How to prepare

Fiscal Year 7/1/2020 – 6/30/2021 Region Financial Statements

1. Ensure Divvy transactions have been categorized
	1. Click here to watch a video on [How to Export Divvy Transactions](https://www.loom.com/share/39b591e642e94222ba47ef4d3ab9ee8f) and then import to Zipbooks, QuickBooks, Quicken, etc.
	2. Balance sheet at month end 6/30/2021 should have a Divvy Credit Card Account balance that equals the amount paid to Divvy at the beginning of July (less any pre-payments, if applicable).
2. Zipbooks users **and** those using the AYSO standard chart of accounts
	1. Refer to the Region *Financial Statement Template.xlsx* for AYSO standard accounts
	2. Zipbooks Users:
		1. Export Trial balance
		2. Zipbooks > Reports > Trial Balance >
		3. Set Start/End Dates as **07/01/2020 to 06/30/2021**
		4. Click Export (top right corner)
		5. Email the TrialBalance.csv file to finance@ayso.org
	3. Other Software users (QuickBooks, Quicken, etc.):
		1. Run a trial balance if available with dates **07/01/2020 to 06/30/2021**
		2. If not, then we will need both the income statement and the balance sheet.
		3. Set the dates to coincide with the fiscal year **07/01/2020 to 06/30/2021**
		4. If the software only produces a PDF report, then please proceed to step 3 to transfer into an Excel document.
3. Regions using nonstandard chart of accounts follow the instructions below:
	1. Run a trial balance or income statement and balance sheet
		1. Set dates in your software to our fiscal year **07/01/2020 to 06/30/2021**
	2. Transfer data onto the *Region Financial Statement Template.xlsx* we have provided.
		1. Choose the best account that closely matches your expense accounts and provide the ending balance for the period.
		2. Review for accuracy
		3. Send to finance@ayso.org