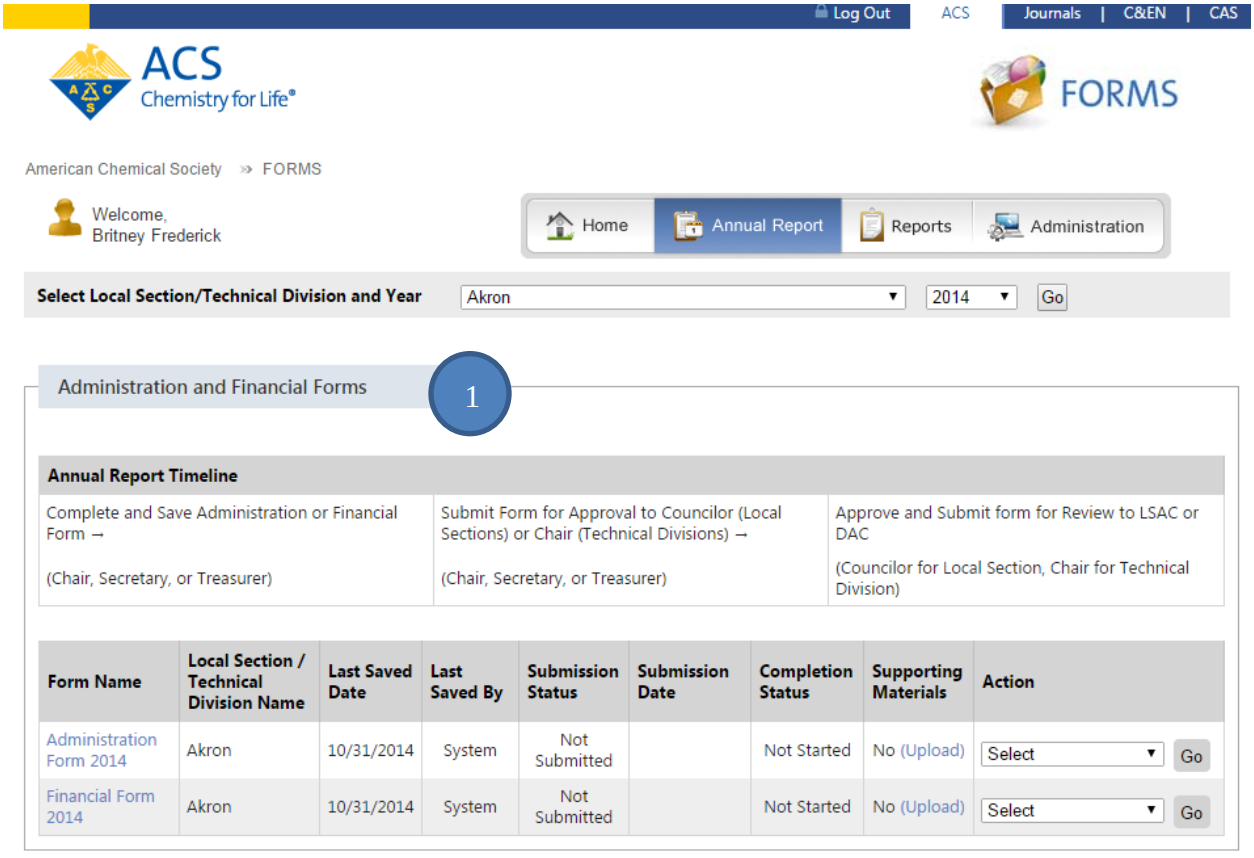
Notifications and Alerts

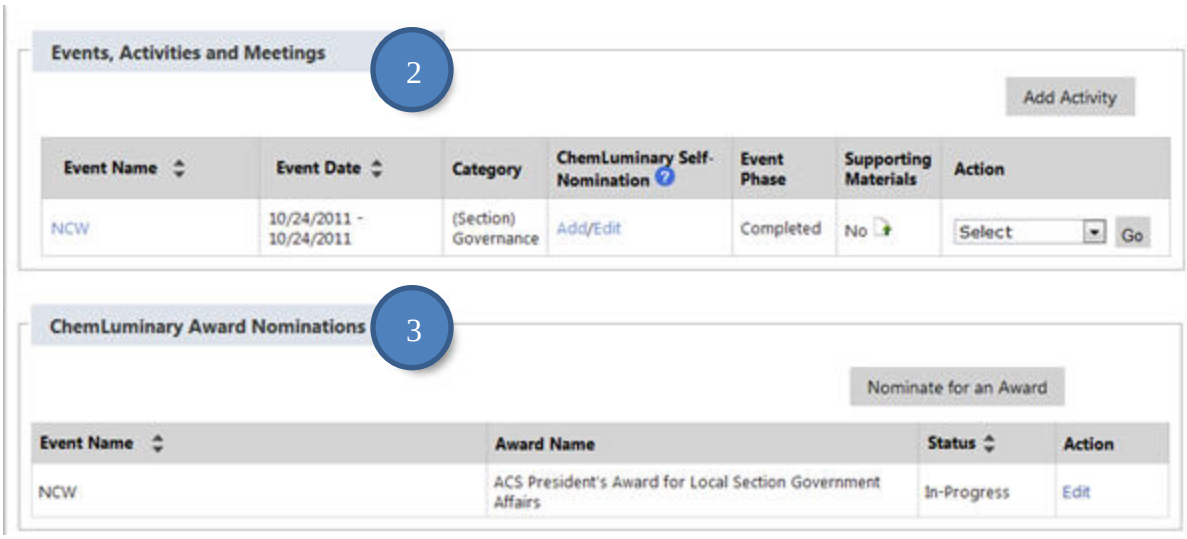
f

Notification	Local Section/Technical Division	Notification Date	Reference for Notification	Delete Notification
Financial Form 2010 Form submitted	Akron	2/15/2011	Financial Form 2010 Form submission	
Administrative Form 2010 Form submitted	Akron	2/15/2011	Administrative Form 2010 Form submission	
Administrative Form 2010 Approved	Akron	3/10/2011	Administrative Form 2010 Approved	
Financial Form 2010 Approved	Akron	3/10/2011	Financial Form 2010 Approved	
Financial Form 2011 Ready for Approval	Akron	2/11/2012	Financial Form 2011 Submitted for Approval	
Financial Form 2011 is Approved and ready for Review	Akron	2/13/2012	Financial Form 2011 Approved and submitted for review	
Administration Form 2011 Ready for Approval	Akron	2/13/2012	Administration Form 2011 Submitted for Approval	

3. The FORMS Home page features information specific to your role in FORMS.
    a. Alerts will inform you to upcoming deadlines.
    b. The See What Other Sections and Divisions section showcases activities and events submitted by local sections and technical divisions and may be used to get ideas for your local section activities. Click a hyperlinked event to learn more about it, or click view all.
    c. View the user guide by clicking on the User Guide link or contact ACS with question by clicking on the email us link.
    d. ChemLuminary Award Winner lists any ChemLuminary Awards your local section has won, starting with the fall 2012 ceremony. Click View All Winners to see a list of winners on acs.org.
    e. Notifications inform you when items are submitted or ready for your review.
    f. Delete notifications by clicking the icon in the Delete Notification column.
    g. To access the event, administration and financial forms click the Annual Report tab at the top of the page.

Navigating the Annual Report Page





1. Forms table
    - Form Name
    - Local Section Name
    - Last Saved Date
    - Last Saved By
    - Submission Status (Not Submitted, Submitted for Approval, Submitted for Review, Reviewed, Review Complete)
    - Completion Status (Completed, In Progress, Not Started)
    - Supporting Materials
    - Action Dropdown
        - Edit
        - View Form
        - Print PDF
        - Download Template (Financial Form only)
        - Import Data (Financial Form only)
        - Return Form (When Submission Status is Submitted for Approval)
2. Event table
    - Name
    - Date (or date range)
    - Category (i.e. Chemistry Olympiad, Regional Meeting, K-12 Student, etc.)
    - ChemLuminary Self-Nomination (N/A, Add, Add/Edit)
    - Phase (Planning, Canceled, Completed)
    - Supporting Materials
    - Action Dropdown
        - Edit
        - View Event
        - Print PDF
        - Copy
        - Delete

3. ChemLuminary table
    - Name
    - Award Name
    - Status (Complete, In-Progress, Withdrawn)
    - Action (Edit, Reinstate)

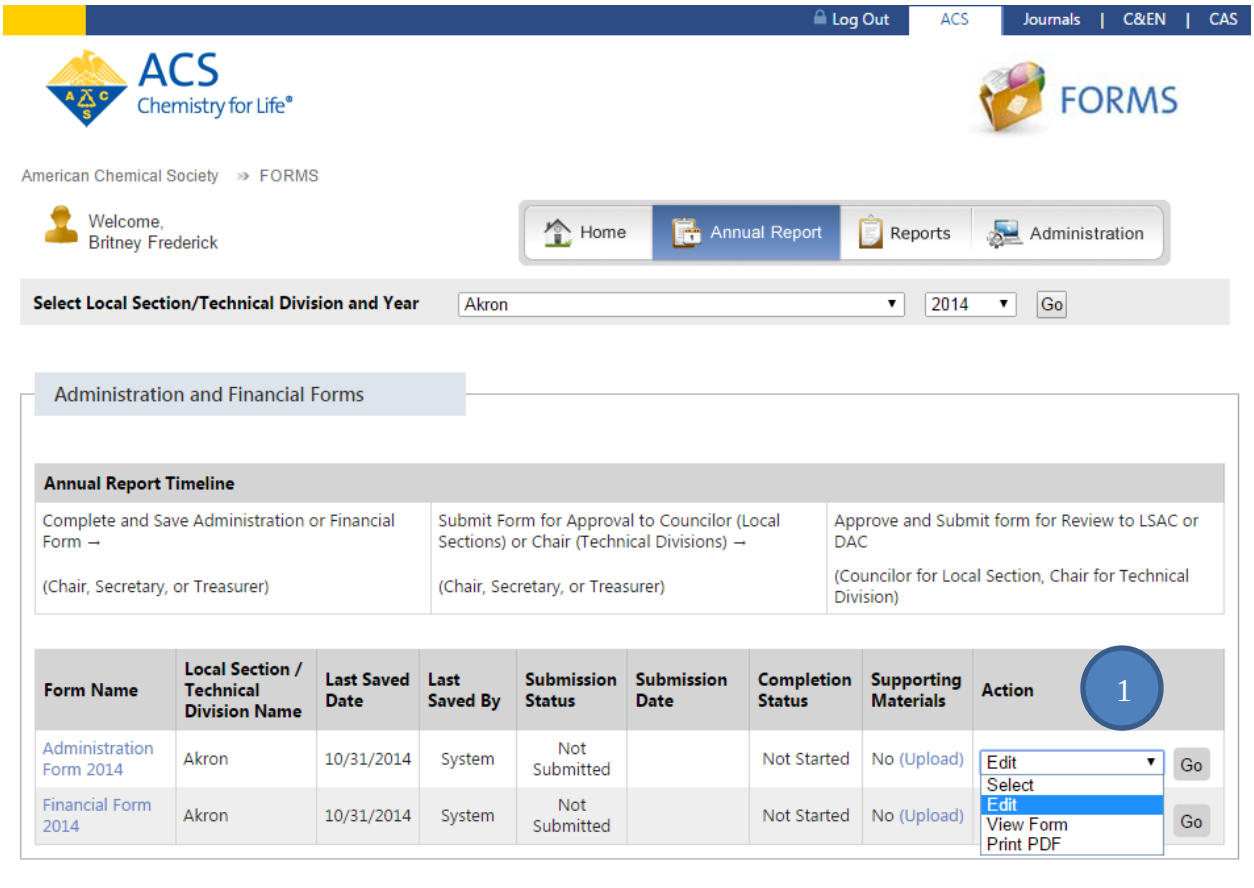
Saving in FORMS

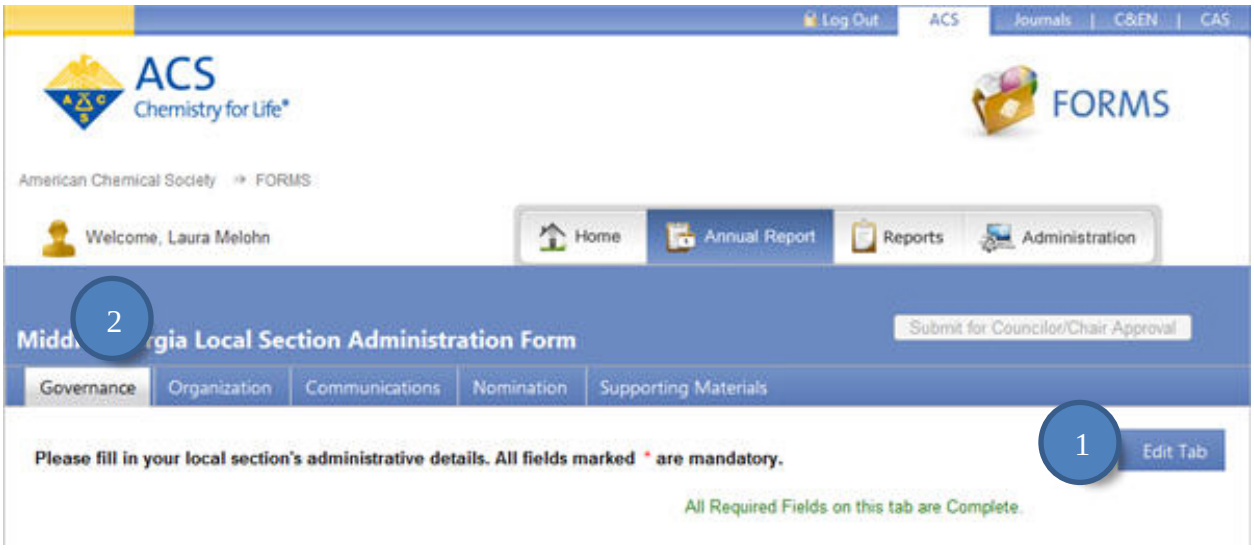
1. Two saving options are available for each tab.
    a. Save For Later button
        i. Allows the user to save the tab while they are in the process of completing the tab.
        ii. The tab can be saved if the information is not complete.
    b. Save and Complete Tab button
        i. Checks the tab to ensure all required fields are complete and correct and saves the information on the tab.
        ii. Use this button when the information on the tab is complete.
        iii. Red text below the question indicates any missing or incorrect information.

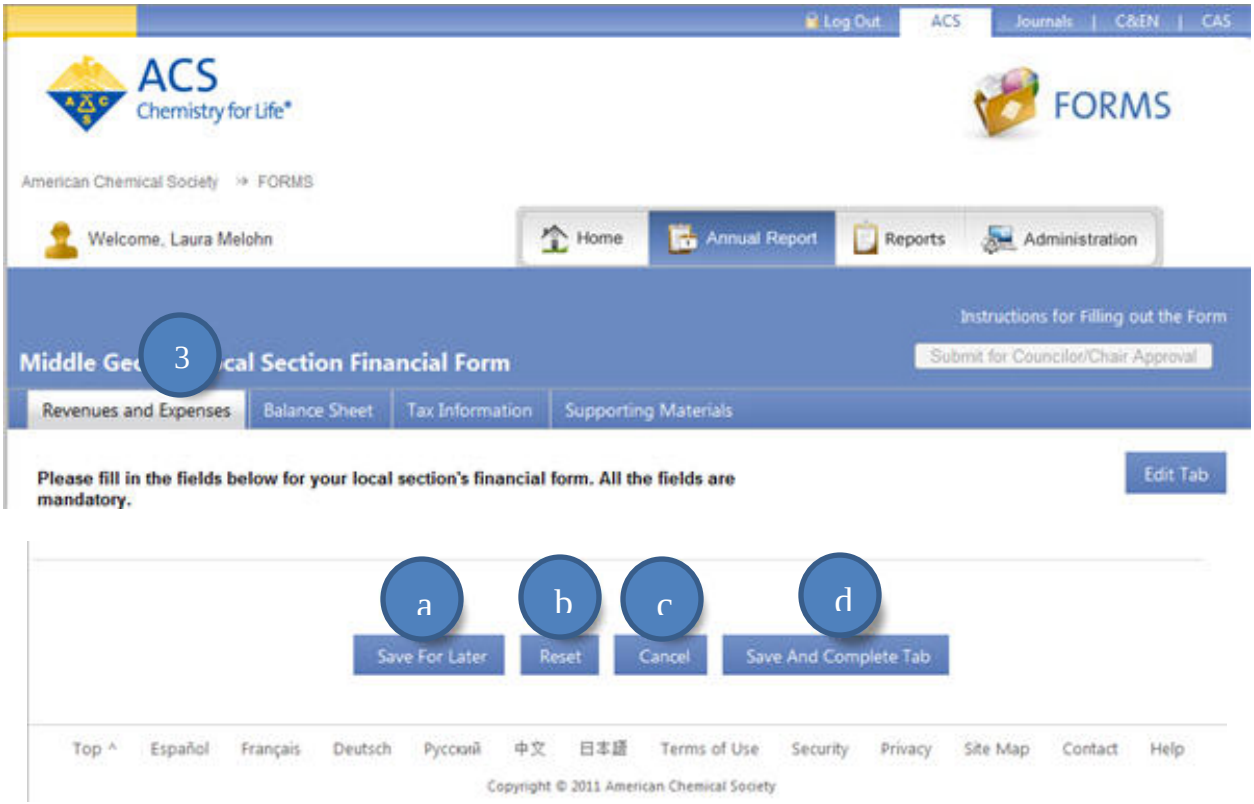
User Tips

- The Save button at the bottom of each tab SAVES THE INFORMATION ON THAT TAB ONLY. Information is NOT saved across the form.
- Save successful—the phrase ‘the tab details were successfully saved’ appears at the top of the page.

Getting Started—Administration and Financial Forms







1. To enter information into the Administration or Financial Form: on the Annual Report page select Edit from the Action drop-down menu and click Go or click the hyperlinked text name of the form and click the Edit Tab button on the upper right hand side of the tab.
2. The Administration Form consists of 5 tabs—Governance, Organization, Communications, Nomination, and Supporting Materials.
3. The Financial Form consists of 4 tabs—Revenues and Expenses, Balance Sheet, Tax Information, and Supporting Materials.
4. Each tab has four buttons at the bottom of the tab:
    a. Save for Later—allows the user to save the tab while they are in the process of completing the tab. The tab can be saved if the information is not complete.
    b. Reset—clears all data on the tab that has been changed since the last time it was saved.
    c. Cancel—cancels all information entered into the tab and returns the user to the Annual Report page.
    d. Save and Complete Tab—checks the tab to ensure all required fields are complete and saves the information on the tab. Use this button when the information on the tab is complete. Red text below the question indicates any missing or incorrect information.

