Alachua County Public Schools Business Services Division

Patron/Booster Organization Financial Report

Name of Organization	Name of School	Date
	Checking Acct. #	Investment Acct. #s
Bank:		
Beginning Bank Balances: Date	<u>\$</u> (1)	\$ (2)
		\$ (3)
Add: Receipts by Source	<u>Amount</u>	
Membership Dues:	<u>\$</u>	
		\$ (4)
Subtotal –Funds Available (balances plus receipts 3+4)		\$ (5)
Subtract: Disbursements To/For:	<u>Amount</u>	
	<u>\$</u>	
		\$ (6)
Ending Balance – Books (line 5-6)	Plus investments	\$ (7)
Bank Balances: Checking \$	<u>i ida investinenta</u>	\$ (8)
	Difference (line 7-8)	\$ (9)
Total outstanding checks not paid on bank s		\$
List all uncollected money (receivables) and back of this form.	unpaid bills (payables) as of the	date of this report on the
Signed – Treasurer of Organization	Date Signed – Principal	

INSTRUCTIONS: Submit this report preferably monthly, and no less than quarterly, to the principal of the school. Computer generated reports from accounting programs may be substituted as long as it includes the information asked for above. A treasurer's signature will be required on the reports or the treasurer may write in the spaces above "see attached ", sign this form and attach the reports.

Attachment A

ACCOUNTS PAYABLE:		ACCOUNTS RECEIVABLE:	
Payable to:	Amount	Due from:	Amount
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		-	

Form No.: FIN 819-003 – Patron/Booster Organization Financial Reprot / Finance (Policy 9211 F1) New Date: 2/6/14