Alumni Communities Treasurer Guide

Money and transfers
- Disbursements are made monthly. They generally occur in the first week of the following month.
- There is 3% taken out of the gross income to help cover credit card processing fees (SAA covers the amount over 3%)

Refunds
- **SAA tools can’t process refunds.**
- Refund policy is entirely up to the club, but needs to be handled by the club.
- There are two exceptions where SAA will process refunds:
  1. If an entire event is cancelled, SAA can assist with refunds if you notify us immediately.
  2. If someone is charged multiple times for event registration (can occur with server lag and multiple clicks by registrant).

Financial Reports
You first need to go to membership reports, which you can access by following these steps:
1. Go to your club website
2. Click “Manage Group”
3. Click “View Membership Reports”

From here, there are two pertinent reports.
**CMS Awaiting Transfer #488**
This shows any money collected online during the current month to date, which will transfer next month.

**Cash Management System Payments Already Transferred - Prior Month #491**
This report can be used two ways.
1. “Run” the report. This will show money collected last month.
2. “One-time Clone” the report to look at a custom date range.
   - Under the “population” tab, **input the desired date range**
   - Make sure to also update the “Date Period” on the same page to the appropriate time period, most likely “Use start and end date entries – 9”.

Viewing Reports
**Income Source**
To determine where the money comes from, look at the “Event ID” column. Filter by the event ID to see what each event contributed. If the event number is 0, they’re membership dues.

**Totals**
At the bottom of the report there are two totals: the “Total Amount” and the “Net Amount.” The total amount is everything collected online while the net amount is what you will/did receive.