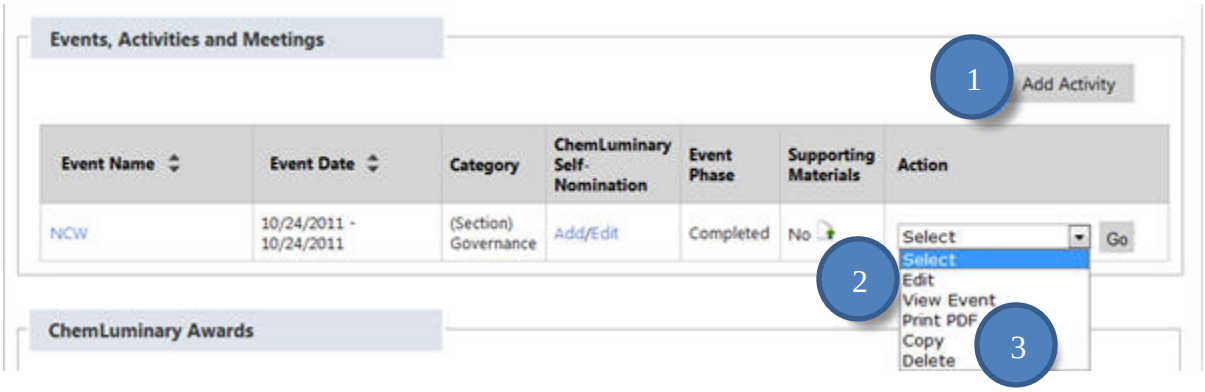
User Tips
Financial Form

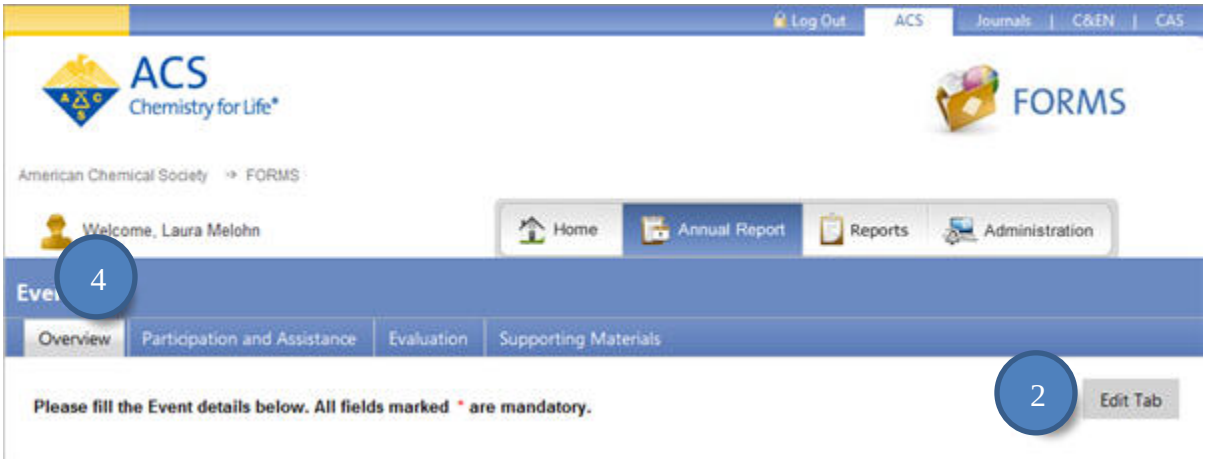
- Fields automatically calculated by the system are highlighted in yellow for easy identification.
- Click on the question mark next to a question for instructions for completing the question.
- See the Appendix for IRS Form 990 Correlations for the Financial Form.

User Tips

- Warning: Your session times out after 30 minutes of inactivity.
- The forms (administration, financial, event) within **the FORMS system can only be edited by one person at a time**. If you try to edit a form in use the system alerts you if someone else is already editing the form. The alert includes the username of the person currently editing the document.
- The **form can be released by the user** in 3 ways:
  - Click cancel on the tab
  - Logging out of FORMS
  - FORMS will log you out after 30 minutes of inactivity

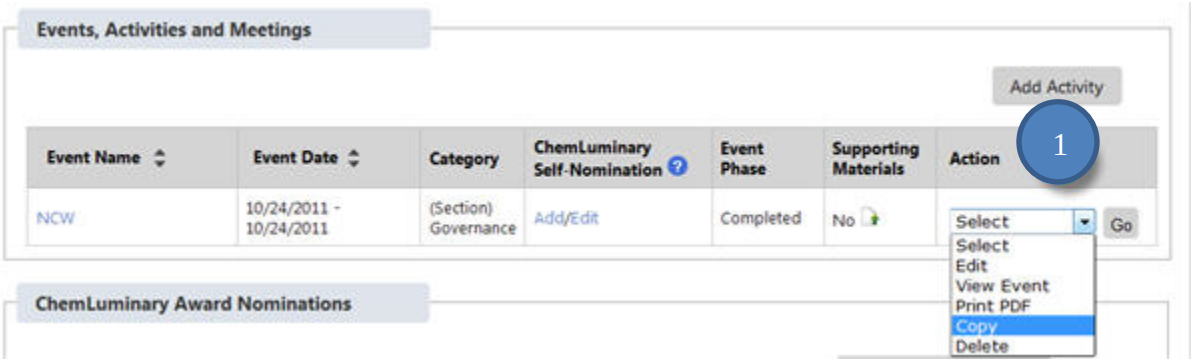
Getting Started—Add Activity





1. **To create an activity:** on the Annual Report page, click the Add Activity button.
2. **To edit an activity:** on the Annual Report page select Edit from the Action drop-down menu and click Go or click the hyperlinked text name of the activity and click the Edit Tab button on the upper right hand side of the tab.
3. **To delete an activity:** on the Annual Report page, click Delete in the Action drop-down menu for the event and click Go.
4. The form consists of 4 tabs— Overview, Participation and Assistance, Evaluation, and Supporting Materials.
5. Each tab has three buttons at the bottom of the tab:
    a. Save—saves the entered data on the current tab
    b. Reset—clears all data on the tab that has been changed since the last time it was saved
    c. Cancel—cancels all information entered into the tab and returns the user to the Annual Report page.

Getting Started—Copying an Event



Events

Overview | Participation and Assistance | Evaluation | Supporting Materials

Please fill the Event details below. All fields marked * are mandatory.

What is a Local Section Meeting, Event or Activity?

Name of the Event * Copy of January General Meeting

Brief Description * January General Meeting

Organization * Middle Georgia

Year Held * 2013

First time event? ☐

Primary Contact * Joe Smith

Category(ies) * (Hold CTRL key to select multiple items.)

Category(ies)	Selected Category(ies)
Career Services	Section Meeting or Event
Chemistry Olympiad	
Chemists Celebrate Earth Day	
Family/Spouse Activities	
Government Affairs	
Industry	
International Year of Chemistry	
IYC2011	
Joint Meeting	
K-12 Student	
K-12 Teacher	

☐ Other

Which strategic goal(s) from the ACS Strategic Plan does this event support? Examples of how categories relate to the strategic plan *

☑ 1. Provide Information. Be the most authoritative, comprehensive, and indispensable provider of chemistry-related information.

☑ 2. Advance Member Careers. Empower an inclusive community of members with networks, opportunities, resources, and skills to thrive in the global economy.

☑ 3. Improve Education. Foster the development of the most innovative, relevant and effective chemistry education in the world.

☐ 4. Communicate Chemistry's Value. Communicate chemistry's vital role in addressing the world's challenges to the public and policymakers.

Phase * Planning

Event Frequency * Annual

Event Date Selection From 10/15/2013 To 10/15/2013

Save | Reset | Cancel

1. Select Copy from the Action drop-down menu next to the event you intend to copy and click Go.

Getting Started—ChemLuminary Self-Nomination

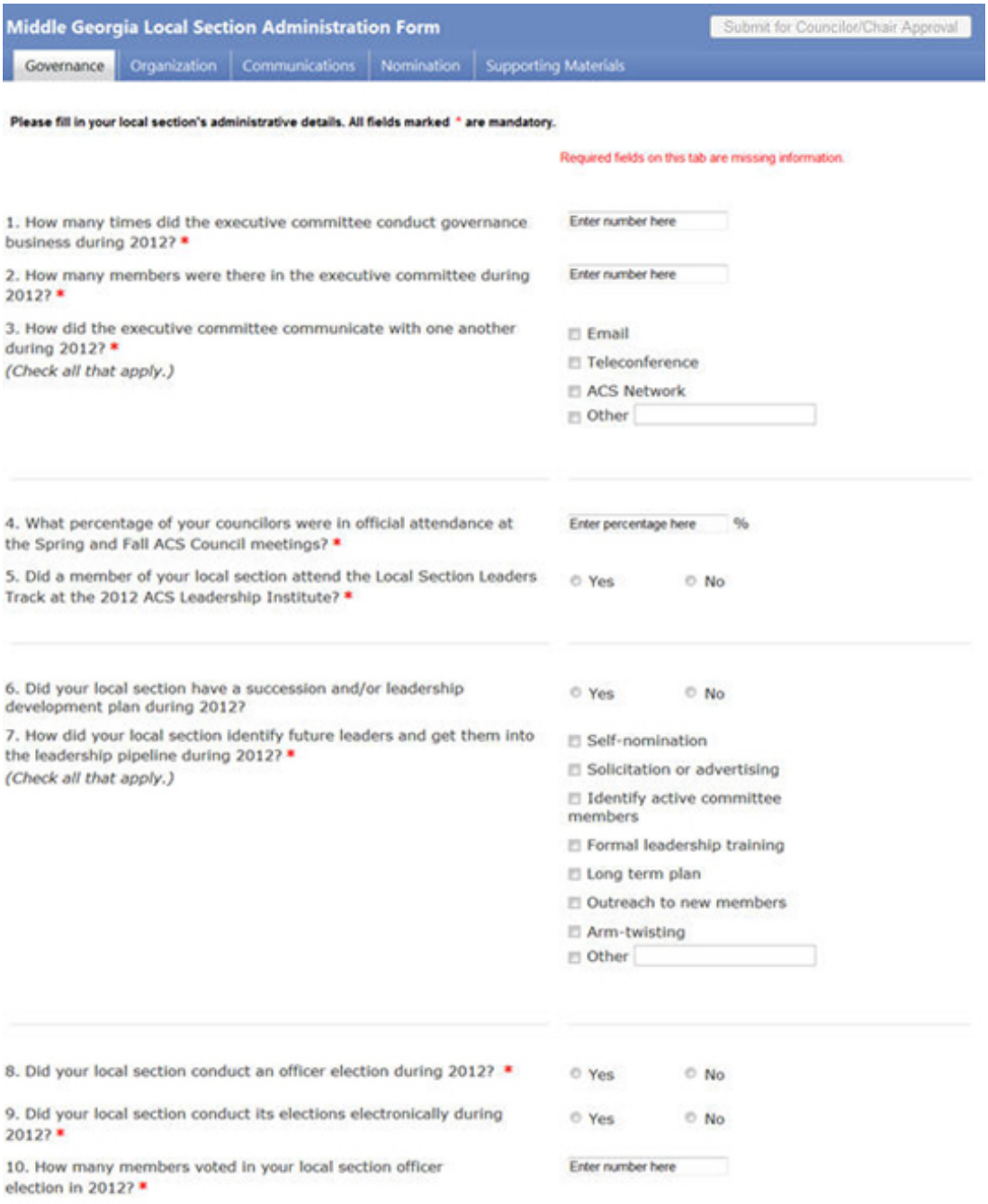
1. **To self-nominate for a ChemLuminary:** on the Annual Report page, click Nominate for an Award button and complete the nomination
2. **To edit a nomination:** on the Annual Report page in the ChemLuminary table, click Edit in the Action Drop-down menu and click Go.

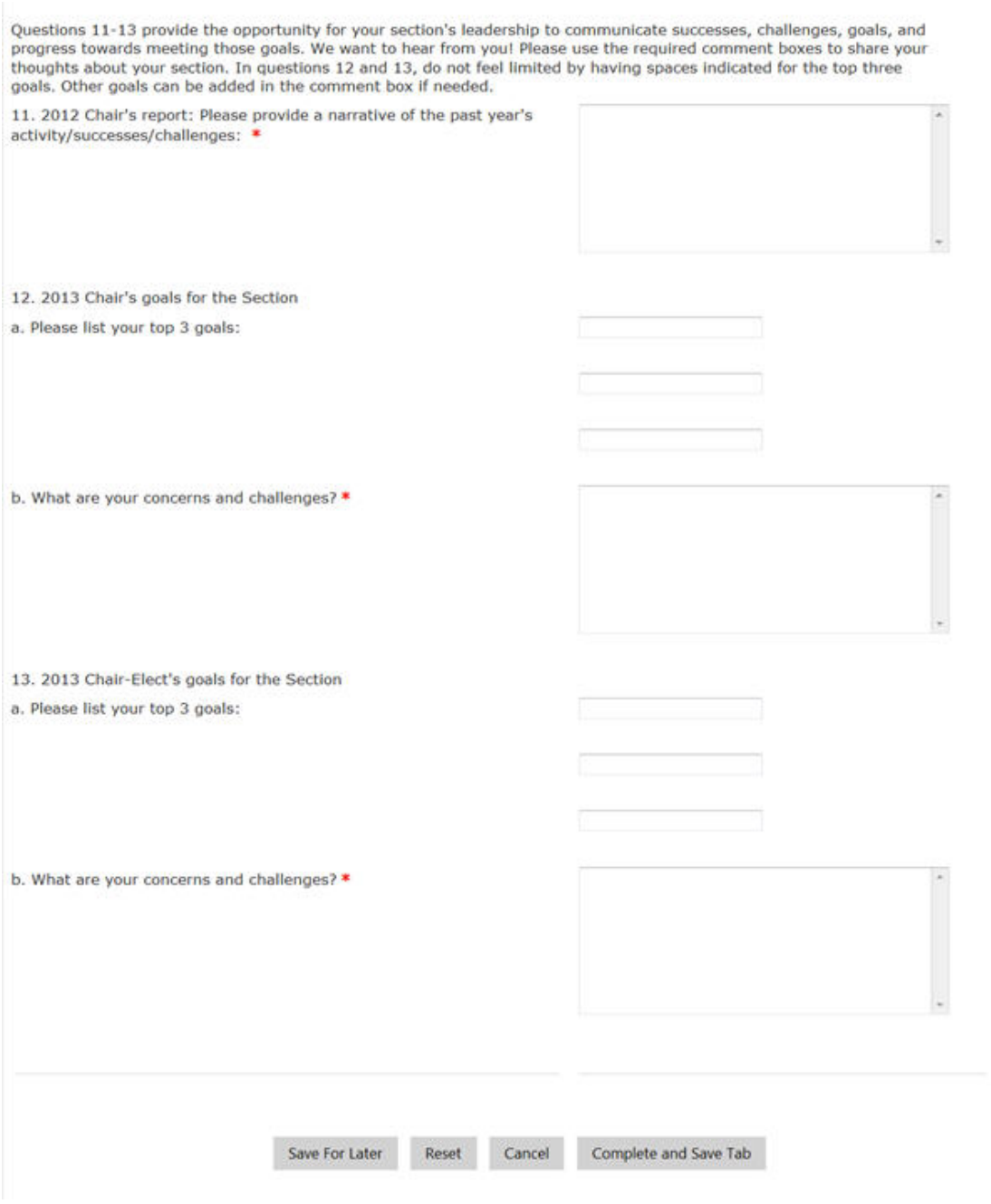
Completing the Administration Form

The Administration Form requests information about your local section governance, organization, and communications.

Governance Tab

The Governance tab requests information about the governance of your local section.





1. **How many times did the executive committee conduct governance business?**
   Complete the field with the numerical value.
2. **How many members were there in the executive committee during 2014?**
   Complete the field with the numerical value.
3. **How did the executive committee communicate with one another during 2014?** (check all that apply)
   Check all appropriate boxes (Email, Teleconference, ACS Network, Other (if checked complete text box with other identification tools used)).
4. **What percentage of the local section's Councilors were in official attendance at the Spring and Fall ACS Council meetings?**

Complete the field with the numerical value.

5. **Did a member of your local section attend the Local Section Leaders Track at the 2014 ACS Leadership Institute?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
6. **Did your local section have a succession and/or leadership development plan during 2014?**
   Complete the check box if the local section has a succession and/or leadership development plan.
7. **How did your local section identify future leaders and get them into the leadership pipeline during 2014?** (check all that apply)
   Check all appropriate boxes (Self-nomination, Solicitation or advertising, Identify active committee members, Formal leadership training, Long term plan, Outreach to new members, Arm-twisting, Other (if checked complete text box with other identification tools used)).
8. **Did your local section conduct an officer election during 2014?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
9. **Did your local section conduct its elections electronically during 2014?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
10. **How many members voted in your local section officer election of 2014?**
    Complete the field with the numerical value.
11. **2014 Chair's report: Please provide a narrative of the past year's activity/successes/ challenges:**
    Complete the text box with an overview of the local section's 2014 activities/successes/challenges in 1000 words or less (7000 characters or less). Text can be cut and pasted.
12. **2014 Chair's goals for the Section**

12a. Please list your top 3 goals

Complete the text boxes with a list of your top 3 goals in 2000 characters or less. Text can be cut and pasted.

12b. What are your concerns and challenges?

Complete the text box with your concerns and challenges in 3000 characters or less. Text can be cut and pasted.

13. **2014 Chair Elect's goals for the Section**

13a. Please list your top 3 goals

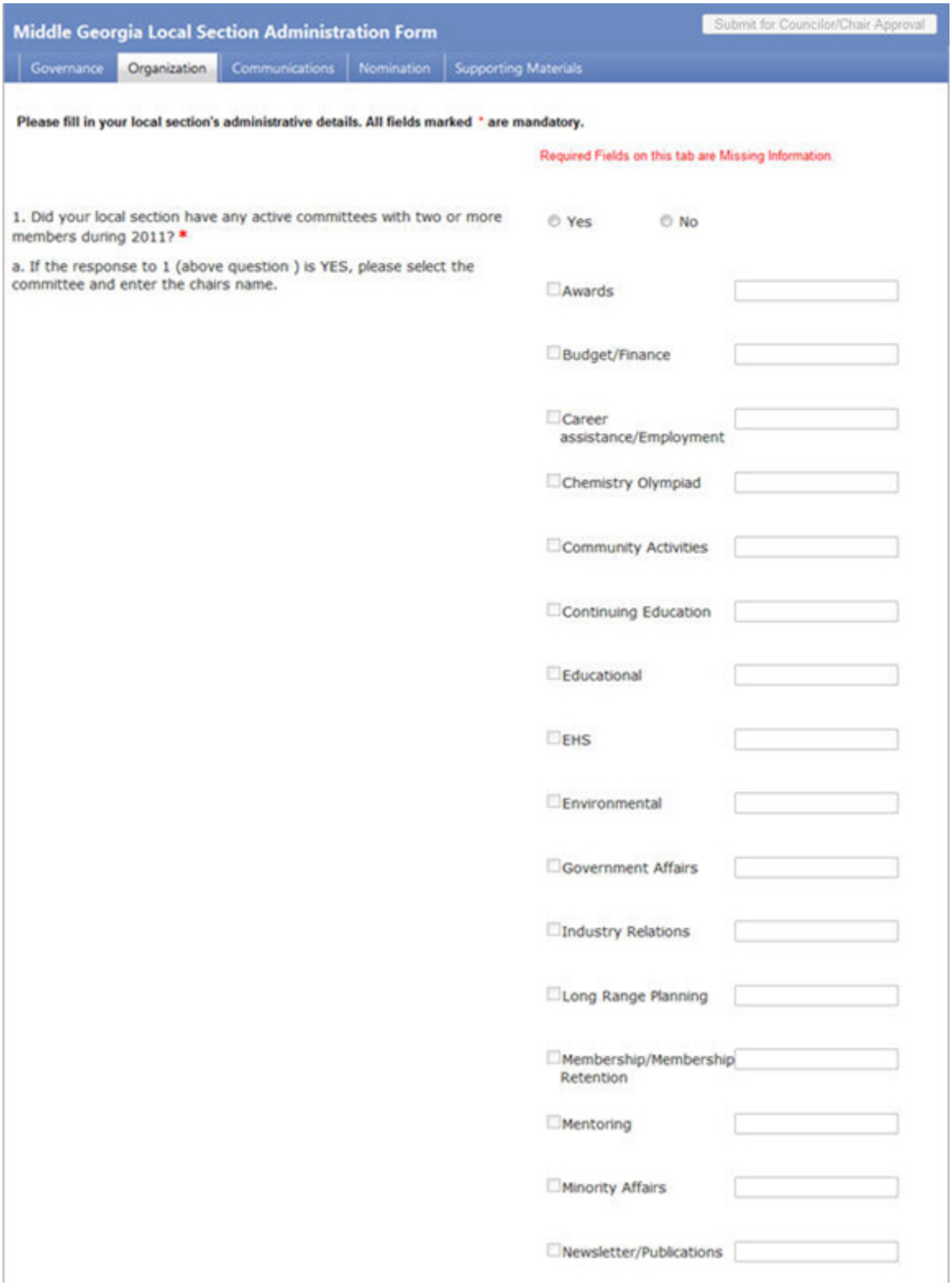
Complete the text boxes with a list of your top 3 goals in 2000 characters or less. Text can be cut and pasted.

