Purpose of report:
This report is a resource to ensure that all Dartmouth clubs and groups have a sound mechanism for reviewing and reporting their finances with Alumni Relations (AR), but more importantly, with the leadership of the organization. The treasurer is responsible for completing the Financial Report. Before submitting the report to AR, the treasurer should review it with the president and the board of the organization.

Changes from last year:
After reviewing all financial reports submitted last year to determine how to improve the process, this instruction sheet, a 5-minute instruction video, and several revisions have been made to this Excel-based report. Other than the following formatting changes, the form is essentially the same as last year: adding color; numbering sub-sections similar to tax forms; improving the automated equations and adding sub-section totals; clarifying where to input information; adding more details for specific types of income and expense; and providing internal consistency.

Although these changes have lengthened the form (which may make it may appear to be more cumbersome to complete), the revisions should make it easier for treasurers to complete and will enable AR to better analyze data. With better access to consistent data, information such as average dues rates, average expenses on traditional events like holiday parties, etc., will be more easily and broadly shared with all organizations (while maintaining confidentiality for individual organization finances).

Filing requirements and deadlines:
This report is required for all organizations that wish to receive financial support from AR (dues solicitation mailing support, faculty speaker support, CAGOW attendance, etc.). An organization that has a fiscal year that ends on a date other than June 30 must submit its report no later than two (2) months after the end of their fiscal year. For example, an organization with an August 31 fiscal year end must submit its report by October 31.

Instruction Video
View the 5-minute Organization Financial Report video that highlights key aspects of these instructions. When you click on the link you may receive a warning that you will connect to Screencast.com, and ask if you trust the source. Screencast.com is used to post the video.

Details:
A. Like last year, the report has six (6) primary sections. Within the three sections that require financial data, numbered sub-sections (1, 7, 13A, etc.) group like items to provide detail.

Not all line items will apply to your organization.

1. Receipts, Donations, Scholarships & Investments (1-6) – lighter green
   i. Dues (1A, 1B) – The most common types of dues collected – based on 2013/14 financial reports - are reflected on the form.
ii. Traditional Events (5A) - A list of events that many of clubs or groups host is included. This list is repeated in 13A. Include details about unique events in 5B.

2. Disbursements/Expenses (7-13) – pink
   i. Related expenses are grouped into sub-sections: Operations (7); Fees and Services (8); Communications (9); Student Scholarship (10); Donations & Co-Sponsorships (11); Non-Event Other (12); and Event Expenses (13).
   ii. A list of events that many clubs or groups host is included. This list is repeated in 5A. Include details about unique events in 13B.

3. Total Organization Assets (14-15) – brighter green
4. Supplemental Notes (for important historical or explanatory comments) – orange.
5. Questions (that explore potential conflict of interest, etc.) – blue
6. Report Preparation – shaded in purple

B. There is a 2014/15 column (left side) and 2013/14 column (right side). In the dues payment section (1A and 1B), once 'number' and 'dues amount' data is input, the 'totals' will be automatically populated. Data for the 2013/14 column must be input by the treasurer. For this year, because of the changes (especially adding more detailed line items), it may be difficult to provide details for the 2013/14 column. If this is the case for your organization, you may 'ballpark' the amounts in the 2013/14 column.

C. The 2013/14 form was vague as to where to input financial data. The 2014/15 form pre-populates the two types of numerical data needed:
   1. In the 'number' column of the dues section, input the number of members that paid each type of dues payment. If a dues type does not apply, leave the pre-populated '0'.
   2. In the 'dues amount' column of the dues section, input the cost for each type of dues payment. If a dues type does not apply, leave the pre-populated '$0.00'.
   3. Once both the 'number' and 'dues amount' cells are completed, the total amount is automatically calculated (e.g. 6 x $25.00 = $150.00).

D. Within each sub-section, line-items (labeled 'other', 'unique', 'name & amount', etc.) exist for treasurers to include organization-specific information. To include additional items - and to ensure that any $ amount input is included in the pre-set equation - insert a new line between the two lines. Inserting a new line elsewhere may negatively affect the equations.

Questions:
If your organization uses software to provide detailed financial reporting, you may be eligible to file an amended report. If you would like to discuss this option, or you have questions, please contact the Alumni Relations Communities Unit or via phone at 603-646-3497.