

Carnegie Mellon University

Alumni and Constituent Engagement

Network Financial Accounts

Guidelines and Usage

Updated December 2020

What is a network financial account?

The Carnegie Mellon University office of Alumni and Constituent Engagement provides a university financial account that houses all network funds. Each organization has their own fund which is monitored by the network leadership and the CMUAA staff partner. All registration fees and gifts to the network are deposited to this fund; all event payments and reimbursements are withdrawn from this fund.

When and where would we use network funds?

- Event related expenses, including venue*, catering services*, audio-visual services*, floral*, photographer*, food, drinks, tickets, and other event supplies;
- Virtual event platforms with university approval
- Network planning meetings;
- Speaker gifts ([up to \\$75](#)) and network awards if needed;
- Accommodations and transportation for a guest speaker invited by the network
Prior approval needed by staff partner

Networks may NOT use network funds to pay for:

- Casual gatherings that are not publicly advertised;
- Volunteers' cost spent in support of network operation such as
 - Phone calls
 - Transportation
 - Digital Tools and Platforms
Unless otherwise approved by the university and a CMU staff is assigned as an administrator
- Non-CMU activities.

Is there a network financial account statement?

The Carnegie Mellon University's Alumni and Constituent Engagement office manages financial accounts for all networks and groups. Monthly account statements are sent to the President or Chair of the network or group and their CMU staff partner. The statement includes the revenues and expenses occurred throughout the academic year and the current balance. If you see any unusual expense or revenue on the statement, please contact your staff partner as soon as possible. If your network or group has identified someone other than the President or Chair to receive these reports, please contact your staff partner to change the subscription.

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How can we raise more funds for the network?

1. Gifts to the Network

Gifts made to Carnegie Mellon University with the allocation to your network account will be deposited to your network funds. For example, a gift of \$100 made to “Carnegie Mellon University” with allocation of “Boston Network” will add \$100 to the Boston Network account. Staff partner approval is required prior to any personal outreach or asks to alumni or members of the Tartan Community including businesses and corporations.

Please note that gifts to networks are subject to Carnegie Mellon University’s administrative fee, currently 12%, which is assessed on gifts and other sources of revenue.

2. Event Registrations

Alumni, parents, students and friends registering for an event through CMU’s event management systems may also make a gift at the time of registration. Gifts made during the event registration process are automatically deposited to the general network account.

3. Event Fee Residuals

If an event requires a registration fee through CMU’s event management system, you can work with your staff partner on charging a small additional amount to help increase your network funds. Any unused event funds will be kept in your network account for future use.

4. Endowment Funds

Networks with existing endowment funds should work with their staff partner to ensure that they’re adhering to all related university policies and gift agreements.

The Carnegie Mellon University Alumni Association does not charge membership dues. We invite all CMU alumni, parents, students and friends to get involved with CMU alumni networks.

*If networks are planning to use the network funds on venue, catering services, and photographers, a contract must be prepared by the Carnegie Mellon University Contracts Office. Please contact your staff partner with questions.