



Princeton University

Office of Finance & Treasury, Tax Department
701 Carnegie Center, Suite 445
Princeton, NJ 08540

Telephone (609) 258-8530

July 1, 2021

To: Treasurers of Princeton Alumni Organizations

Re: Annual Financial Report: **Due August 15, 2021**

As is the case each year, an Annual Financial Report is needed for Alumni Organizations that have elected to be included in the University's Group Exemption. It is important that this form be accurate and complete, as it is the basis for the filing of the annual tax return for the Group, which is due to the Internal Revenue Service by November 15, 2021.

When completing the enclosed report, please be mindful of the following:

1. The year-end must be 6/30/21, the same for all organizations in the Group Exemption (and the University).
2. The report must be prepared on a cash basis. In other words, only record the actual cash that came in and checks that you paid. There is space to record total amounts you owe (accounts payable) and amounts due to you (accounts receivable) as of 6/30/21 on page 3 of the report.
3. The assets at the beginning of the year must be the **SAME ASSETS** that were reported at the end of last year.
4. On page two, lines five (assets end of year) and six (assets beginning of year plus or minus activity during the year) must equal each other.

Two documents are enclosed—Financial Report Instructions and Suggested Accounting Procedures. The Financial Report Instructions explain the various categories of cash receipts and disbursements and may help you in the preparation of the report. Please refer to the instructions

when reporting interest and dividends. The Suggested Accounting Procedures may assist you in your role as Treasurer.

The deadline for the Financial Report is **August 15, 2021**.

If you have any questions, please do not hesitate to contact Daniel Sherman at (609-258-8530 or dsherman@princeton.edu).

Thanks in advance for your cooperation.

Sincerely,

Daniel A. Sherman

Daniel A. Sherman
Senior Tax Accountant
Princeton University

cc: President - w/o attachments

Enclosures: Financial Report
Financial Report Instructions
Suggested Accounting Procedures

P.S. The report is also accessible online at the following Finance & Treasury website:
<https://finance.princeton.edu/risk-management-tax-rents-mortgages/tax-compliance/alumni-organizations-and-classes-form-990-and>