

FINANCIAL REPORT INSTRUCTIONS FOR ALUMNI ORGANIZATIONS

General

Information on page one of the Financial Report (reflecting cash receipts and cash disbursements) should be reported on a “cash” basis for all activity from July 1 through June 30, which is the same fiscal year as the University’s. Only those revenues actually received and those expenses actually paid are to be included. Total receivables (amounts due to you) and payables (amounts you owe) as of June 30 each year are to be reported on page three of the report, which will allow the University to convert the “cash” report to an “accrual” report, the basis for reporting on the tax return. Accrual reporting will also permit the proper matching of revenues and expenses each year as most June reunion expenses are paid after June 30 each year.

It is extremely important that this information be accurate, timely, and all-inclusive (including all reunion money, even if held separately), as it will be the basis for preparing the group tax return for the organizations, and is therefore subject to audit by the Internal Revenue Service. Additionally, the first page of the Financial Report from each alumni organization will be forwarded to the Office of the Alumni Association for their use.

Cash Receipts (Revenue)

Membership Dues – Annual assessment for all members of the alumni organization.

Reunion Fees – Class assessments for the reunion activities of the class each year, even if handled separately by the Reunion Treasurer.

Gifts & Contributions – Total contributions, gifts, grants and bequests received directly from donors, other than annual membership dues which should be reported in that category. Cash and non-cash contributions must be reported separately. If marketable securities (non-cash) are received, the date must be reported, and the amount of the gift should be the average of the highest and lowest quoted selling prices (or the average between the bid and asked prices) on the contribution date. Gifts of other than cash or marketable securities (e.g., real estate, art objects) are not permitted. For a contribution of \$5,000 or more, please provide the name and address of the contributor, the total amount received and the date received.

Interest – Interest income from savings or other interest bearing accounts and temporary cash investments, such as money market funds, commercial paper, certificates of deposit and U.S. Treasury Bills or other governmental obligations. Include earnings described as “dividends” from money market mutual funds and mutual savings accounts. Interest on funds held by the University in an “agency” account should also be included.

Dividends – Dividend income from equity securities (stocks or equity mutual funds).

Gain (Loss) from Sale of Securities – A schedule should be attached listing each investment sold or exchanged during the year. Show for each one:

- A. Date acquired
- B. How acquired (purchase or gift)
- C. Cost if purchased or value at time acquired (if donated)
- D. Date sold
- E. Sales price
- F. Gain or loss (E minus C)

Other Revenue – This amount should represent the total income from all sources not covered in the categories above. Describe the source of the revenue (class dinners, receptions, etc.) and indicate the amount for each source.

FINANCIAL REPORT INSTRUCTIONS FOR ALUMNI ORGANIZATIONS

Cash Disbursements (Expenses)

Supplies – Office and other supplies (stationery, etc.)

Telephone – Telephone, telegram and similar expenses.

Mailings – Postage, printing and addressing for letters, newsletters and directories.

PAW Subscriptions – Class charge for the *Princeton Alumni Weekly*, which is mailed to all class members.

Travel – Total travel expenses, including transportation costs (fares, mileage allowances and automobile expenses), and meals and lodging.

Alumni Council Dues – Annual assessment to each class for participation in the Alumni Council.

Reunions – All expenses incurred by a class for its reunion activities, excluding the major reunion activity, which is reported separately.

Transfer to Princeton – Disbursements made to the University by the organizations for scholarship funds, Annual Giving, or any other designated purpose that the organization decides. Please identify the purpose on the report.

Other Expenses – This amount should represent the expenses not covered in the categories above. Describe the type of expense (class dinners, receptions, etc.) and indicate the amount for each.

Assets

List each asset at cost (including all investments) and describe it as fully as possible. Indicate the name of the bank, investment fund, etc. where it is located or describe the asset if it is a security (10 shares IBM, etc.) If appropriate, indicate the account type (savings, NOW, money market, etc.) and the rate of interest if income producing. If it is an investment fund, indicate whether it is a stock or bond fund. Indicate the purpose (treasury for normal operating expenses, reunion, undesignated or contingency reserve if formal segregation by the organization has been made).

Exclude class memorial insurance funds, scholarship and other funds already given to Princeton. Include all other funds including those held in “agency” accounts by the University.

Indicate the balance of each asset at the beginning of the fiscal year (7/1) which must agree with the ending balance from the prior year, and in the last section indicate the balance at the end of the current fiscal year (6/30). The balance for equity securities should be the purchase price, if purchased, or the donated value, if received as a gift.

The total of all assets held at the end of the fiscal year must **equal** the total of assets held by the beginning of the fiscal year plus the excess (or minus the deficit) for the year (page one of the report).

As of June 2012