

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.

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)
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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	1	10/5/2011	Robert Hargrove	Submitted for Approval	10/4/2011	Completed	No (Upload)	Select Go
Financial Form 2011	Middle Georgia	10/20/2011	Laura Melohn	Submitted for Approval	10/5/2011	Completed	No (Upload)	Select Go

Middle Georgia Local Section Financial Form [Submit for Councilor/Chair Approval](#)

[Revenues and Expenses](#) [Balance Sheet](#) [Tax Information](#) [Supporting Materials](#) [Approval](#) [Reasons For Return](#)

Please review the details of each tab and either submit the form to ACS or return the form to the contributor for more information. To submit the form to ACS, complete the Approval Tab. To return the form to the contributor, use the checkbox next to the questions to highlight a question that you have changed or would like the contributor to follow up on. This action will highlight the question for the contributor. Then add your comments about the change or why the question needs to be revisited in the Reasons for Return Tab.

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

All Required Fields on this tab are Complete.

Revenues

	Amount (USD)	Flag for Follow Up
1. Annual ACS Allotment ?	1. 3	<input type="checkbox"/>
2. New member commissions ?	2. 3	<input type="checkbox"/>
3. Donations, contributions ?	3. 4	<input type="checkbox"/>

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(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	10/5/2011	Robert Hargrove	Submitted for Approval	10/4/2011	Completed	No (Upload)	<div> <div>Select</div> <div>Select</div> <div>Edit</div> <div>View Form</div> <div>Print PDF</div> <div>Return Form</div> </div>
Financial Form 2011	Middle Georgia	10/20/2011	Laura Melohn	Returned For Edit	10/5/2011	In Progress		Go

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Return Comments

If applicable, provide a response or additional information in the Return Comments box that will address the approver's returned comments.

Previous Return Comments

Enter Return Comment

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Ok

Cancel

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.