

**ALACHUA COUNTY PUBLIC SCHOOLS  
BUSINESS SERVICES DIVISION**

**PATRON/BOOSTER ORGANIZATION FINANCIAL REPORT**

Name of Organization	Name of School	Date
	<u>Checking Acct. #</u>	<u>Investment Acct. #s</u>
Bank _____	_____	_____
Beginning Bank Balances: _____	\$ _____ (1)	\$ _____ (2)
Date		
	TOTAL (1+2)	\$ _____ (3)
ADD: <u>RECEIPTS</u> by Source:	<u>Amount</u>	
<u>Membership Dues</u> _____	\$ _____	
_____	_____	
_____	_____	
_____	_____	\$ _____ (4)
Sub-Total – Funds Available (Balances plus receipts: 3+4)		\$ _____ (5)
SUBTRACT: <u>DISBURSEMENTS</u> To/For:	<u>Amount</u>	
_____	\$ _____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	\$ _____ (6)
ENDING BALANCE – BOOKS (line 5-6)		\$ _____ (7)
Bank Balances: Checking \$ _____ plus Investments \$ _____ = _____		(8)
	Difference (line 7-8):	\$ _____ (9)

Total of outstanding checks not paid on bank statement (should equal line 9): \$ \_\_\_\_\_

List all uncollected money (receivables) and unpaid bills (payables) as of the date of this report on the back of this form.

Signed – Treasurer of Organization	Date	Signed – Principal	Date
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**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.

Retain 3 years

### Attachment A

ACCOUNTS PAYABLE:

<u>Payable to:</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

ACCOUNTS RECEIVABLE:

<u>Due from:</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____