13b. What are your concerns and challenges?

Complete the text box with your concerns and challenges in 3000 characters or less. Text can be cut and pasted.

Organization Tab

The Organization tab requests information about your committees, subsections, topical groups, members and volunteers.



- [ ] Nominations
- [ ] Professional Relations
- [ ] Project SEED
- [ ] Public Relations
- [ ] Senior Chemists
- [ ] Women Chemists
- [ ] Younger Chemists
- [ ] Other

2. How many subsections were active in your local section during 2011? *
Enter number here

3. How many subsection meetings were held by your local section during 2011? *
Enter number here

4. How many topical groups were active in your local section during 2011? *
Enter number here

5. How many topical group meetings were held in your local section during 2011? *
Enter number here

6. Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2011? *
○ Yes ○ No

7. How many dues-paying affiliate members were in your local section during 2011? *
Enter number here

8. What was the approximate number of active volunteers in your local section during 2011? *
Enter number here

9. Please estimate the number of new volunteers in your local section during 2011? *
Enter number here

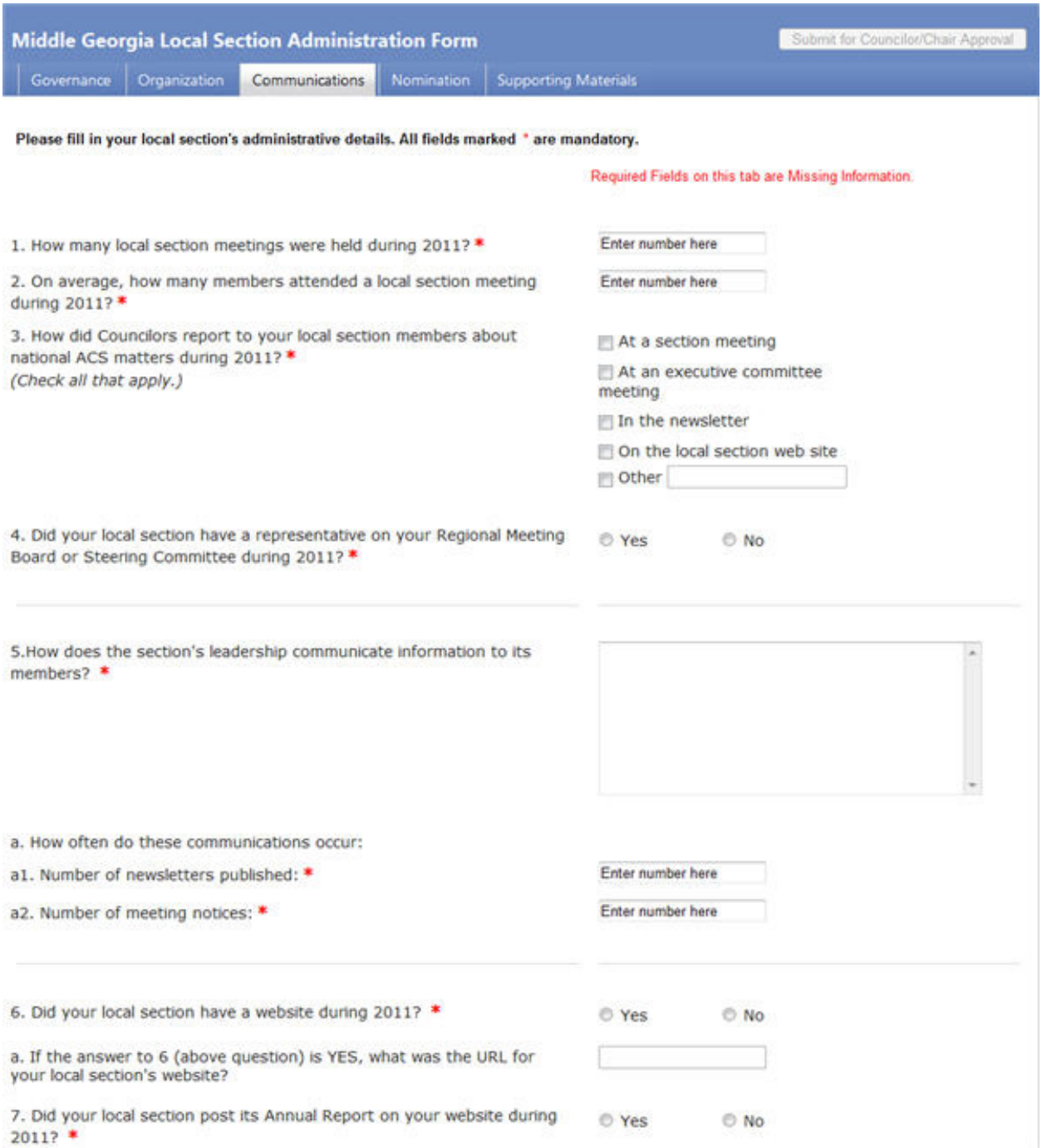
10. Please indicate all the ways that your local section recognized volunteers during 2011. *
(Check all that apply.)

- [ ] Certificates
- [ ] Awards
- [ ] Letter to volunteer supervisor
- [ ] Letter to volunteer
- [ ] Recognition at an event
- [ ] Recognition on web
- [ ] Recognition in newsletter
- [ ] Other

1. **Did your local section have any active committees with two or more members during 2014?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
   a. If the response to 1 (above question) is YES, please select the committee and enter chair's name.
   Check all appropriate boxes and complete the text box with the chair(s) name, using commas and a space to separate multiple names (Awards, Budget/Finance, Career assistance/Employment, Chemistry Olympiad, Community Activities, Continuing Education, Educational, EHS, Environmental, Government Affairs, Industry Relations, Long Range Planning, Membership/Membership Retention, Mentoring, Minority Affairs, Newsletter/Publications, Nominations, Professional Relations, Project SEED, Public Relations, Senior Chemists, Women Chemists, Younger Chemists, Other (if checked complete text box with other committees your local section has as part of their structure)).
2. **How many subsections were active in your local section during 2014?**
   Complete the field with the numerical value.
3. **How many subsections meetings were held by your local section during 2014?**
   Complete the field with the numerical value.
4. **How many topical groups were active in your local section during 2014?**
   Complete the field with the numerical value.
5. **How many topical group meetings were held in your local section during 2014?**
   Complete the field with the numerical value.
6. **Did your local section support (financial or otherwise) an existing Technician Affiliate Group (TAG) during 2014?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
7. **How many dues-paying affiliate members were in your local section during 2014?**
   Complete the field with the numerical value.
8. **What was the approximate number of active volunteers in your local section during 2014?**
   Complete the field with the numerical value.
9. **Please estimate the number of new volunteers in your local section during 2014.**
   Complete the field with the numerical value.
10. **Please indicate all the ways that your local section recognized volunteers during 2014.** (check all that apply)
    Check all appropriate boxes (Certificates, Awards, Letter to volunteer supervisor, Letter to volunteer, Recognition at an event, Recognition on the web, Recognition in newsletter, Other (if checked complete text box with other volunteer recognition strategies)).

Communications Tab

The communications tab requests information about how your local section communications including local section meetings, councilor reports, newsletters, and web.



1. **How many local section meetings were held during 2014?**
   Complete the field with the numerical value.
2. **On average, how many members attended a local section meeting during 2014?**
   Complete the field with the numerical value.

3. **How did councilors report to your local section members about national ACS matters during 2014?** (check all that apply)
   Check all appropriate boxes (At a section meeting, At an executive committee meeting, In the newsletter, On the local section website, Other (if checked complete text box with other ways councilors report to your local section)).
4. **Did your local section have a representative on your Regional Meeting Board or Steering Committee during 2014?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
5. **How does the section's leadership communicate information to its members?**
   Complete the text box with an overview of how your local section communicates to its members in 3000 characters or less. Text can be cut and pasted.

5a. How often do these communications occur:
5a1.Number of newsletters published:
5a2.Number of meeting notices:

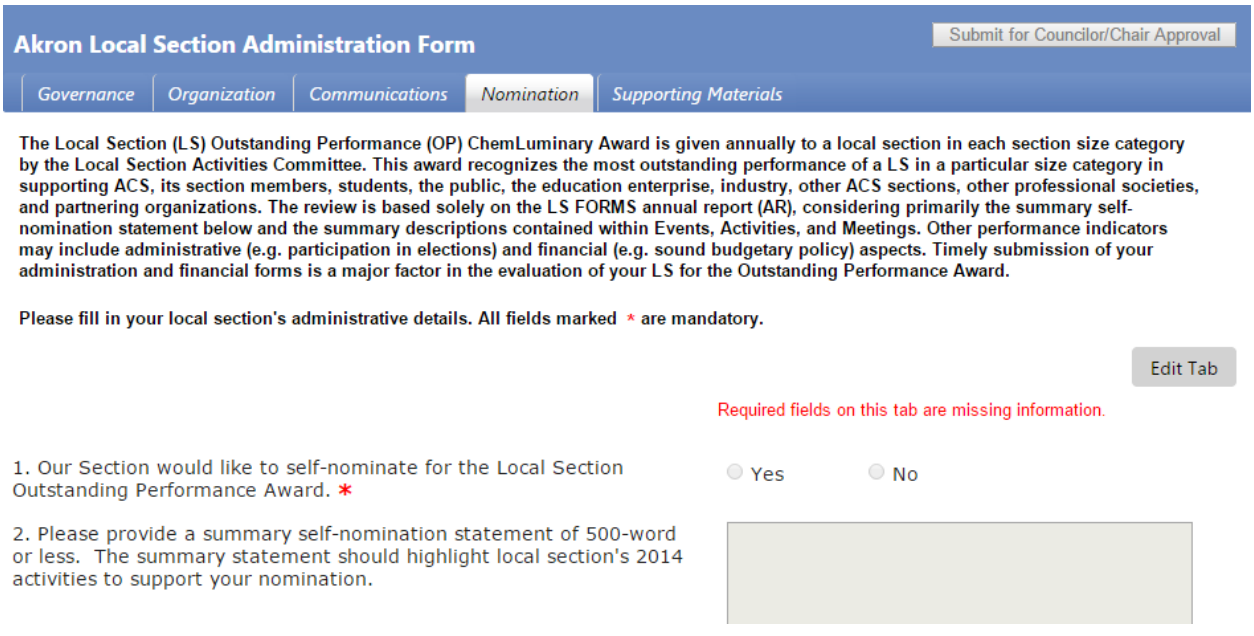
6. **Did your local section have a website during 2014?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

6a. If the answer to 6 (above question) is YES, what was the URL for your local section's website?
Complete the text box with the local section website URL. (i.e. http://alabama.sites.acs.org/).

7. **Did your local section post its Annual Report on your website during 2014?**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.

Nomination Tab

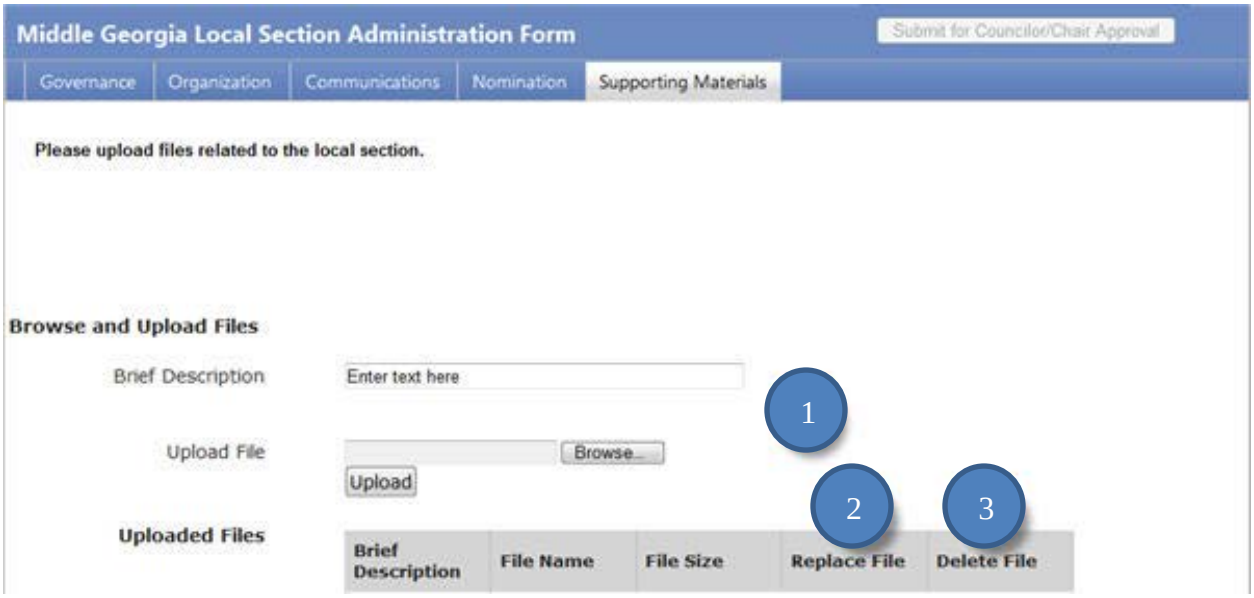
The Nomination tab gives your local section the opportunity to nominate themselves for the Local Section Outstanding Performance Award.



1. **Our Section would like to self-nominate for the Local Section Outstanding Performance Award.**
   Answer Yes or No to the question using the radio buttons adjacent to the correct answer.
2. **Please provide a summary self-nomination statement of 500-word or less. The summary statement should highlight local section's 2014 activities to support your nomination.**
   Complete the text box with an overview of the local section's 2014 activities in 500 words or less (3500 characters or less). Text can be cut and pasted.

Supporting Materials Tab

Add files related to the administration form to this tab. FORMS accepts jpg, png, gif, doc, docx, xls, xlsx, ppt, pdf, pptx, jpeg, and zip for upload.



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. **Replace File**
   a. Click the icon in the Replace File column for the file you want to replace.
   b. The Brief Description of the file from the table populates the Brief Description field above.
   c. Click the Browse button.
   d. Choose the file name and click the Open button.
   e. Click the Upload button
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.

User Tips

- The file can be viewed by clicking the file name
- Files can also be uploaded from the Annual Reports page by clicking the upload hyperlink under supporting materials in the Forms table.

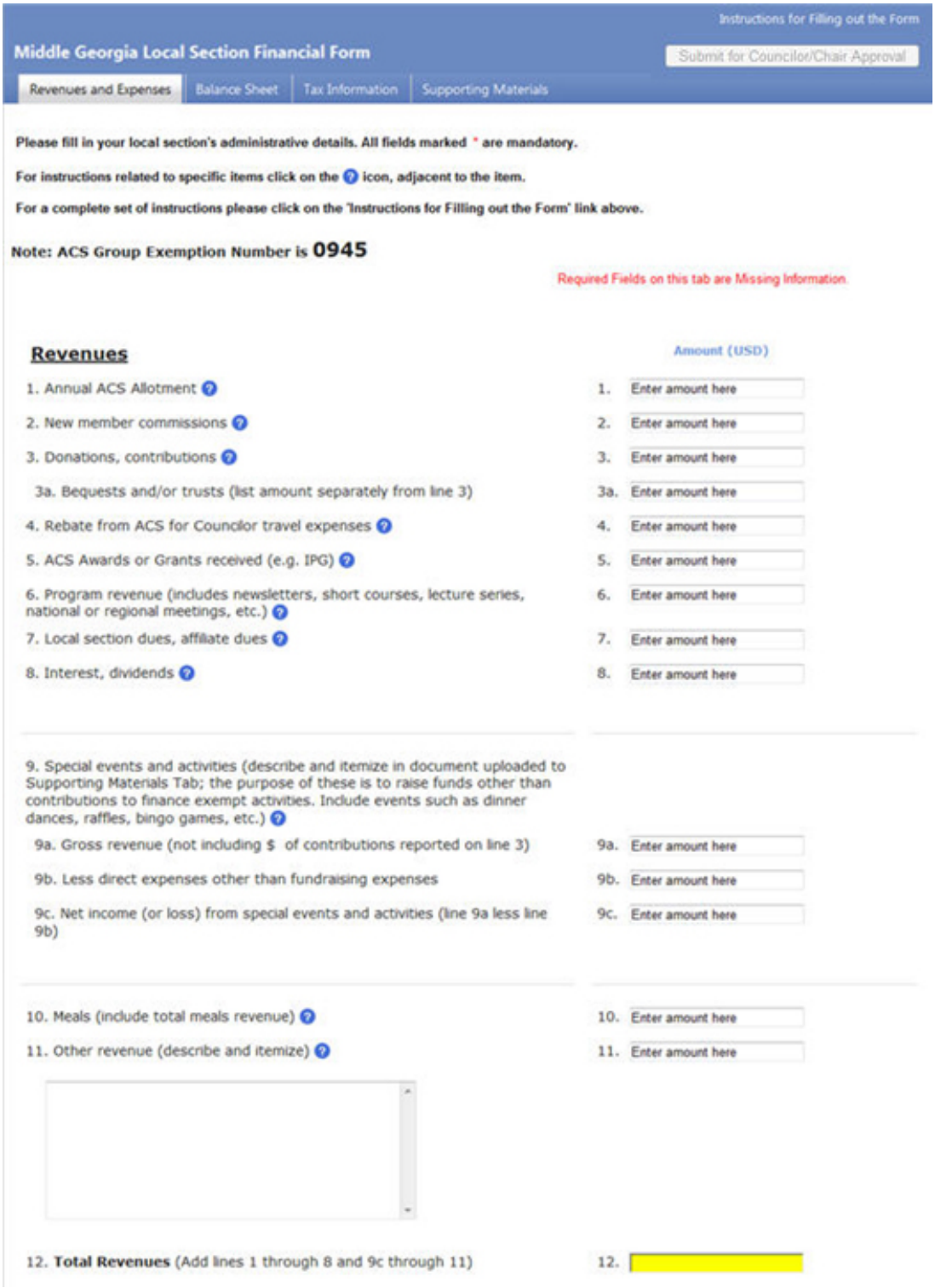
Submitting Form for Approval

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.

Completing the Financial Form

Revenues and Expenses Tab



Instructions for Filling out the Form

Middle Georgia Local Section Financial Form

Submit for Councilor/Chair Approval

Revenues and Expenses | Balance Sheet | Tax Information | Supporting Materials

Please fill in your local section's administrative details. All fields marked * are mandatory.

