

School Name:	School Year:	
	Beginning Balance \$	
Add: Receipts (current year) by source	ce:	
Yearbook Sales:		
How many sold		
At what price \$	\$	
Advertising Revenue		
Donation for Yearbook		
Fund Raising:		
	Total Receipts \$	
Subtract: Disbursements (current yea	ur) by description:	
Cost of yearbooks:	, a, accop	
How many purchased		
• · · <u>— —                                   </u>	\$	
	<u> </u>	
<del></del>		
	Total Disbursements \$	
Net Profit / Loss (Current Year):	\$	
,	Ending Balance \$	
Accounts Payable (list by detail)	Accounts Receivable (list by detail)	
\$	Students \$	
 \$		
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Form No.: FIN-2324-016 – Yearbook Financial Report / Internal Accounts

Revised Date: 9/22/23

## **Accounting of Yearbooks**

School Name:		School Year:
	Yearbooks purchased:	
	Complimentary copies	
	Returned to vendor (damaged, etc.)	
	Used at state/national competitions	
	Kept at media center	
	Lost/unaccounted for	
	Unsold and inventoried	
	Other	
	Total (should be equal to yearbooks purchased)	
	nch a list of persons receiving complimentar ort, approved (signed) by the principal.	ry issues of yearbooks (if any)
	Approved by (principal):	

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