

# Outside School-Related Organization

## Monthly Report

GROUP NAME: \_\_\_\_\_ Date Prepared: \_\_\_\_\_

School Name & No.: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Checking Account #: \_\_\_\_\_

Date: \_\_\_\_\_ BEGINNING CHECKING ACCOUNT BOOK BALANCE: \$ \_\_\_\_\_

| RECEIPTS:                | <u>Description:</u> | <u>Amount:</u> |
|--------------------------|---------------------|----------------|
| Donations:               | _____               | \$ _____       |
| Membership Dues:         | _____               | \$ _____       |
| Fund-Raising Activities: | _____               | \$ _____       |
|                          | _____               | \$ _____       |
|                          | _____               | \$ _____       |
|                          | _____               | \$ _____       |

ADD TOTAL RECEIPTS: \$ \_\_\_\_\_ (+) \$ \_\_\_\_\_

| DISBURSEMENTS:   |              |                    |                 |                |
|------------------|--------------|--------------------|-----------------|----------------|
| <u>Check No:</u> | <u>Date:</u> | <u>Payable to:</u> | <u>Purpose:</u> | <u>Amount:</u> |
| _____            | _____        | _____              | _____           | \$ _____       |
| _____            | _____        | _____              | _____           | \$ _____       |
| _____            | _____        | _____              | _____           | \$ _____       |
| _____            | _____        | _____              | _____           | \$ _____       |
| _____            | _____        | _____              | _____           | \$ _____       |
| _____            | _____        | _____              | _____           | \$ _____       |

SUBTRACT TOTAL DISBURSEMENTS: \$ \_\_\_\_\_ (-) \$ \_\_\_\_\_

Date: \_\_\_\_\_ ENDING CHECKING ACCOUNT BOOK BALANCE: (=) \$ \_\_\_\_\_

Bank Name / Savings Account #: \_\_\_\_\_

TOTAL SAVINGS ACCOUNT BALANCE: \$ \_\_\_\_\_

Submitted by: /S/ \_\_\_\_\_ Title: \_\_\_\_\_

Verified by Bookkeeper: /S/ \_\_\_\_\_ Date: \_\_\_\_\_

Principal: /S/ \_\_\_\_\_ Date: \_\_\_\_\_

(Complete and give to the bookkeeper for processing.)

(Revised 5/2004)

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