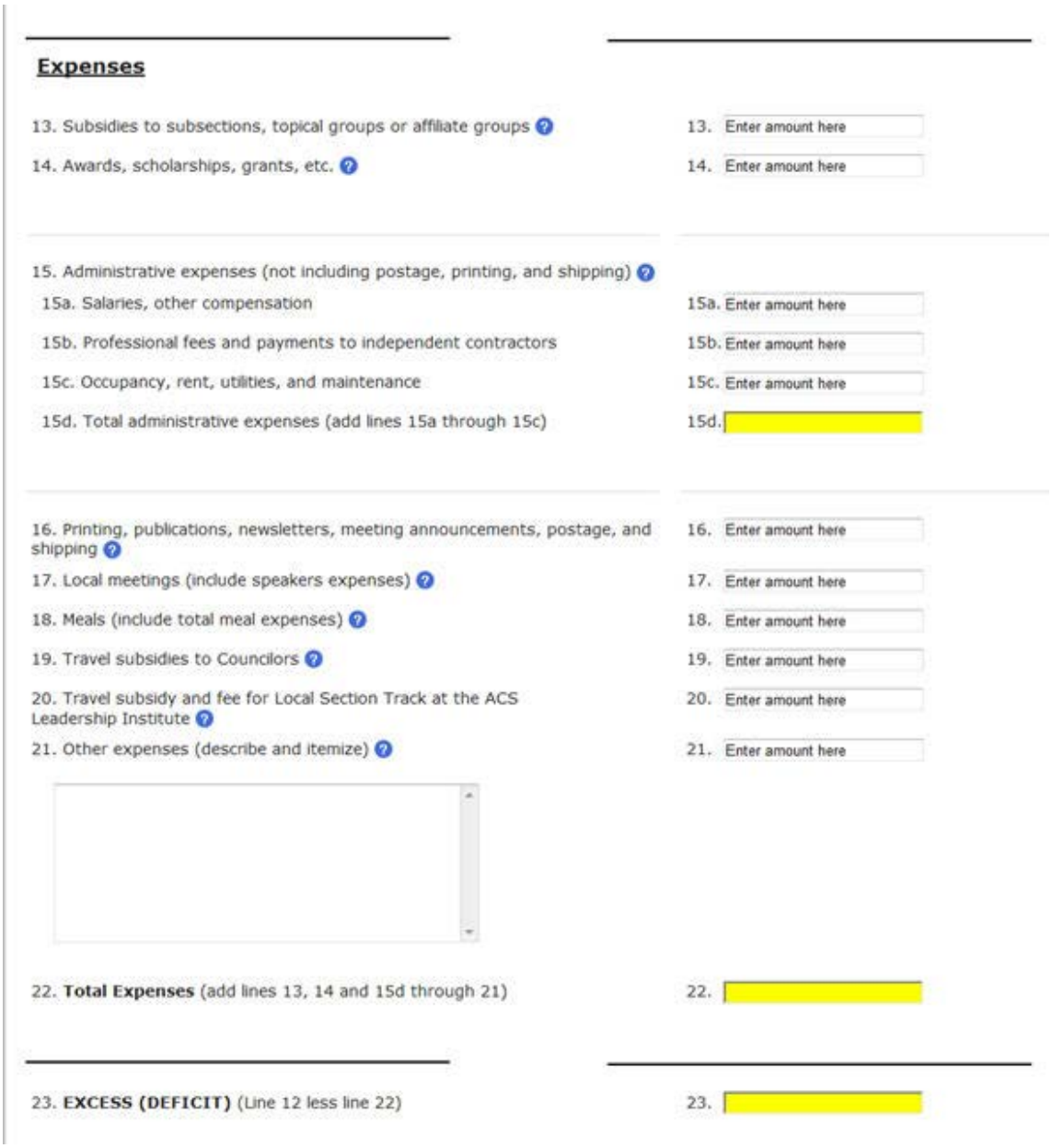
For instructions related to specific items click on the ? icon, adjacent to the item.

For a complete set of instructions please click on the 'Instructions for Filling out the Form' link above.

Note: ACS Group Exemption Number is 0945

Required Fields on this tab are Missing Information

Revenues		Amount (USD)
1. Annual ACS Allotment	1.	Enter amount here
2. New member commissions	2.	Enter amount here
3. Donations, contributions	3.	Enter amount here
3a. Bequests and/or trusts (list amount separately from line 3)	3a.	Enter amount here
4. Rebate from ACS for Councilor travel expenses	4.	Enter amount here
5. ACS Awards or Grants received (e.g. IPG)	5.	Enter amount here
6. Program revenue (includes newsletters, short courses, lecture series, national or regional meetings, etc.)	6.	Enter amount here
7. Local section dues, affiliate dues	7.	Enter amount here
8. Interest, dividends	8.	Enter amount here
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.)		
9a. Gross revenue (not including $ of contributions reported on line 3)	9a.	Enter amount here
9b. Less direct expenses other than fundraising expenses	9b.	Enter amount here
9c. Net income (or loss) from special events and activities (line 9a less line 9b)	9c.	Enter amount here
10. Meals (include total meals revenue)	10.	Enter amount here
11. Other revenue (describe and itemize)	11.	Enter amount here
12. **Total Revenues** (Add lines 1 through 8 and 9c through 11)	12.	



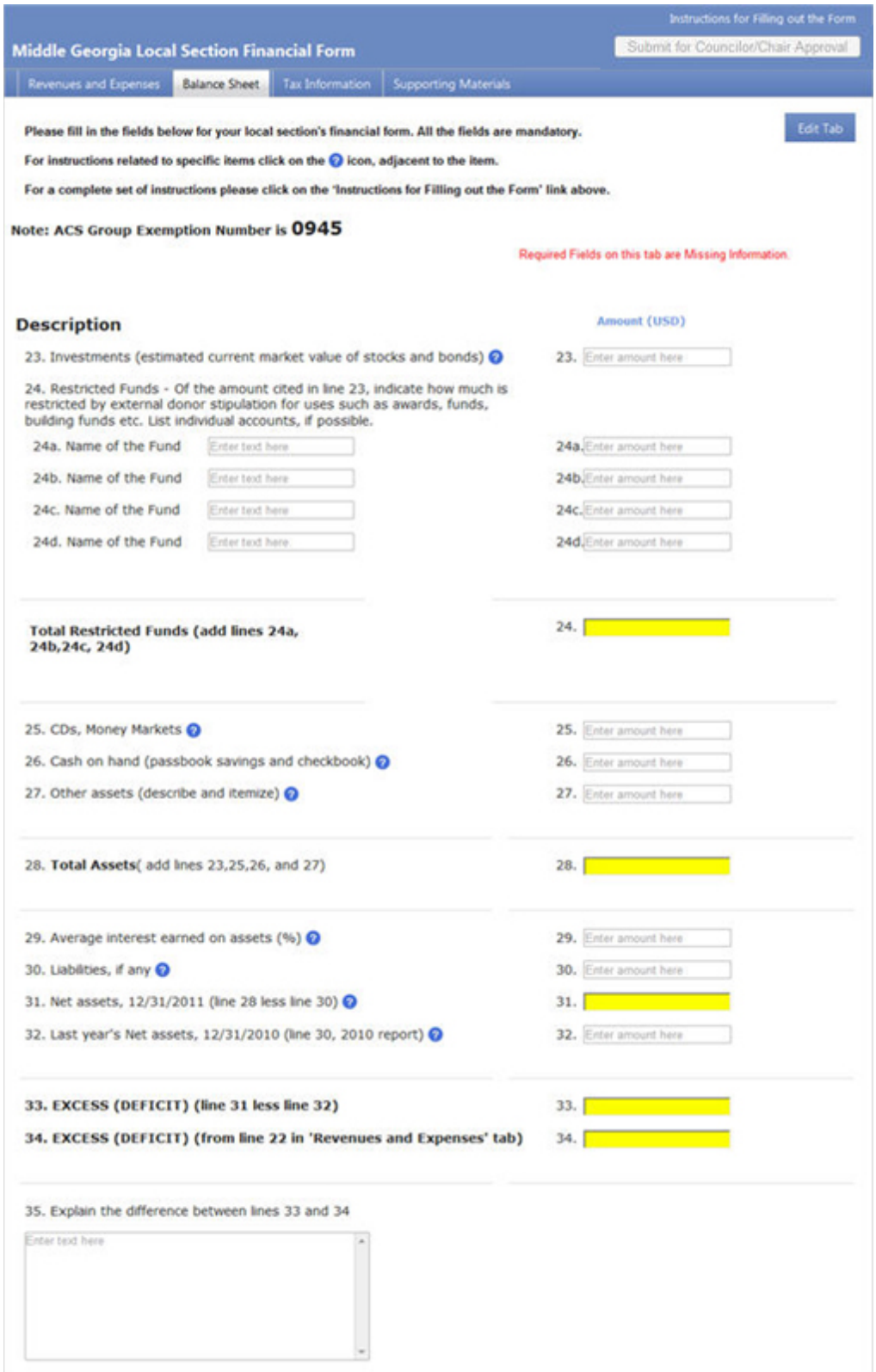
Line	Category	Explanation
1	Annual ACS allotment	funds provided from national ACS for the operation of the section, allocated from members' national dues according to the formula outlined in ACS Bylaw VII, Sections 8(a) and (b).
2	New member commissions	funds received from national ACS for each new member 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 expenses	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)
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	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	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	cost of conducting meetings, including speakers' expenses. NOTE: Do *not* include meal expenses.
18	Meals	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	expenses incurred by the local section to 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.
20	Travel subsidy and fee for Local Section Leadership Conference	expenses for conference registration fee and transportation for section representative(s) (usually the chair elect) to attend the local section leadership conference.
21	Other expenses	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”.
22	Total Expenses	auto-calculation field (add lines 12, 13, and 14d through 20)
23	EXCESS (DEFICIT)	auto-calculation field (line 11 less line 21)

Balance Sheet Tab



Instructions for Filling out the Form

Middle Georgia Local Section Financial Form

Submit for Councilor/Chair Approval

Revenues and Expenses | Balance Sheet | Tax Information | Supporting Materials

Edit Tab

Please fill in the fields below for your local section's financial form. All the fields are mandatory.

For instructions related to specific items click on the ? icon, adjacent to the item.

For a complete set of instructions please click on the 'Instructions for Filling out the Form' link above.

Note: ACS Group Exemption Number is 0945

Required Fields on this tab are Missing Information.

Description		Amount (USD)
23. Investments (estimated current market value of stocks and bonds)	23.	Enter amount here
24. Restricted Funds - Of the amount cited in line 23, indicate how much is restricted by external donor stipulation for uses such as awards, funds, building funds etc. List individual accounts, if possible.		
24a. Name of the Fund: Enter text here	24a.	Enter amount here
24b. Name of the Fund: Enter text here	24b.	Enter amount here
24c. Name of the Fund: Enter text here	24c.	Enter amount here
24d. Name of the Fund: Enter text here	24d.	Enter amount here
Total Restricted Funds (add lines 24a, 24b,24c, 24d)	24.	
25. CDs, Money Markets	25.	Enter amount here
26. Cash on hand (passbook savings and checkbook)	26.	Enter amount here
27. Other assets (describe and itemize)	27.	Enter amount here
28. **Total Assets**(add lines 23,25,26, and 27)	28.	
29. Average interest earned on assets (%)	29.	Enter amount here
30. Liabilities, if any	30.	Enter amount here
31. Net assets, 12/31/2011 (line 28 less line 30)	31.	
32. Last year's Net assets, 12/31/2010 (line 30, 2010 report)	32.	Enter amount here
33. EXCESS (DEFICIT) (line 31 less line 32)	33.	
34. EXCESS (DEFICIT) (from line 22 in 'Revenues and Expenses' tab)	34.	

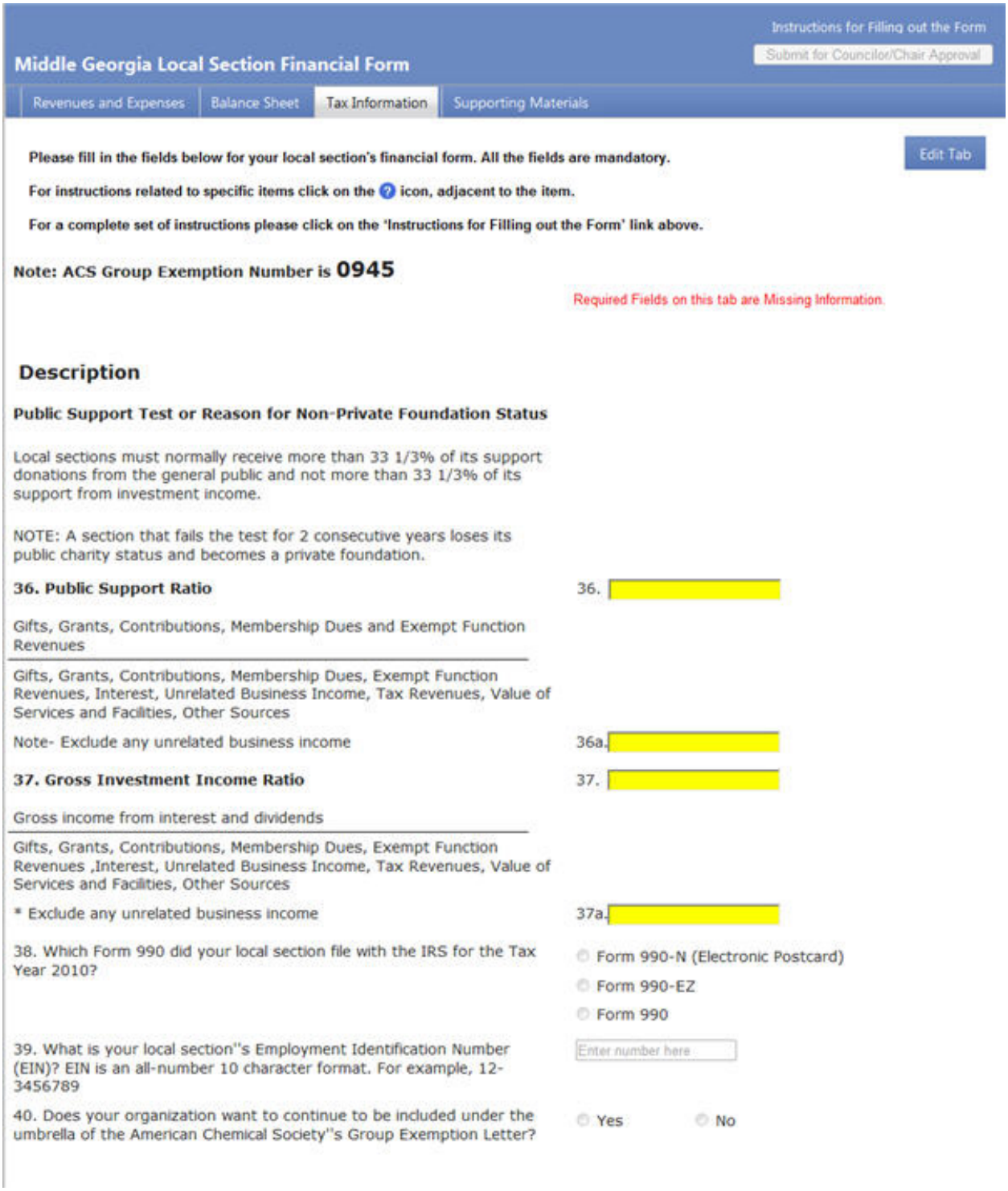
35. Explain the difference between lines 33 and 34

Enter text here

Line	Category	Explanation
23	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 year-end can be obtained from the financial institution that holds the investments; financial periodicals, such as *The Wall Street Journal*; or from other knowledgeable sources.
24a - 24d	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.
	Total Restricted Funds	auto-calculation field (sum of 24a-24d)
25	CDs, Money Markets	funds in certificates of deposit and money market accounts.
26	Cash on hand (passbook savings and checkbook)	checkbook and savings balances reflected on the year-end bank statements plus the amount of petty cash on hand.
27	Other assets	these could include receivable accounts, prepaid expenses, inventories.
28	Total Assets	auto-calculation field (lines 23, 24, 25, and 26)
29	Average Interest earned on assets (%)	average interest earned on assets (%)
30	Liabilities, if any	total of bills not paid at year-end, outstanding checks, loans, and other commitments not paid.
31	Net assets , 12/31/10	auto-calculation field (line 28 less line 30)
32	Last Year's Net assets, 12/31/09	
33	EXCESS (DEFICIT)	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.
34	EXCESS (DEFICIT) (from line	auto-calculation field

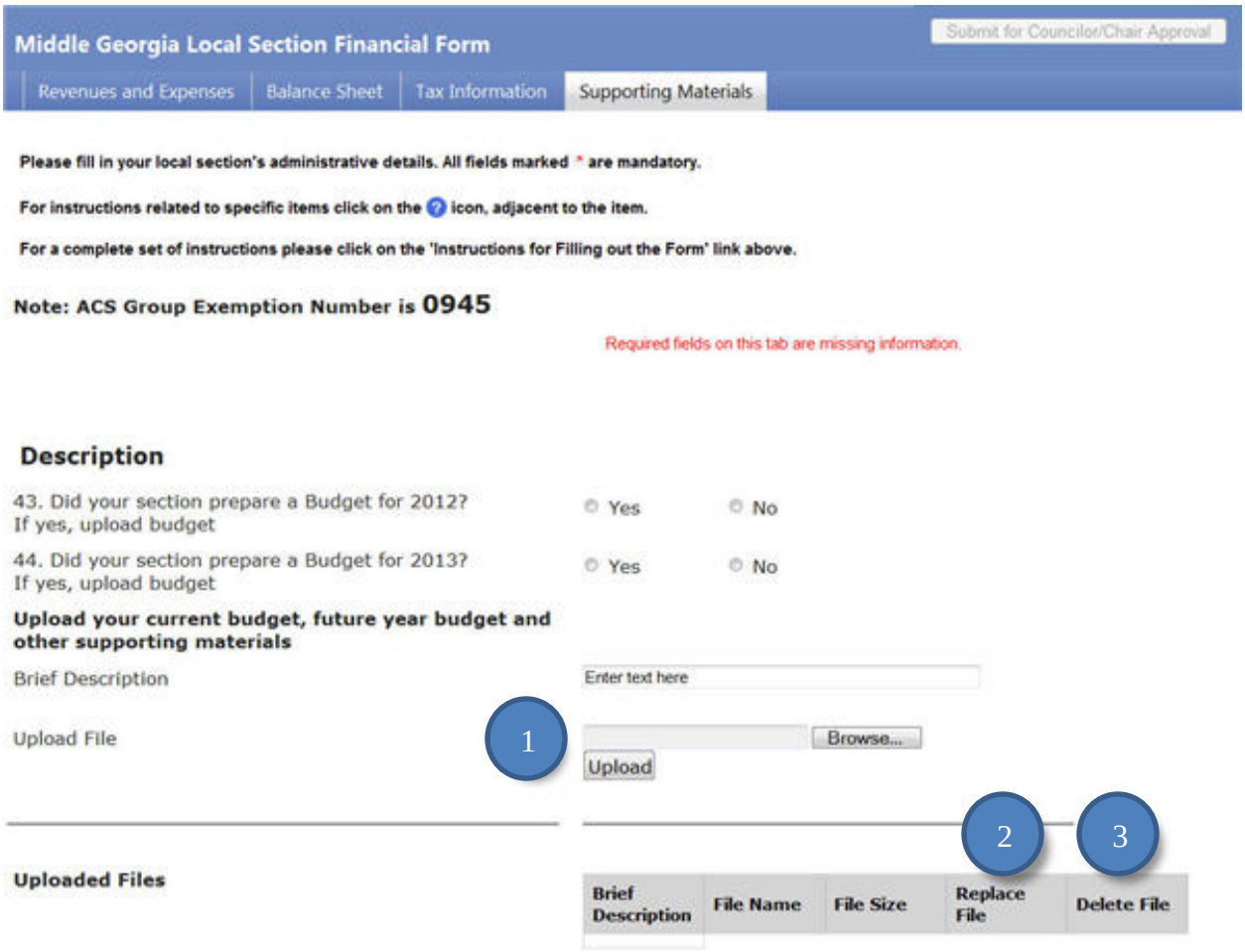
	22 in Revenues and Expenses tab)	
35	Explain the difference between lines 33 and 34	The difference could be explained by unrealized capital gains (losses) on investments

Tax Information Tab



36	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
37	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
38	Which form 990 did your local section file with the IRS for tax year 2009	Choose form 990-N, 990-EZ, or 991
39	What is your local section's Employment Identification Number (EIN)?	
40	Does your organization want to continue to be included under the umbrella of the American Chemical Society's group Exemption Letter?	

Supporting Materials Tab



41 Did your section prepare a Budget for 2014?

42 Did your section prepare a budget for 2015?

43 After the submission of its Annual Report, each local section must request its ann box) The local section requests their annual allotment.

