

**DARTMOUTH COLLEGE ALUMNI RELATIONS
INSTRUCTIONS FOR COMPLETING THE ORGANIZATION FINANCIAL REPORT**

DUE: Friday September 28, 2017 (for organizations with a July 1 – June 30 fiscal year)
Organizations with a different fiscal year – form is due within two months of end of fiscal year.

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 organization board.

Changes from last year:

The *only* changes to this year's report is updating year references. We kept the new elements introduced in FY15, for which we had positive feedback from many treasurers: 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.

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 ending 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.

Form Location:

Within the 'Reporting and Financial Information' section of the '[Resources for Club and Group Volunteers](#)' are: 1) the excel-based FY17 Organization Financial Report and 2) a sample of completed financial report.

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 be connected to Screencast.com, and ask if you trust the source. Screencast.com is used to post the video.

Details:

- A. The report has six (6) primary sections, identified by Roman Numeral. Within the three sections that require financial data (I, II, and III), numbered sub-sections (1, 7, 13A, etc.) group together related items to provide detail. **Not all line items will apply to your organization.**
 - I. Receipts, Donations, Scholarships & Investments (1-6) – shaded in lighter green***
 - i. Dues (1A, 1B) –The most common types of dues collected are represented.
 - ii. Traditional Events (5A) - A list of events that many clubs or groups host is included. Include income details about unique events in 5B. This list is repeated in 13A for expenses.

- II. *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. Include expense details about unique events in 13B. This list is repeated in 5A for income.
- III. *Total Organization Assets (14-15) – green*
- IV. *Supplemental Notes (for important historical or explanatory comments) – orange.*
 - i. Include important information that relate to financial affairs like: 1) transition in treasurers mid-year; 2) loss of tax-exempt status; 3) reasons for unusually high or low dues collection (or if no dues were collected... why); 4) reasons for unusually high or low expenses, etc.
- V. *Questions (that explore potential conflict of interest, etc.) – blue*
- VI. *Report Preparation – purple*

- B. There is a FY17 column (left side) and FY16 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 FY16 column must be inputted by the treasurer. Because there are no substantive changes to the form from last year, treasurers can obtain this information from the organization's FY16 financial report. This provides a great way to carry forward financial information.
- C. This form pre-populates the two types of numerical data needed:
 - I. 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 cell as "0".
 - II. 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 cell as "\$0.00".
 - III. 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. The video instructions provide an example of how to insert a new line.

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.