

Forms

Budget Form

(Name of School)

(Name of Club)

Budget Development

Fiscal Year: _____

As of what date: _____

Part I: Revenues

Account Number	Account Description	Prior Year Budgeted Revenue	Current Year Estimated Revenue
	Total		

Part II: Expenses

Account Number	Account Description	Prior Year Budgeted Expense	Current Year Estimated Expense
	Total		

Part III: Ending Balance and Carryover

Difference between total revenues and expenses: _____

Plus carryover (ending balance) from prior year: _____

Projected ending balance: _____

Report prepared by club representative: _____

Signature and Date

Report reviewed by club advisor: _____

Signature and Date

Presented and approved by ASB on: _____
Signature, Title and Date

Approved by principal/site administrator: _____
Signature and Date

Approved by business office: _____
Signature, Title and Date

Budget Monitoring Form for ASB or Club

(Name of School)

(Name of Club)

Budget Monitoring Form Fiscal Year: _____

As of what date: _____

Part I: Revenues

Account Number	Account Description	Budgeted Revenues	Revenues Received to Date
	Total		

Part II: Expenses

Account Number	Account Description	Budgeted Expense	Actual Spent to Date
	Total		

Report prepared by club representative: _____
Signature and Date

Report reviewed by club advisor: _____
Signature and Date

Presented and recorded in Student Council Minutes: _____
Signature, Title and Date

Budget Carryover Request Form

(Name of School)

(Name of Club)

Request to Carry Over Excess Ending Balances

Fiscal Year: _____

- I. The following organization requests approval to carry over an amount in excess of the district's 20 percent limit.

Club/Organization: _____

Club Advisor: _____ Date: _____

- II. Calculation of Excess Carryover

A. Total estimated annual revenues: _____

B. 20 percent of annual revenue: _____

C. Amount of carryover requested: _____

D. Excess carryover (B minus C): _____

- III. Explanation Provide an explanation of the need to carry over amounts in excess of the 20 percent limit. Indicate the manner in which student approval was obtained, and when the club will use the excess funds.

Report prepared by club representative: _____
Signature and Date

Report reviewed by club advisor: _____
Signature and Date

Approved by principal/site administrator: _____
Signature and Date

Approved by district business office: _____
Signature and Date

Presented and recorded in Student Council Minutes: _____
Signature, Title and Date