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

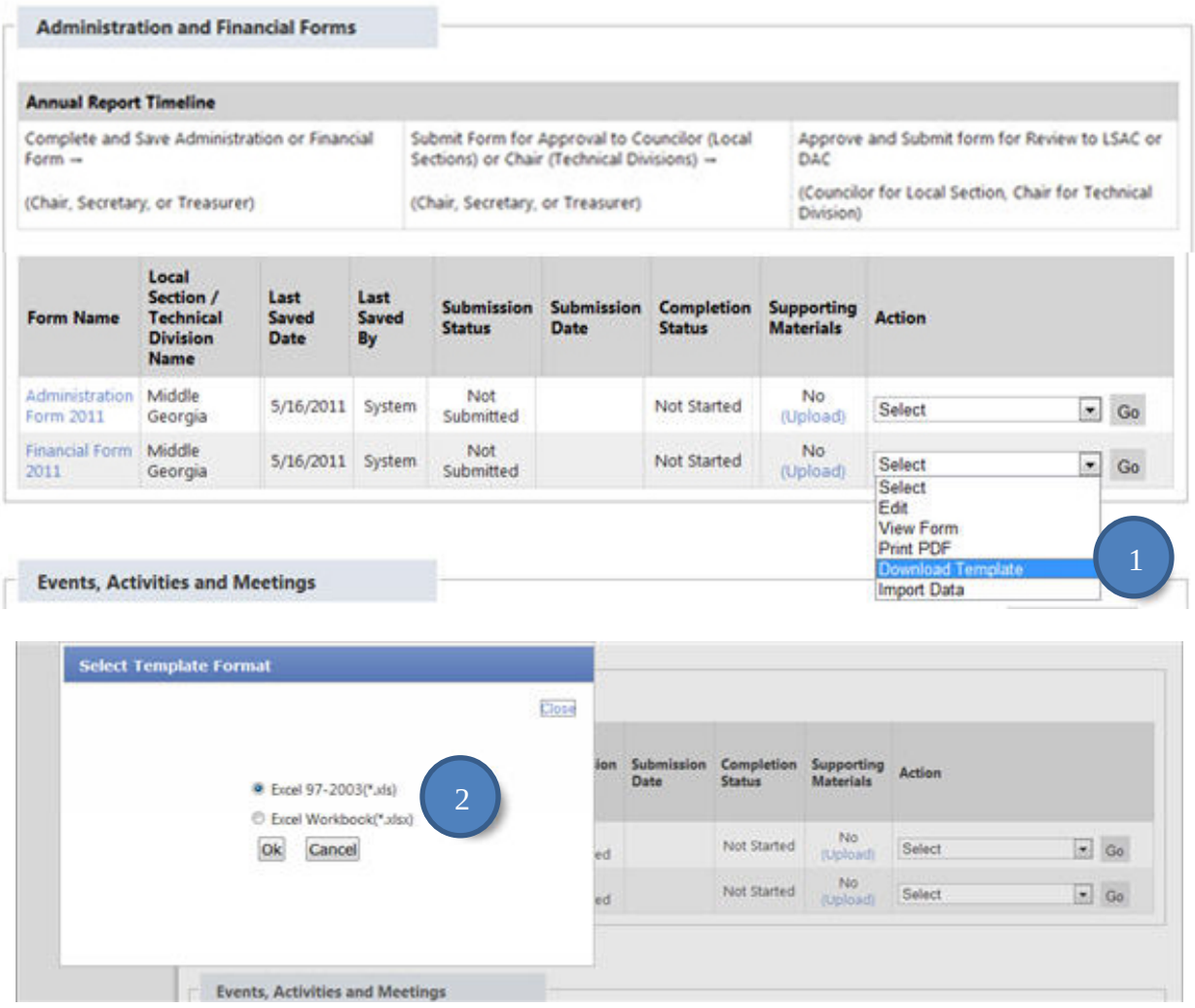
2. **Replace File**

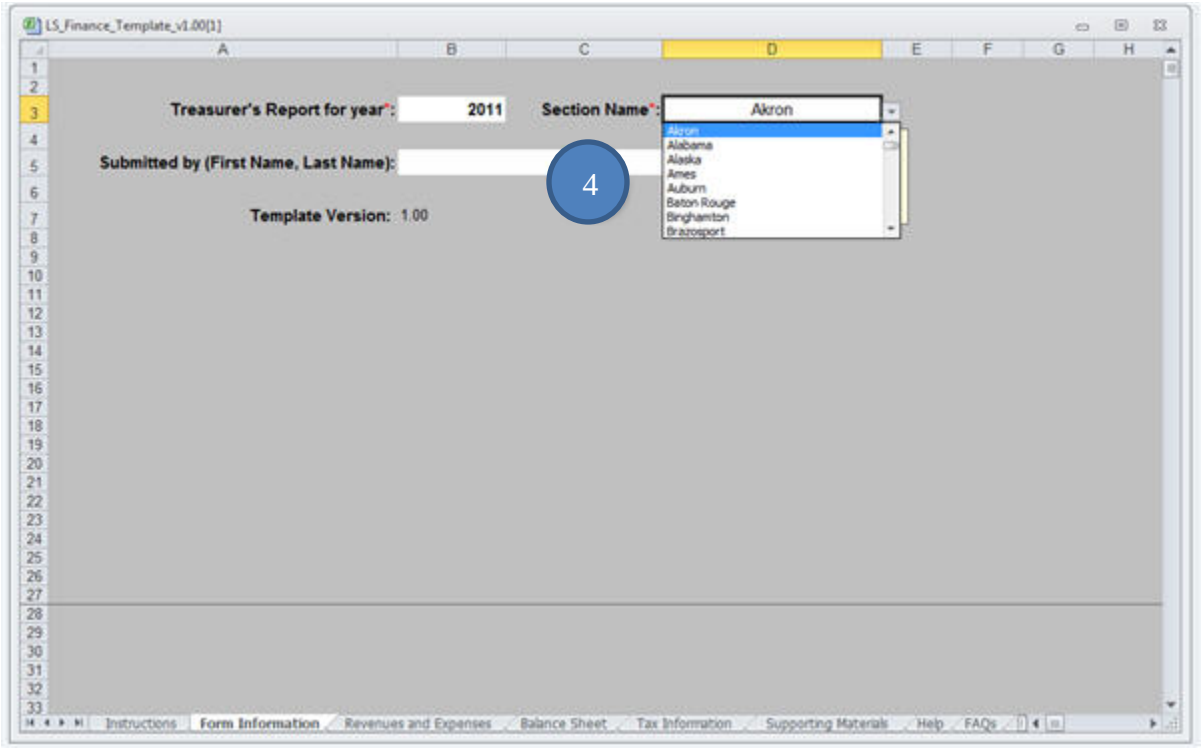
a. Click the icon in the Replace File column for the file you want to replace.
b. The Brief Description of the file from the table populates the Brief Description field above.
c. Click the Browse button.
d. Choose the file name and click the Open button.
e. Click the Upload button

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.

Importing Financial Form Data Using a Template

As an alternative to entering your financial information directly into FORMS you can complete the information on a provided Excel Template and upload the data into FORMS.





Administration and Financial Forms

Annual Report Timeline

Complete and Save Administration or Financial Form → (Chair, Secretary, or Treasurer)	Submit Form for Approval to Councilor (Local Sections) or Chair (Technical Divisions) → (Chair, Secretary, or Treasurer)	Approve and Submit form for Review to LSAC or DAC (Councilor for Local Section, Chair for Technical Division)

Form Name	Local Section / Technical Division Name	Last Saved Date	Last Saved By	Submission Status	Submission Date	Completion Status	Supporting Materials	Action
Administration Form 2011	Middle Georgia	5/16/2011	System	Not Submitted		Not Started	No (Upload)	Select Go
Financial Form 2011	Middle Georgia	5/16/2011	System	Not Submitted		Not Started	No (Upload)	Select Go

Select
Edit
View Form
Print PDF
Download Template
Import Data

6

Events, Activities and Meetings

1. Select Download Template from the Action drop-down menu next to the Financial Form and click Go.
2. Choose a version of the template compatible with your software.
3. Open or save the document.
4. Complete the information on the Form Information worksheet of the excel document, including selecting your local section name from the Section Name dropdown menu.
5. Complete the template with your local section's financial information.
6. Select Import Data from the Action drop-down menu next to the Financial Form and click Go.
7. Import the file.
    a. Click the Browse button and locate the file on your computer
    b. Choose the file name and click the Open button
    c. Click the Import button
8. Errors are listed in the Error Log and can be downloaded by clicking the Download button.

User Tips

- You can change the file name of the template.
- Instructions, Help and FAQs about the template are available within the template.
- Download a new template for each year. Previous versions will not be compatible for upload.
- Uploaded data from the template will overwrite data in FORMS.

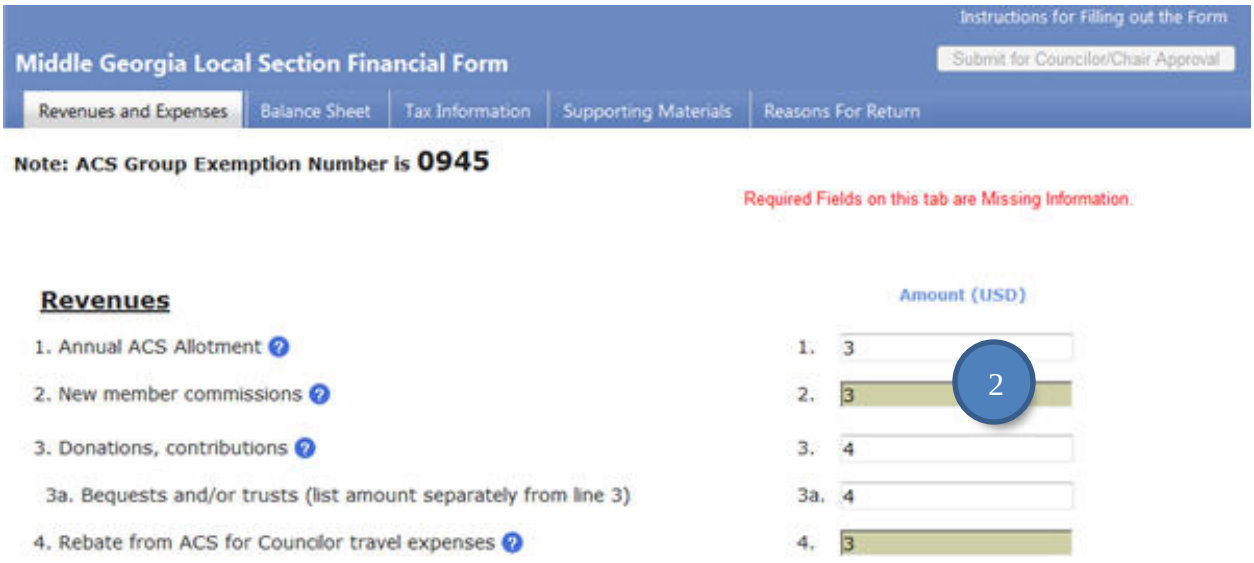
Submitting Form for Approval

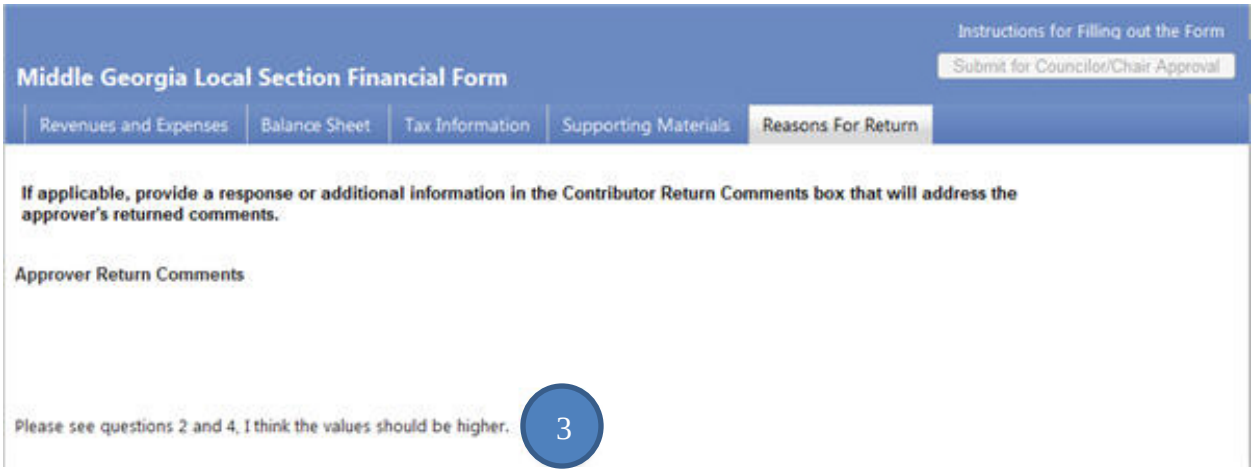
This action alerts your local section councilor the form is ready for their approval.

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.

Responding to a Returned Form

The local section councilor may return the form you submitted if they need further clarification or have made changes.

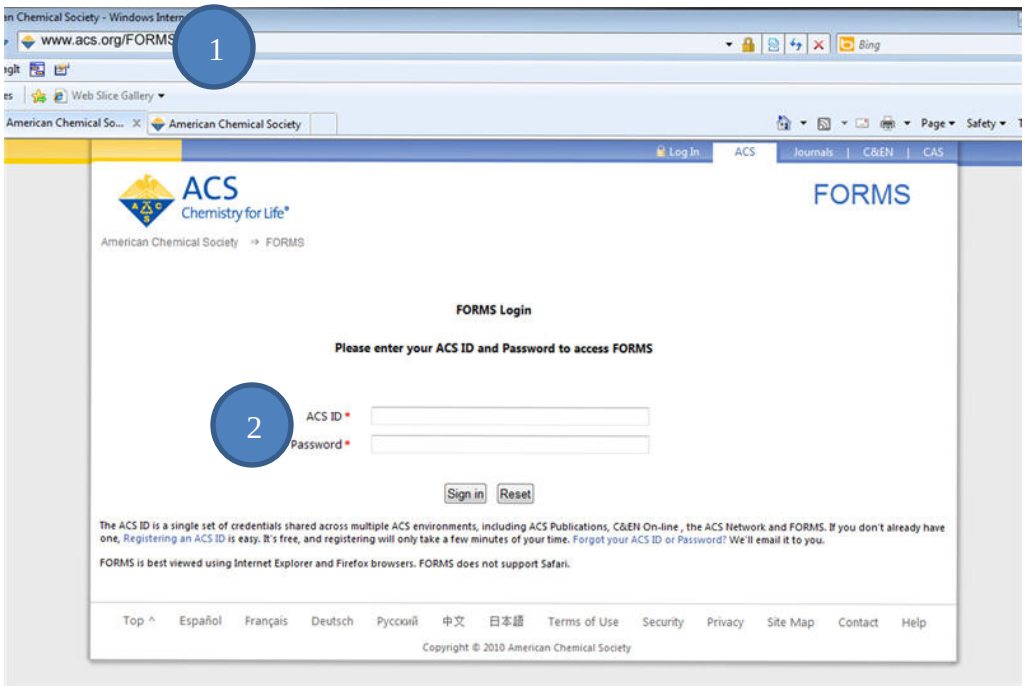


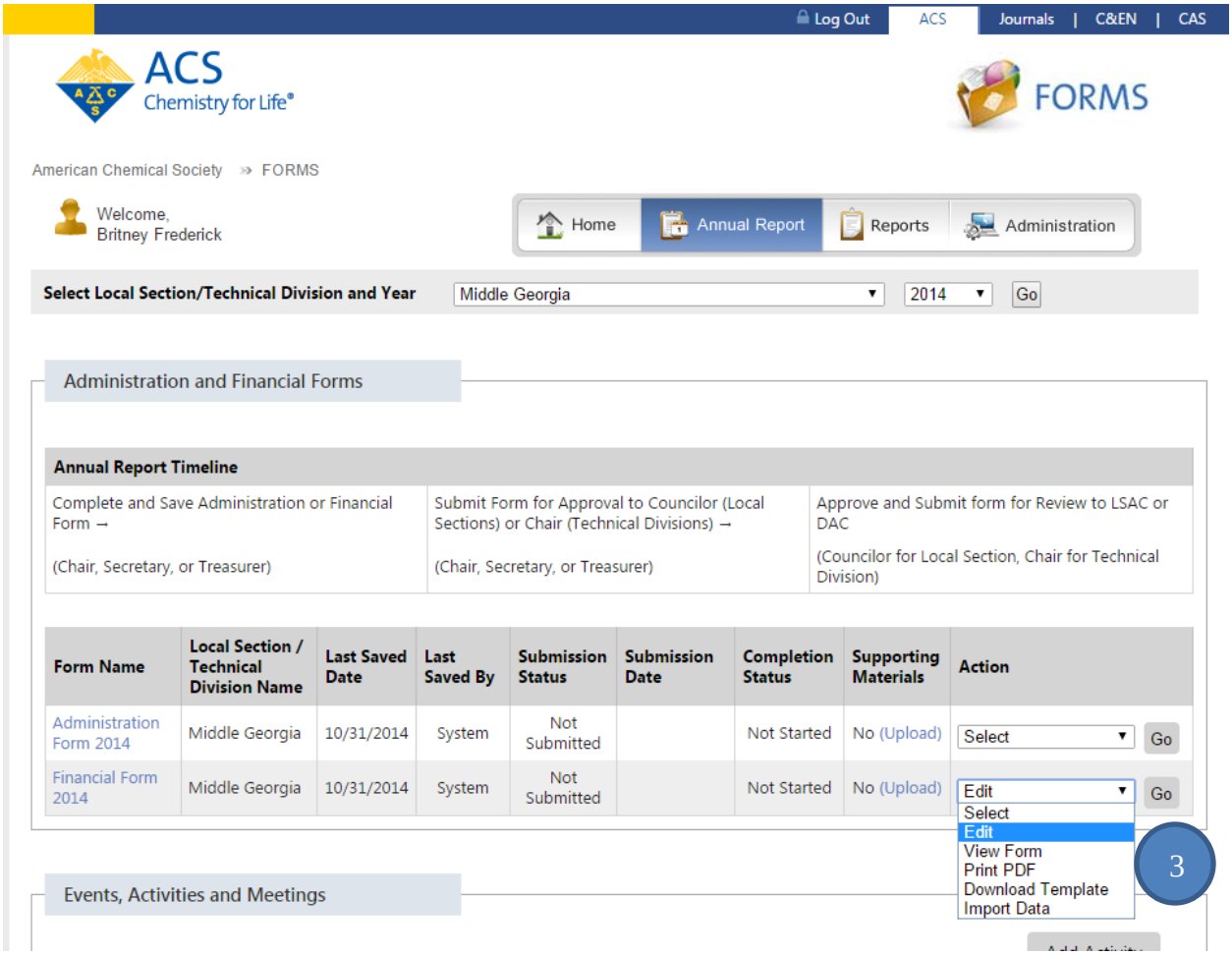


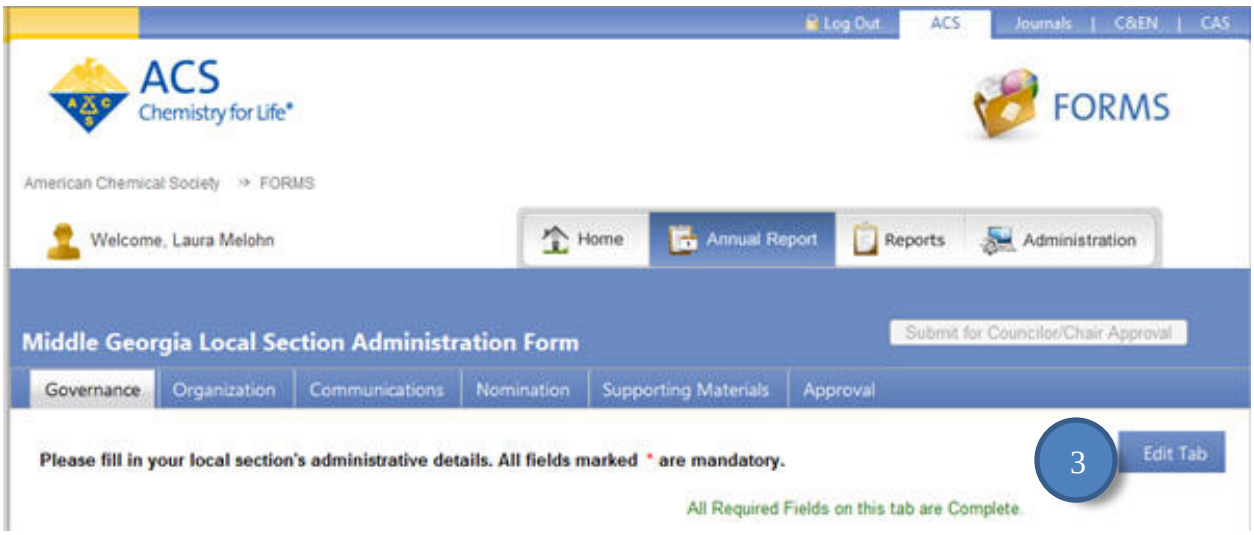
1. The councilor will inform you they have returned the form.
2. Questions that are changed, or need further clarification will be highlighted in the form.
3. More information may be available on the Reasons for Return Tab about why the form was returned.
4. Make changes or review information.
5. Add comments to the Reason for Return Tab under Contributor Comments.
6. Save all tabs and resubmit the form.

