

Alachua County Public Schools
Internal Accounts

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: _____ Date	\$ _____ (1)	\$ _____ (2)
	Total (1+2)	\$ _____ (3)
<u>Add: Receipts by Source</u>	<u>Amount</u>	
Membership Dues: _____ _____ _____	\$ _____ _____ _____	
		\$ _____ (4)
Subtotal –Funds Available (balances plus receipts 3+4)		\$ _____ (5)
<u>Subtract: Disbursements To/For:</u>	<u>Amount</u>	
_____ _____ _____ _____ _____ _____	\$ _____ _____ _____ _____ _____ _____	
		\$ _____ (6)
Ending Balance – Books (line 5-6)		\$ _____ (7)
	<u>Plus investments</u>	
Bank Balances: Checking \$ _____		\$ _____ (8)
	Difference (line 7-8)	\$ _____ (9)
Total 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 _____

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:

Payable to:

Amount

ACCOUNTS RECEIVABLE:

Due from:

Amount

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____