

OUTSIDE SCHOOL-RELATED ORGANIZATION
MONTHLY REPORT

Group Name: _____ Date Prepared: ____/____/____

School Name & No.: _____

Bank Name: _____ Federal ID #: _____

Checking Account No.: _____

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 No.: _____

TOTAL SAVINGS ACCOUNT BALANCE: \$ _____

Submitted by: /S/ _____ Title: _____

Verified by Bookkeeper: /S/ _____ Date: ____/____/____

Principal: /S/ _____ Date: ____/____/____