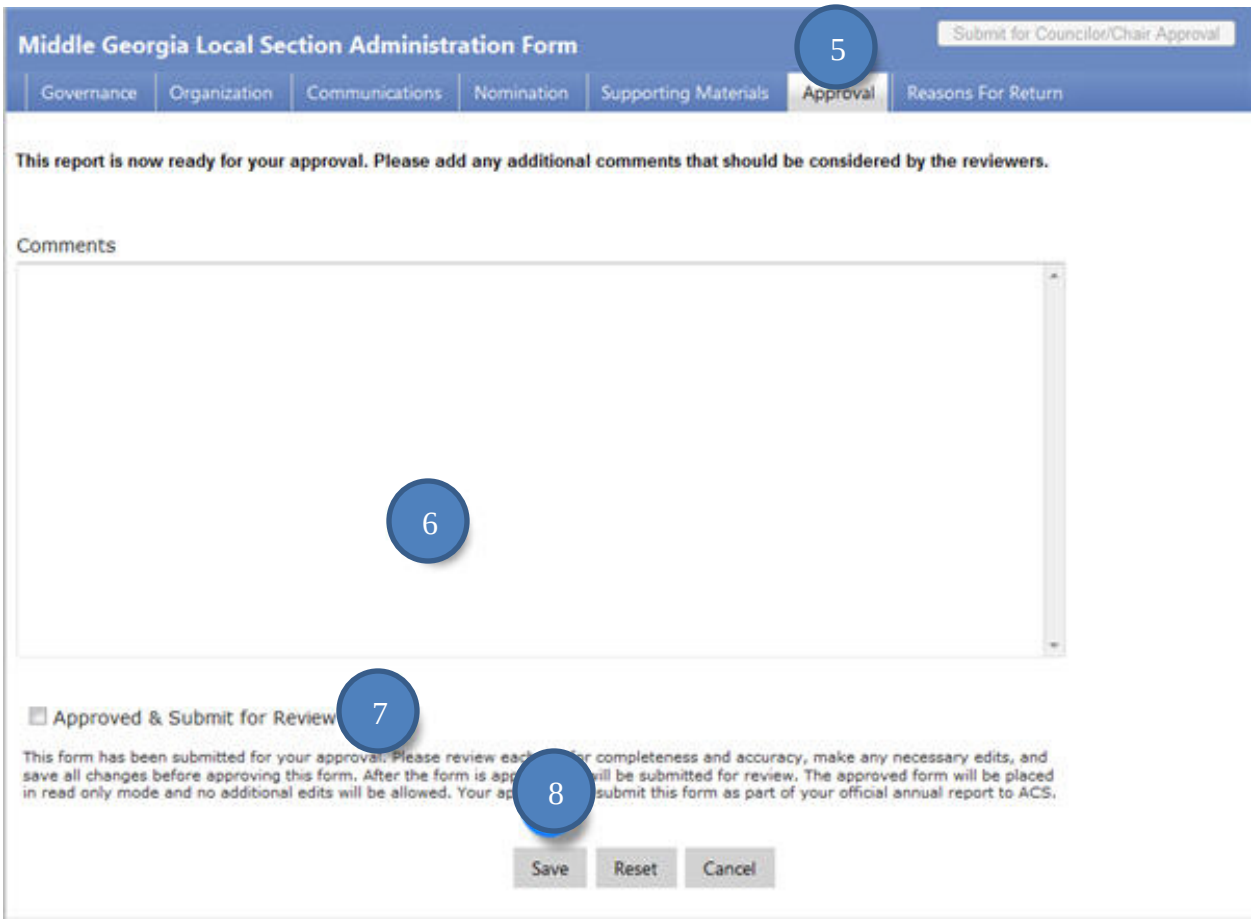
Approving Administration and Financial Forms

The local section councilor reviews and approves the form for their local section. This action indicates the form is ready for review by LSAC.




Log Out
ACS
Journals | C&EN | CAS
ACS Chemistry for Life®
FORMS
American Chemical Society » FORMS
Welcome, Britney Frederick
Home
Annual Report
Reports
Administration
Select Local Section/Technical Division and Year
Middle Georgia
2014
Go
Administration and Financial Forms
Annual Report Timeline
Complete and Save Administration or Financial Form →
(Chair, Secretary, or Treasurer)
Submit Form for Approval to Councilor (Local Sections) or Chair (Technical Divisions) →
(Chair, Secretary, or Treasurer)
Approve and Submit form for Review to LSAC or DAC
(Councilor for Local Section, Chair for Technical Division)
Form Name
Local Section / Technical Division Name
Last Saved Date
Last Saved By
Submission Status
Submission Date
Completion Status
Supporting Materials
Action
Administration Form 2014
Middle Georgia
10/31/2014
System
Not Submitted
Not Started
No (Upload)
Select
Go
Financial Form 2014
Middle Georgia
10/31/2014
System
Not Submitted
Not Started
No (Upload)
Edit
Go
Select
Edit
View Form
Print PDF
Download Template
Import Data
3
Events, Activities and Meetings


Log Out
ACS
Journals | C&EN | CAS
ACS Chemistry for Life®
FORMS
American Chemical Society » FORMS
Welcome, Laura Melohn
Home
Annual Report
Reports
Administration
Middle Georgia Local Section Administration Form
Submit for Councilor/Chair Approval
Governance
Organization
Communications
Nomination
Supporting Materials
Approval
Please fill in your local section's administrative details. All fields marked * are mandatory.
3
Edit Tab
All Required Fields on this tab are Complete



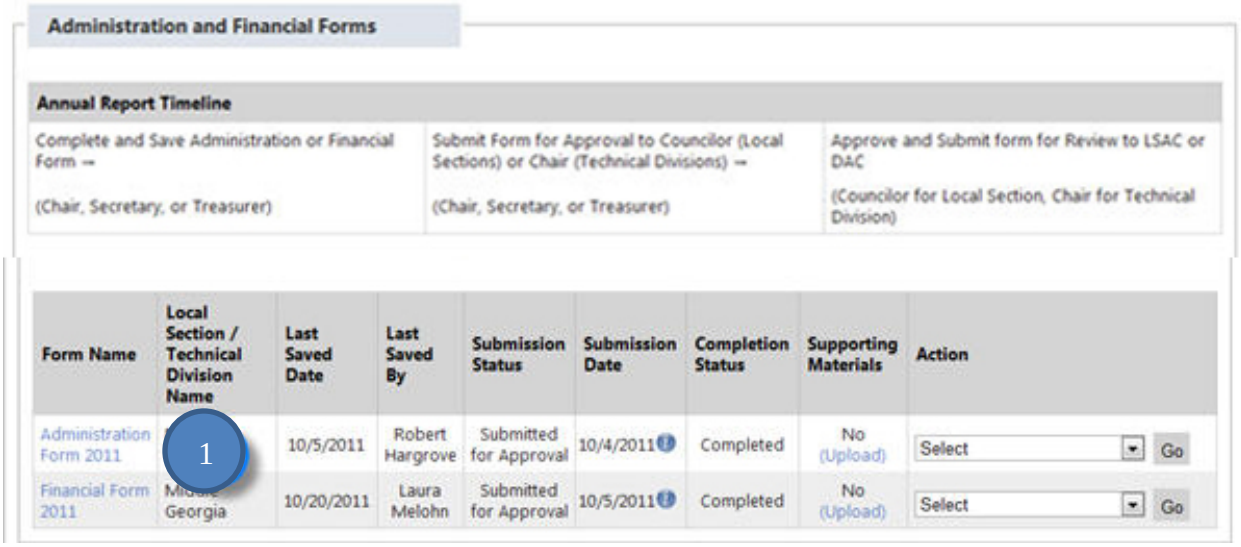
1. A councilor for the local section logs into FORMS at www.acs.org/FORMS
2. Log into FORMS at www.acs.org/FORMS and navigate to the Annual Report page by clicking the Annual Report tab.
3. Select Edit from the Action drop-down menu and click Go to edit the form, or click the hyperlink text name of the form and click the Edit Tab button.
4. Review form and make relevant changes
5. Click the approval tab.
6. Add comments in the text box on the page.
7. Complete the check box to approve the form and submit it for review by the Local Section Activities Committee.
8. Save the tab.

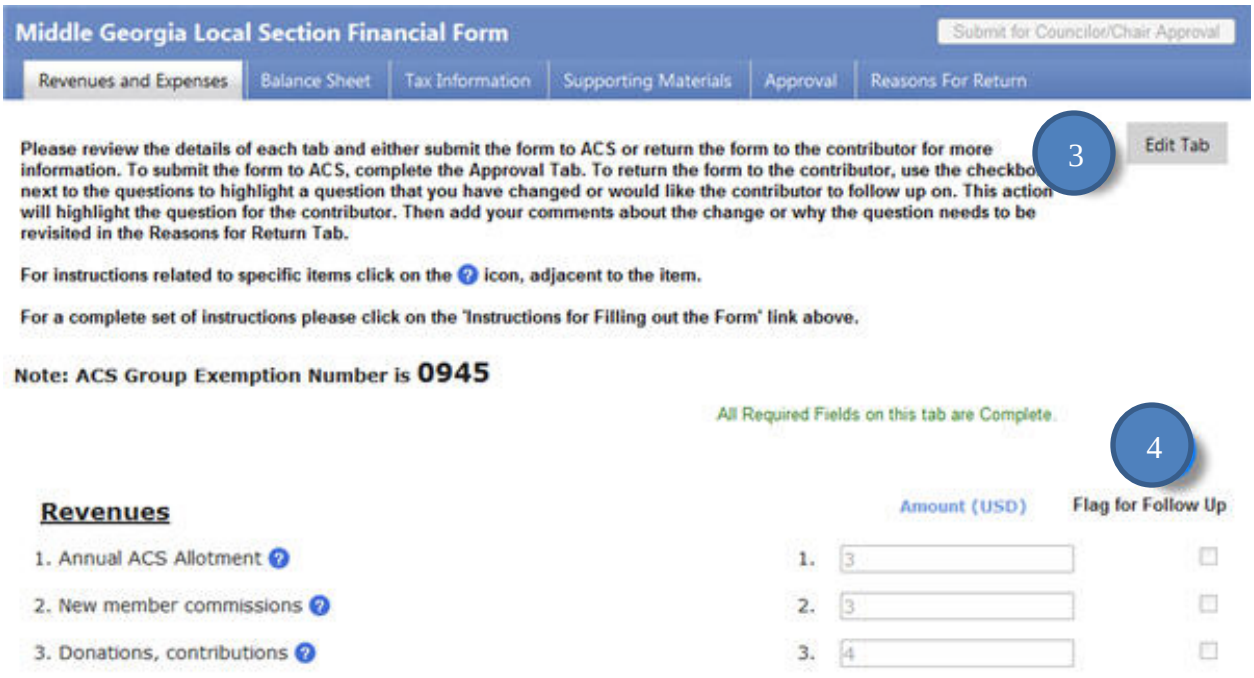
User Tips

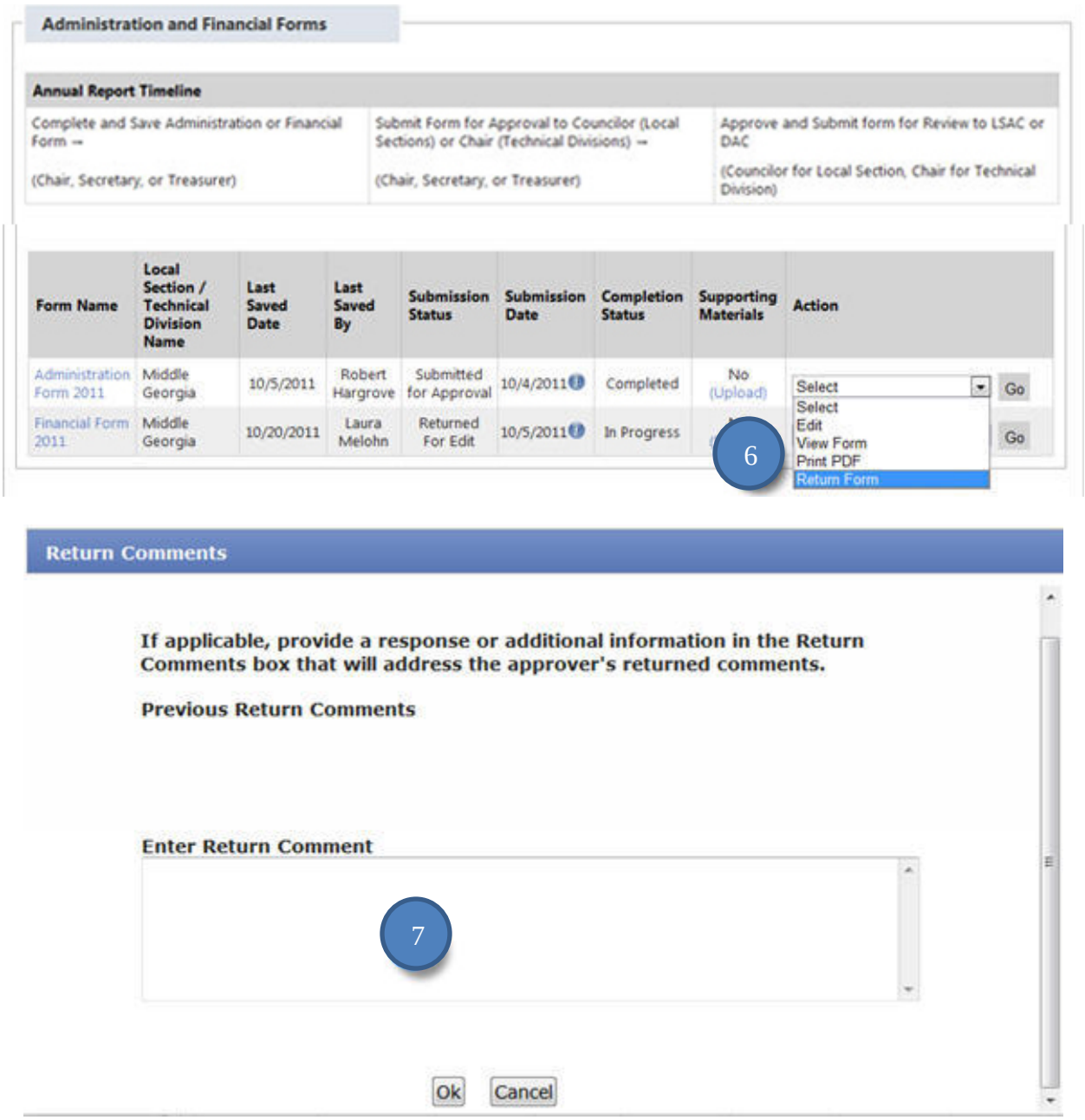
- Only the Administration and Financial Forms need to be approved.
- The forms must be submitted for approval before approval can be given for the form.
- Once the form is approved the table on the Annual Reports page states Submitted for Review in the Submission Status column.
- The approved form will be placed in read only mode and no additional edits will be allowed.

Returning an Administration or Financial Form

Councilors can return Administration and Financial Forms that have been submitted for approval if further clarification is needed or if a section needs to be corrected.







1. Click on the hyperlinked name of the form you want to review.
2. Complete review.
3. Select Edit from the Action drop-down menu and click Go to make changes to the tab.
4. Check the box next to the question to flag for follow up a specific question because you have made a change or have a question about the information.
5. Save the tab.
6. Select Return Form from the Action drop-down menu next to the form you want to return and click Go.

7. Enter any comments about the form and why you are returning it in the Enter Return Comments box.
8. Contact the officer who completed the form to let them know you have returned the form.

User Tips

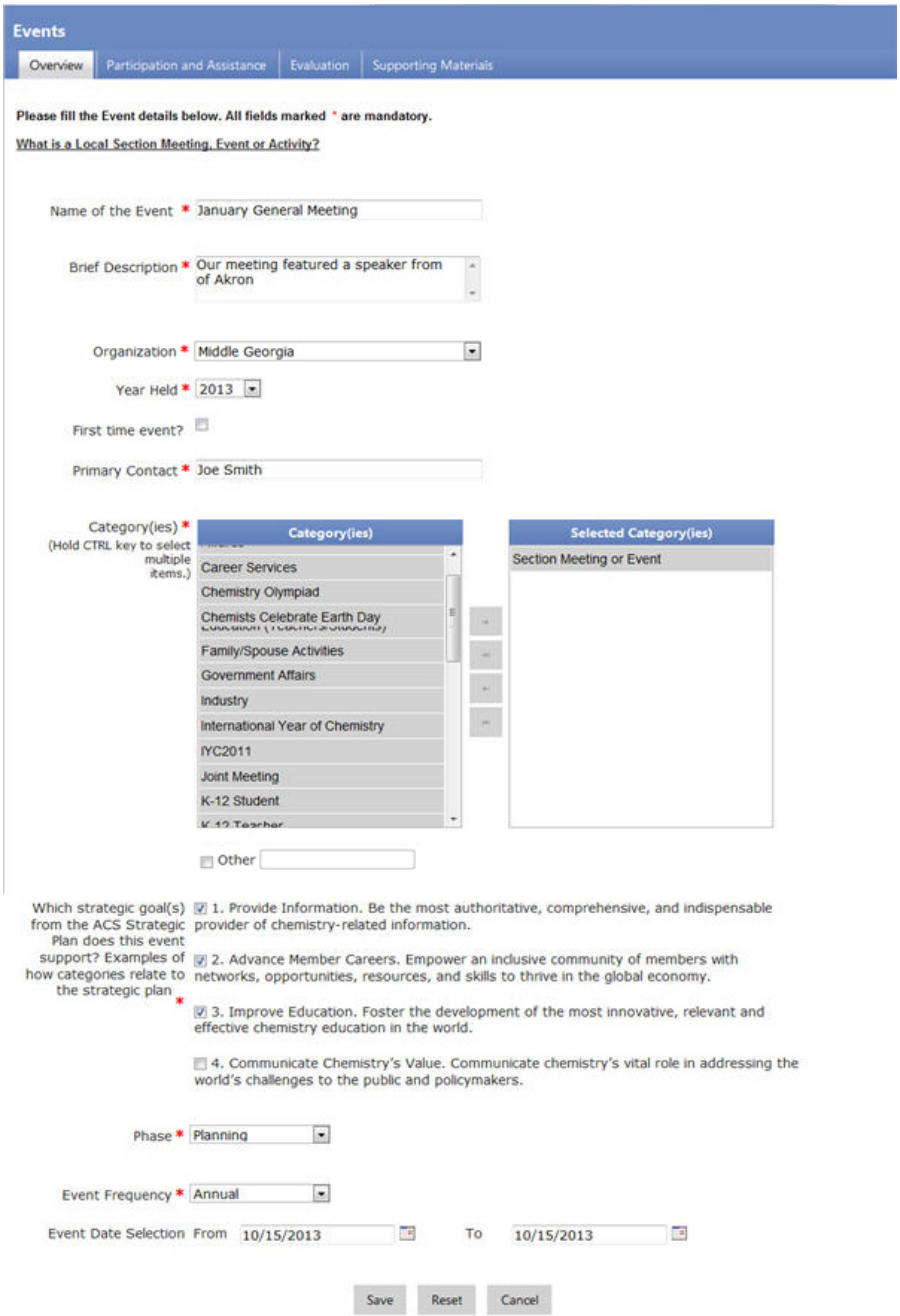
- The officer will make changes to the form and resubmit the form to you.
- Officer comments can be found on the Reasons for Return Tab.
- Return the form multiple times if needed.

