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.

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).
Revenues Tab

Revenues

1. Annual ACS Allotment *
   $111.34

2. New member commissions *
   $2

3. Donations, contributions *
   $1
   a. Begun as and/or trusts this amount separately from line 3 *
   $1

4. Refund from ACS for Councillor travel expenses *
   $2

5. ACS Awards or Grants received (e.g. RG) *
   $2

6. Program revenue (includes newsletters, short courses, lecture series, national or regional meetings, etc.) *
   $2

7. Local section dues, affiliate dues *
   $2

8. Interest, dividends *
   $2
Once completed, click ‘Save and Continue to Next Step’ marked 1.

<table>
<thead>
<tr>
<th>Line</th>
<th>Category</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annual ACS allotment</td>
<td>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)</td>
</tr>
<tr>
<td>2</td>
<td>New member commissions</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Donations, contributions</td>
<td>funds received from members, non members, and outside organizations for specific uses by, or general benefit of, the local section.</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3a</td>
<td>Bequests and/or trusts</td>
<td>funds received from members, non members, and outside organizations for specific uses by, or general benefit of, the local section</td>
</tr>
<tr>
<td>4</td>
<td>Rebate from ACS for councilor travel expense</td>
<td>payment from national ACS for reimbursement of Councilors travel expenses to national meetings.</td>
</tr>
<tr>
<td>5</td>
<td>ACS Awards or Grants received (e.g. IPG)</td>
<td>Awards or grants received from ACS.</td>
</tr>
<tr>
<td>6</td>
<td>Program revenue</td>
<td>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.</td>
</tr>
<tr>
<td>7</td>
<td>Local Section dues, affiliate dues</td>
<td>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</td>
</tr>
<tr>
<td>8</td>
<td>Interest, dividends</td>
<td>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.</td>
</tr>
<tr>
<td>9</td>
<td>Special events and activities</td>
<td>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.</td>
</tr>
<tr>
<td>9a</td>
<td>Gross revenue</td>
<td>not including contributions reported on line 3</td>
</tr>
<tr>
<td>9b</td>
<td>Less direct expenses other than fundraising expenses</td>
<td>non fundraising expenses for special events and activities</td>
</tr>
<tr>
<td>9c</td>
<td>Net income (or loss) from special events and activities</td>
<td>line 8a less line 8b</td>
</tr>
<tr>
<td>10</td>
<td>Meals</td>
<td>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)</td>
</tr>
</tbody>
</table>
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 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 Councillors. *

$ 

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

Once completed, click ‘Save and Continue to Next Step’ marked 1.
<table>
<thead>
<tr>
<th>Line</th>
<th>Category</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Subsidies to subsections, topical groups or affiliate groups</td>
<td>funds provided to subunits of the section to support their operation and activities</td>
</tr>
<tr>
<td>14</td>
<td>Awards, scholarships, grants, etc</td>
<td>cost of awards and scholarships presented to members, teachers, students, and others</td>
</tr>
<tr>
<td>15</td>
<td>Administrative expenses (not including postage, printing, and shipping)</td>
<td>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</td>
</tr>
<tr>
<td>15a</td>
<td>Salaries, other compensation</td>
<td>auto-calculation field (Sum of lines 14a-14c)</td>
</tr>
<tr>
<td>15b</td>
<td>Professional fees and payments to independent contractors</td>
<td>cost of printing and mailing section newsletters and meeting announcements to members, affiliate groups, and nonmember subscribers</td>
</tr>
<tr>
<td>15c</td>
<td>Occupancy, rent, utilities, and maintenance</td>
<td>cost of conducting meetings, including speakers’ expenses. NOTE: Do not include meal expenses</td>
</tr>
<tr>
<td>15d</td>
<td>Total administrative expenses (add lines 15a through 15c)</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Printing, publications, newsletters, meeting announcements, postage, and shipping.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Local meetings (include speakers expenses)</td>
<td>expenses for meals and refreshments served at section functions. NOTE: This item should reflect total expenses; do not deduct meal revenues</td>
</tr>
<tr>
<td>18</td>
<td>Meals (include total meal expenses)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>19</td>
<td>Travel subsidies to Councilors expenses incurred by the local section to</td>
<td>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</td>
</tr>
<tr>
<td>20</td>
<td>Travel subsidy and fee for Local Section Track at the ACS Leadership Institute</td>
<td>expenses for conference registration fee and transportation for section representative(s) (usually the chair elect) to attend the local section leadership conference</td>
</tr>
<tr>
<td>21</td>
<td>Other expenses (describe and itemize) costs that do not fit into one of the</td>
<td>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”</td>
</tr>
<tr>
<td>22</td>
<td>Total Expenses (add lines 13 through 21) auto-calculation field (add lines 12, 13, and 14d through 20)</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Total Excess (DEFICIT) (Line 12 less line 22) auto-calculation field (line 11 less line 21)</td>
<td></td>
</tr>
</tbody>
</table>
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
      Type here...
   
   b. Name of the Fund
      Type here...
   
   c. Name of the Fund
      Type here...
   
   d. Name of the Fund
      Type here...

   Amount
   $ 

   Amount
   $ 

   Amount
   $ 

   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 *


Once completed, click ‘Save and Continue to Next Step’ marked 1.
<table>
<thead>
<tr>
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<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Investments</td>
<td>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.</td>
</tr>
<tr>
<td>25a-d</td>
<td>Restricted Funds</td>
<td>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.</td>
</tr>
<tr>
<td>26</td>
<td>CDs, Money Markets</td>
<td>funds in certificates of deposit and money market accounts</td>
</tr>
<tr>
<td>27</td>
<td>Cash on hand</td>
<td>checkbook and savings balances reflected on the year-end bank statements plus the amount of petty cash on hand</td>
</tr>
<tr>
<td>28</td>
<td>Other assets</td>
<td>these could include receivable accounts, prepaid expenses, inventories</td>
</tr>
<tr>
<td>29</td>
<td>Total assets</td>
<td>auto-calculation field (lines 23, 24, 25, and 26)</td>
</tr>
<tr>
<td>30</td>
<td>Average interest earned on assets</td>
<td>average interest earned on assets (%)</td>
</tr>
<tr>
<td>31</td>
<td>Liabilities, if any</td>
<td>total of bills not paid at year-end, outstanding checks, loans, and other commitments not paid</td>
</tr>
<tr>
<td>32</td>
<td>Net assets, by end of current financial year</td>
<td>auto-calculation field (line 28 less line 30)</td>
</tr>
<tr>
<td>33</td>
<td>Last year’s Net assets, by end of last financial year</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>EXCESS (DEFICIT) line 32 less line 33</td>
<td>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.</td>
</tr>
<tr>
<td>35</td>
<td>EXCESS (DEFICIT) from line 23</td>
<td>auto-calculation field</td>
</tr>
<tr>
<td>36</td>
<td>Explain the difference between lines 34 and 35</td>
<td>The difference could be explained by unrealized capital gains (losses) on investments</td>
</tr>
</tbody>
</table>
Once completed, click ‘Save and Continue to Next Step’ marked 1.
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

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.