Add Activity

Add an activity, event or meeting for your local section. The form can be used for events that have occurred, but it is also a great place to house information for an event you are planning. You and other officers can track the progress of the plan for the event and all information will be in one place.

Overview Tab

The Overview tab requests general information about the event.



Name of Event

Complete the text box with the name of the event in 80 characters or less.

Brief Description

Complete the text box with a brief description of the event 500 characters or less. Text can be cut and pasted from another document.

Organization

If you only have access to one division or local section it will be listed here, if you have access to more than one division or local section you will choose the correct one from the drop down list.

Year Held

Use the dropdown list to choose the year the event took place.

First time event?

Complete the check box if this is a first time event.

Primary Contact

Complete the text box with the name of the primary contact use commas and a space to separate multiple contacts in 80 characters or less.

Category(ies)

Choose up to 5 categories from the pick list by highlighting the category and clicking right facing arrow to move it to the list, multiple categories can be chosen using the control or shift keys ((Section) Governance, Awards, Career Services, Chemistry Olympiad, Communications, Chemists Celebrate Earth Day, Education (Teacher/Student), Family/Spouse Activities, Government Affairs, Industry, International Year of Chemistry, Joint Meeting, K-12 Student, K-12 Teacher, Minority Affairs, MPPG (thematic program), National Chemistry Week, National Lab Day, National Meeting, Professional/Leadership Development, Programming Outside of the National Meeting, Project SEED, Public Outreach, Regional Meeting, Science Cafes, Science Fairs & Festivals, Section Meeting or Event, Senior Chemists, Social/ Networking, Student Member, Supporting Activities, Symposium, Women Chemists, Younger Chemists, Member Survey, and Other (if chosen complete text box with other event categories)).

Which strategic goal(s) from the ACS Strategic Plan does this event support?

Examples of how categories relate to the strategic plan (check all that apply)

Check all appropriate boxes (1. Provide Information. Be the most authoritative, comprehensive, and indispensable provider of chemistry-related information; 2. Advance Member Causes. Empower an inclusive community of members with networks, opportunities, resources, and skills to thrive in the global economy; 3. Improve Education. Foster the development of the most innovative, relevant and effective chemistry education in the world; 4. Communicate Chemistry's Value. Communicate chemistry's vital role in addressing the world's challenges to the public and policymakers.

Event Phase

Use the dropdown list to choose the phase (Planning, Completed, Canceled). If an event is canceled a text box appears for you to detail the reason the event was canceled. The option to reactivate the canceled event is offered by completing the check box next to the reactivate canceled event check box.

Event Frequency

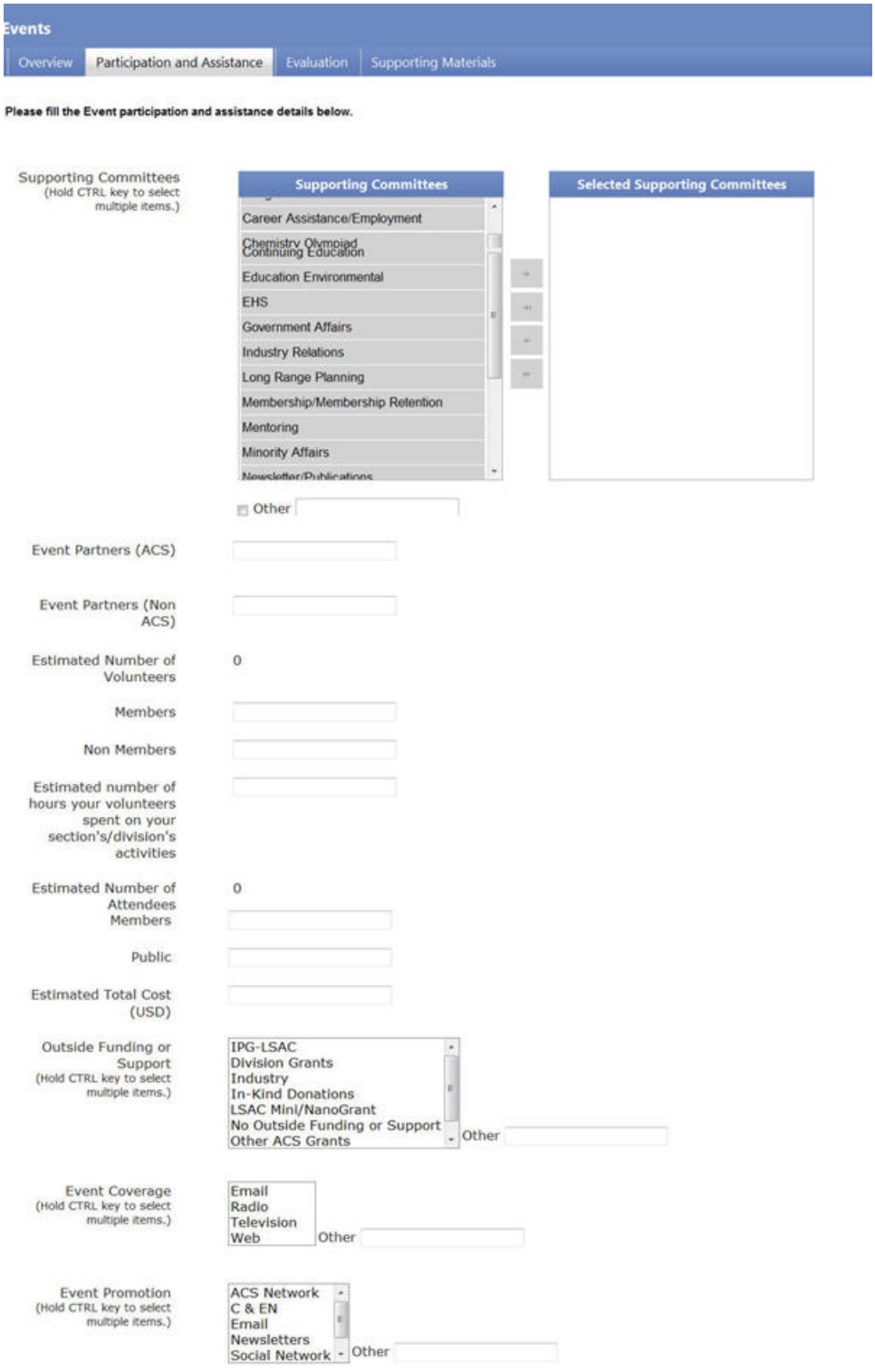
Use the dropdown list to choose the frequency of the event (Annual, Bi-Monthly, Monthly, One time, Quarterly, or Other (if chosen complete text box with other event frequencies)).

Event Date Selection

Available for annual and one time event only; Enter start and end dates using the date picker on the right (click the icon next to the text box and select specific date), or enter the date in the format MM-DD-YYYY (two digit month, two digit date, and four digit year).

Participation and Assistance Tab

The Participation and Assistance tab requests information about who was involved in the event and who attended the event.



Supporting Committees

Choose all appropriate local section or division committees from the pick list by highlighting the category and clicking right facing arrow to move it to the list, multiple categories can be chosen using the control or shift keys (Awards, Budget/Finance, Career Assistance/Employment, Chemistry Olympiad, Community Activities, Continuing Education, Education Environmental, EHS, Government Affairs, Industry Relations, Long Range Planning, Membership/Membership Retention, Mentoring, Minority Affairs, Newsletter/Publications, Nominations, Professional Relations, Project SEED, Public Relations, Senior Chemists, Women Chemists, Younger Chemists, and Other (if chosen complete text box with outside funding or support not found in the list)).

Event Partners (ACS)

Complete the text box by listing ACS event partners for the event using commas and a space to separate multiple entries.

Event Partners (Non ACS)

Complete the text box by listing non ACS event partners for the event using commas and a space to separate multiple entries.

Estimated Number of Volunteers

Members

Complete the field with the numerical value.

Non Members

Complete the field with the numerical value.

Estimated number of hours your volunteers spent on your section's/division's activities.

Complete the field with the numerical value.

Estimated Number of Attendees

Members

Complete the field with the numerical value.

Public

Complete the field with the numerical value.

Estimated Total Cost (USD)

Complete the field with the numerical value using numbers only to complete the field, (i.e. 500, 10, 1000, etc).

Outside Funding or Support

Choose outside funding or support sources from the list, multiple sources can be chosen using the shift and control keys (IPG LSAC, IPG DAC, Division Grant, Industry, In-Kind Donations, LSAC Mini/NanoGrant, No Outside Funding or Support, Other ACS Grants, or Other (if chosen complete text box with outside funding or support not found in the list)).

Event Coverage

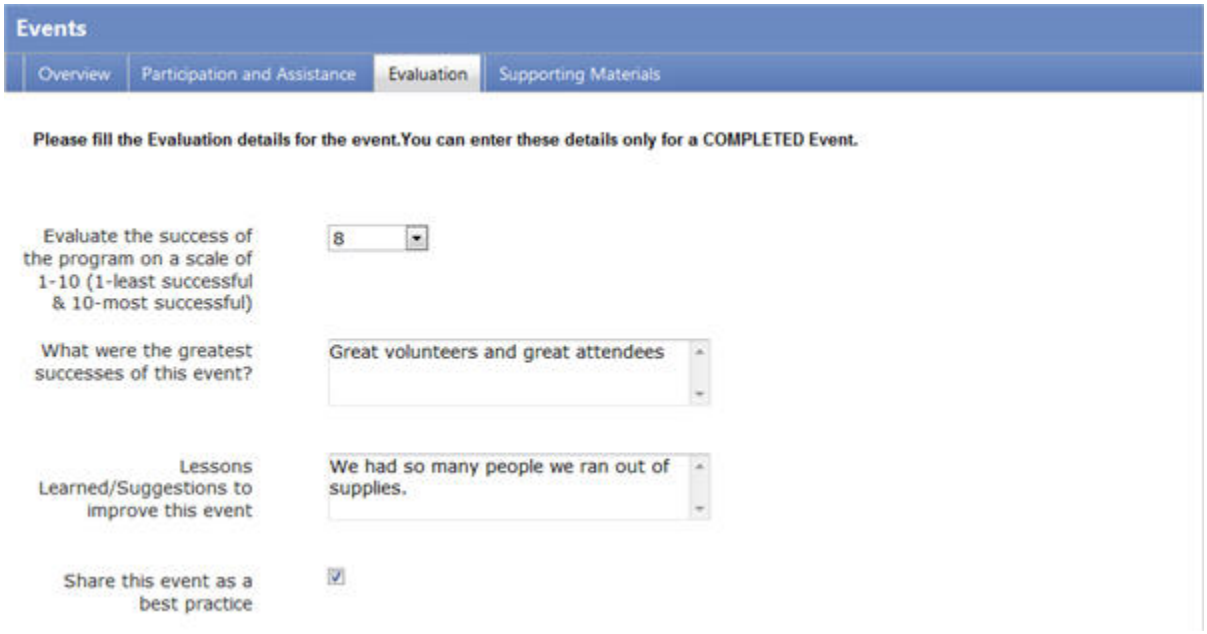
Choose event coverage types from the list, multiple sources can be chosen using the shift and control keys (Email, Radio, Television, Web, Other (if chosen complete text box with event coverage not found in the list)

Event Promotion

Choose Event Promotion types from the list, multiple sources can be chosen using the shift and control keys (ACS Network, C&EN, Email, Newsletters, Social Network, Website, Other (if chosen complete text box with event promotion found in the list)).

Evaluation Tab

The Evaluation tab requests information related to how the event went. Note: This tab is only available for events that are completed (marked as completed in the dropdown list in the Overview Tab).



Evaluate the success of the program on a scale 1-10 (1-least successful & 10-most successful)

Use the dropdown list to choose the success of the program.

What were the greatest successes of this event?

Complete the text box with an overview of the successes of the program in 500 characters or less.

Lessons Learned/Suggestions to improve this event

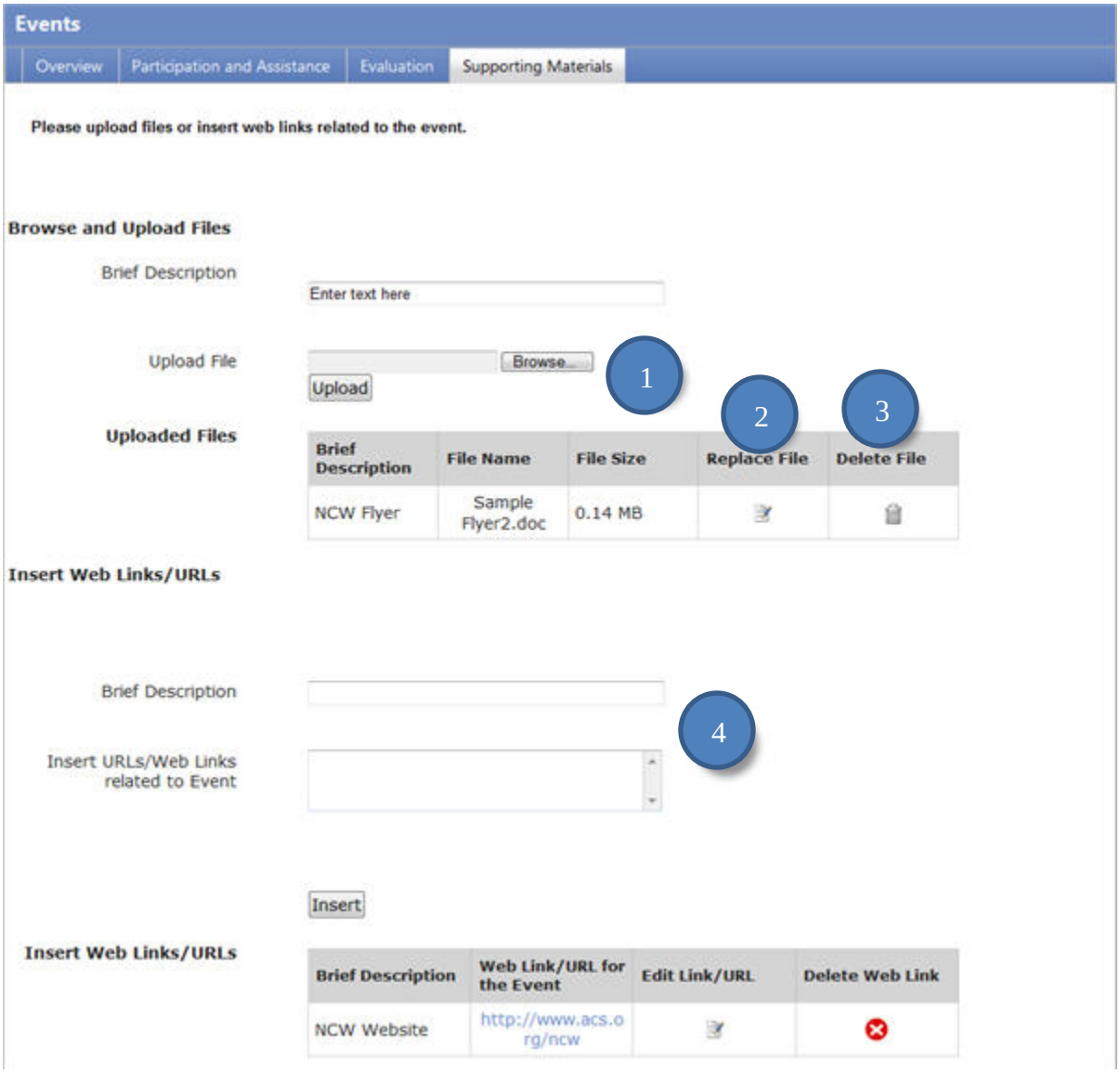
Complete the text box with an overview of the lessons learned/suggestions for this event in 500 characters or less.

Share this event as a best practice

Complete the check box if the event to share as a best practice.

Supporting Materials Tab

Add files related to the administration form to this tab. FORMS accepts jpg, png, gif, doc, docx, xls, xlsx, ppt, pdf, pptx, jpeg, and zip for upload.



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. **Replace File**
    a. Click the icon in the Replace File column for the file you want to replace.
    b. The Brief Description of the file from the table populates the Brief Description field above.

c. Click the Browse button.
d. Choose the file name and click the Open button.
e. Click the Upload button

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.

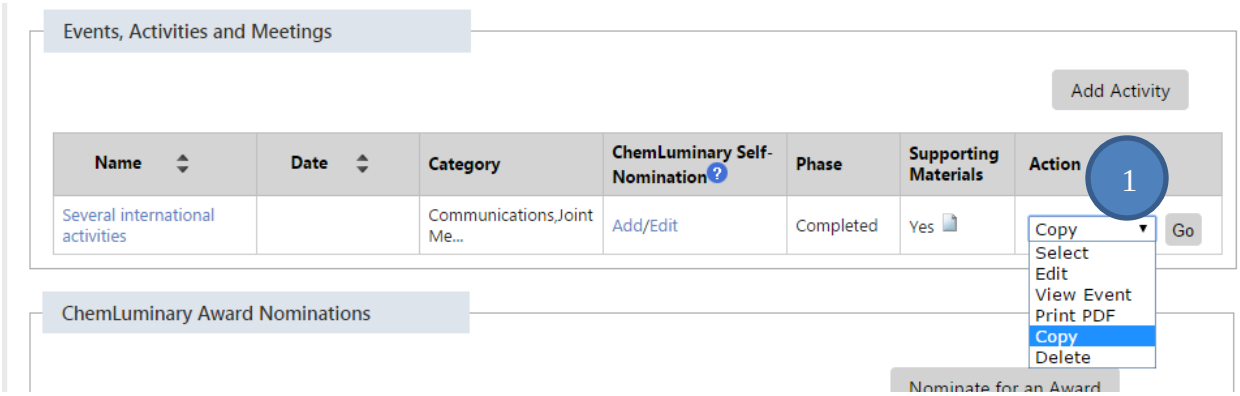
4. **Insert Web Link/URLs**
    a. Complete a brief description of the URL
    b. Type in or copy and paste the web link/URL
    c. Click the Insert button
    d. Edit the Web Link/URL edited by clicking the icon in the Edit Link/URL column
    e. The Web Link/URL can be deleted by clicking the icon in the Delete Web Link column

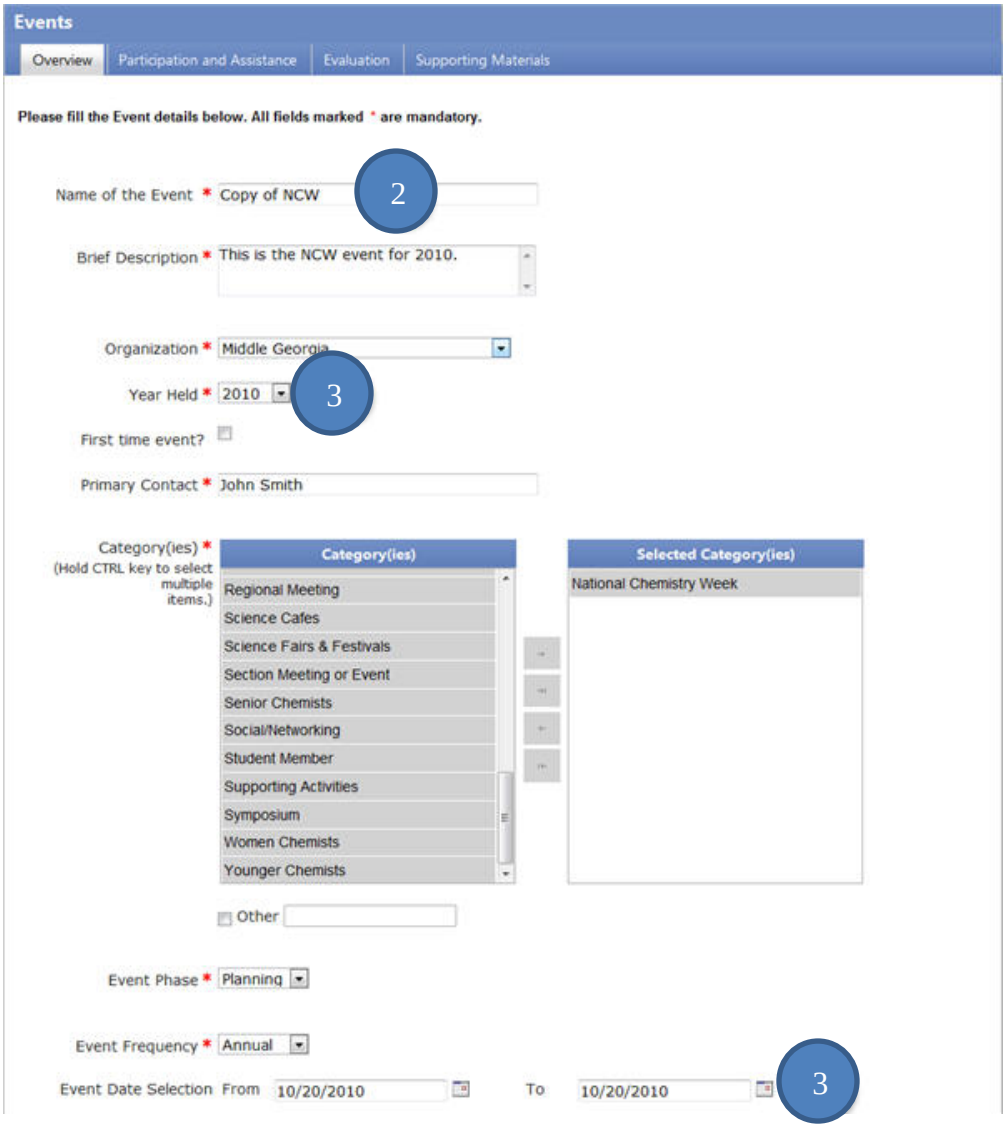
User Tips

- The file can be viewed by clicking the file name
- Files can also be uploaded from the Annual Reports page by clicking the upload hyperlink under supporting materials in the Forms table.

Copying an Event

This feature can be used to easily make your monthly meetings separate events or to copy an event you hold each year. Copying events also reduces the amount of time you need to spend entering events for your local section.





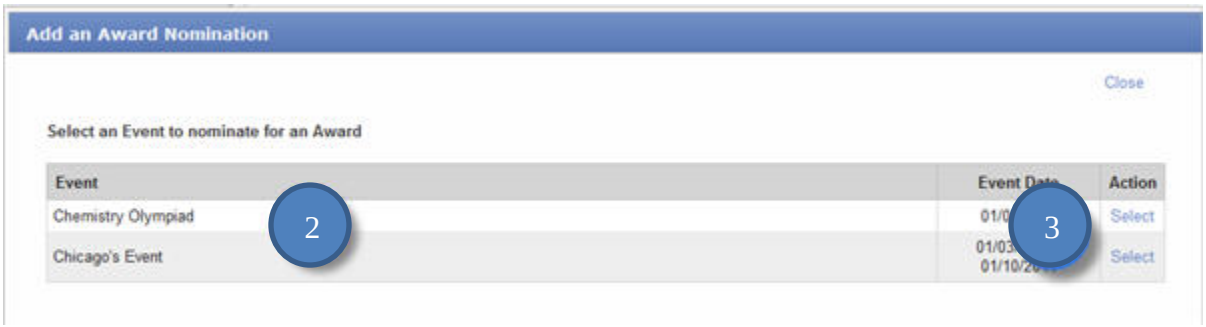
1. Select Copy from the Action drop-down menu next to the event you intend to copy and click Go.
2. Update the title to reflect the new event.
3. Update or delete any other information that is not related to your new event.
4. Complete the event information by following the directions in the Add Activity section of the user guide.

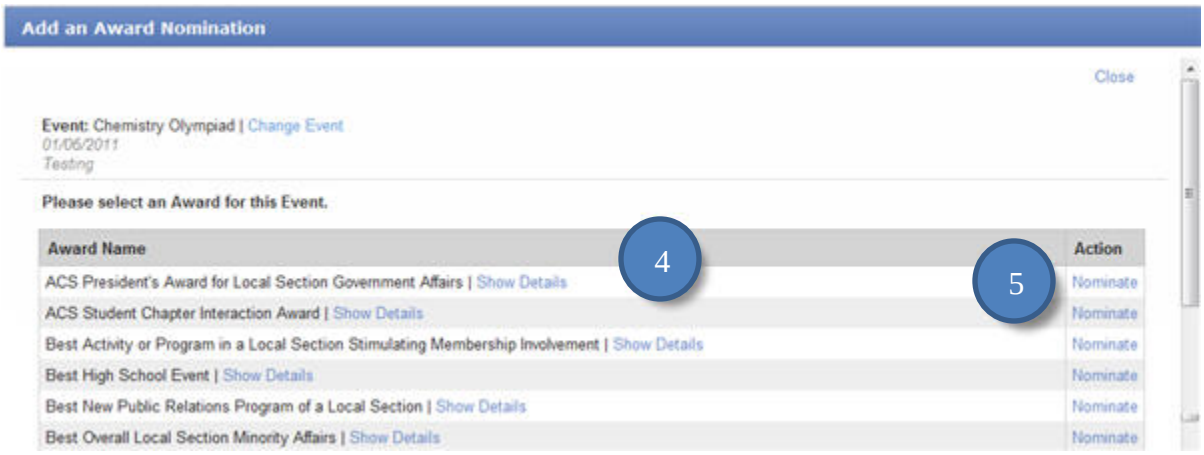
User Tips

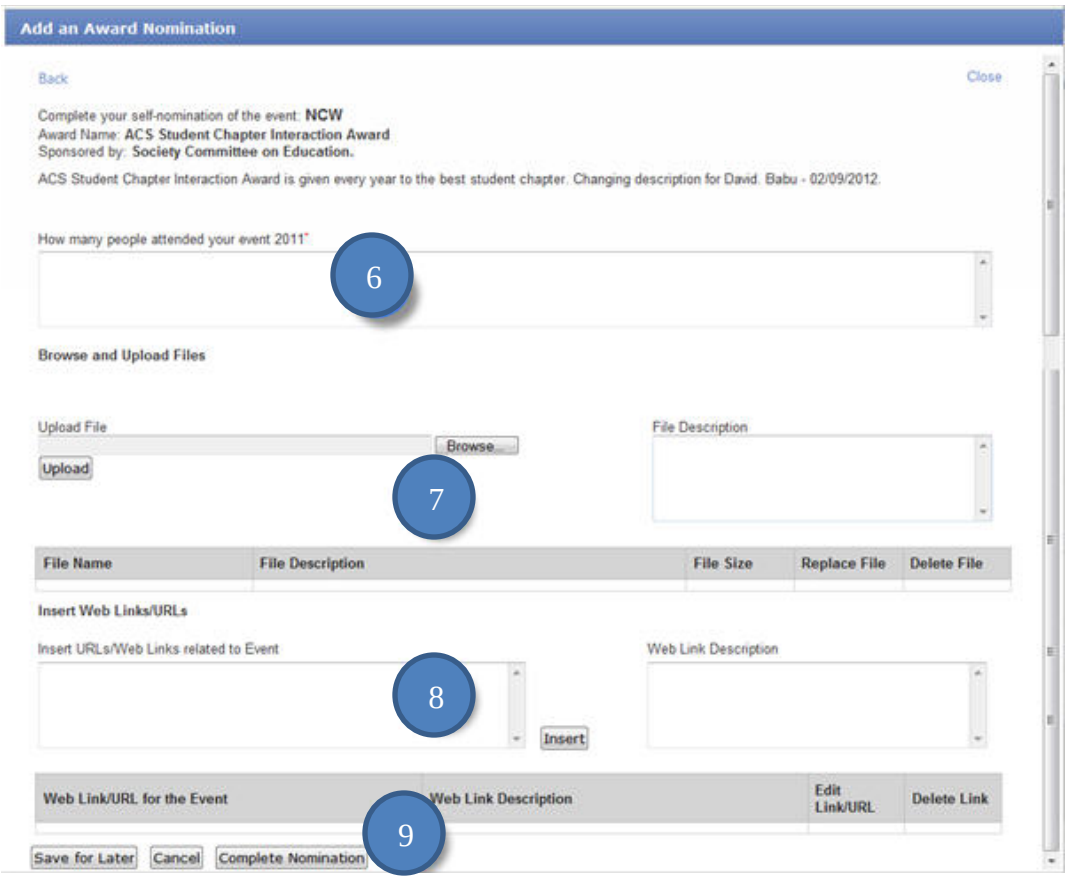
- Information on the Overview and Participation and Assistance Tabs is copied.
- A single event can be copied many times.

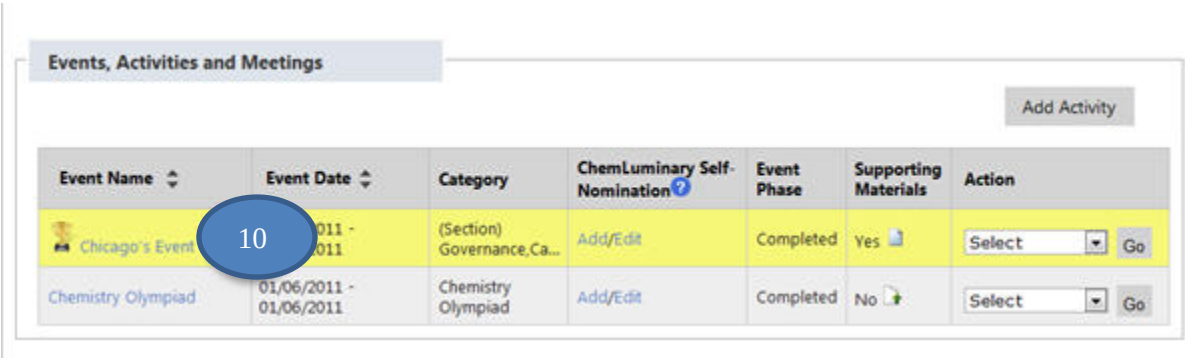
Self-Nominating for a ChemLuminary Award

The ChemLuminary Awards honor and recognize ACS members and volunteers for their tremendous efforts on behalf of the Society. You can self-nominate any completed local section event.









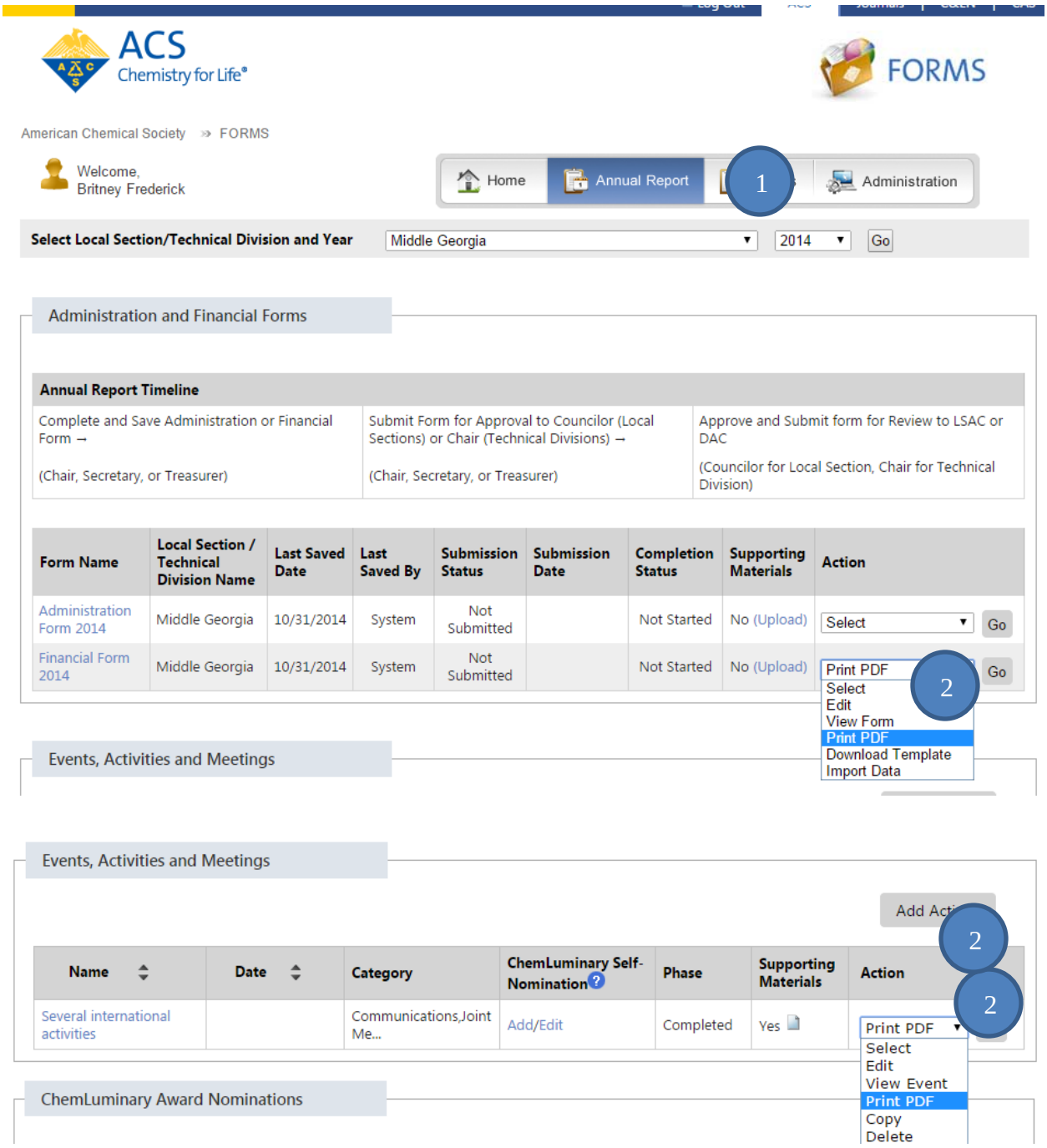
1. **To self-nominate for a ChemLuminary:** on the Annual Report page, click Nominate for an Award button and complete the nomination.
2. Completed events are listed in the table.
3. Click the Select link in the action column for the event you want to self-nominate.
4. Click Show Details for more information about the awards. Included information is the name, sponsor, award description and any questions specific to the award.
5. Click Nominate in the Action column to nominate your event for an award.
6. Answer questions for the award.
7. Add up to 5 files related to the event.
8. Add URLs associated with the event.
9. Click Save for Later, or Complete Nomination Buttons to save the information.

10. Winning Events will be highlighted in FORMS after the ChemLuminary Ceremony.
11. **To edit a nomination:** on the Annual Report page, click the Edit link on the ChemLuminary table.
12. **To withdraw a nomination:** on the Annual Report page, click the Edit link on the ChemLuminary table and click on Withdraw Nomination button in window.

User Tips

- Each award has more information on the Show Details link. You can review them to confirm your event meets the award criteria.
- Committees have defined rules about how many events can be self-nominated for an award or committee. See the details associated with each award for more information.
- Only completed events are eligible for ChemLuminary Awards.

Creating a PDF of your Forms and Events that you can Print, Save, or Email



1. Navigate to the Annual Report page by clicking the Annual Report tab.
2. Select Print PDF from the Action drop-down menu and click Go for Administration, Financial, or Event Forms.
3. This will generate a PDF.
4. The PDF can be saved, printed, emailed or posted to your website.

Combining PDFs

PDFs of can be combined using Adobe Acrobat Professional. If you do not have Adobe Acrobat Professional or need further assistance; please email forms@acs.org and staff will assist you.

1. Save PDFs to your computer by clicking the View as PDF icon next to the items you want to include in your combined PDF and click the Save File radio button.
2. Choose File > Combine Files, or click the Combine Files on the Tasks toolbar.
3. The Combine Files wizard loads. In this wizard you can:
    a. Add individual files by clicking the Add Files Button, navigate as needed, select the files, and click Add Files.
    b. Add files in a specific location, click Add Folders button, navigate to the needed folder, select it, and click OK. Repeat as needed.
4. You can:
    a. Rearrange the order of files on the list, select a file and drag it up or down the list. Or, select a file and click the Move Up button or the Move Down button
    b. Remove a file from the list, select the file name and click Remove.
5. Select an appropriate file size and conversion options (Smaller File Size, Default File Size, Larger File Size).
6. Click Next
7. To combine the files as sequential pages of a PDF, select Merge Files into a Single PDF.
8. Click Save, and select a name and location for the combined PDF.

Glossary

Check Box—A graphical user interface element that permits the user to make multiple selections from a number of options.
Contextual Help—A kind of online help that is obtained from a specific point in the program, providing help for the item within the program rather than having to search the help section of the program.
Date Picker—A control that allows a user to input date information in a graphical format.
Dropdown List—A list of options from which the user can select one using the arrow on to the right of the text box.
Hyperlink—A reference to a page that the reader can directly follow, or that is followed automatically.
Radio Button—A type of graphical user interface element that allows the user to choose only one of a predefined set of options.

Form 990-EZ, Return of Organization Exempt From Income Tax

Lines 1 - 9 Revenue

Line 1	**Contributions, gifts, grants, and similar amounts received**	**Enter the gross amounts of contributions, gifts, grants, and bequests that the organization received from individuals, trusts, corporations, estates, affiliates, foundations, public charities, and other exempt organizations, or raised by an outside professional fundraiser. Report the value of noncash contributions at the time of the donation.**

- Bequests and/or trusts
- Donations
- Innovative project funding
- Meeting awards
- Meeting grants
- New member commissions
- Non-meeting awards
- Non-meeting grants
- Other contributions
- Rebate from ACS for councilor travel

Line 2	**Program service revenue including government fees and contracts**	**Enter the total program service revenue (exempt function income). Program services are primarily those that form the basis of an organization's exemption from tax.**

- Income form self-sustaining activities
- Newsletters, short courses, lecture series
- National or regional meetings
- Conferences and workshops
- Symposia offered to members and nonmembers
- Publications

Line 3	**Membership dues and assessments**	**Dues and assessments received that compare reasonably with the benefits of membership.**

- Local section dues
- Affiliate dues
- Annual ACS allotment

Line 4	**Investment income**

- Interest on savings or temporary cash investments
- Dividends and Interest from securities
- Income from investments of tax-exempt bond proceeds

Lines 5a - 5c	**Gains or losses from sale of assets other than inventory**	**Report on line 5a all sales of securities and sales of all other types of investments (such as real estate, royalty interests, or partnership interests) as well as sales of all other non-inventory assets (such as program-related investments and fixed assets used by the organization in its related and unrelated activities).**
Line 5a	**Gross amount from sale of assets other than inventory**	
Line 5b	**(Less) cost or other basis and sales expenses**	
Line 5c	**Gain or (loss) from sale of assets other than inventory**	
Lines 6a - 6c	**Special events and activities**	**Enter the gross revenue, and net income (or loss) from all special events and activities, such as dinners, dances, carnivals, concerts, sports events, auctions, raffles, bingo games, other gaming activities, and door-to-door sales of merchandise. Special events and activities only incidentally accomplish an exempt purpose. Their sole or primary purpose is to raise funds to finance the organization's exempt activities. They do not include activities regularly carried on.**
Line 6a	**Gross revenue that does not include contributions reported on line 1**	
Line 6b	**Less: direct expenses other than fundraising expenses**	
Line 6c	**Net income or (loss) from special events and activities**	
	● Fundraising events ● Gaming activities	
Line 7a	**Gross sales of inventory, less returns and allowances**	**N/A**
Line 7b	**Less: cost of goods sold**	**N/A**
Line 7c	**Gross profit or (loss) from sales of inventory**	**N/A**
Line 8	**Other revenue**	**Enter the total income from all sources not covered by lines 1 through 7.**
	● Payments collected from meals and refreshments ● Miscellaneous revenue	
Line 9	**Total revenue**	**Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8.**