

**SCHOOL ACTIVITY FUND  
MONTHLY / ANNUAL FINANCIAL REPORT**

School	Month
	Year

Activity Account	Beginning Balance	Receipts	Expenditures	Ending Balances

Reconciliation			
<b>Beginning Balance</b>	_____	<b>Balance Per Bank Statement</b>	_____
<b>Add: Receipts</b>	_____	<b>Add: Investment Balance</b>	_____
<b>Subtotal:</b>	_____	<b>Add: Deposits in Transit</b>	_____
<b>Less: Expenditures</b>	_____	<b>Subtotal</b>	_____
<b>Ending Ledger Balance</b>	*	<b>Less: Outstanding Checks</b>	_____
		<b>Other Adjustments (Explain)</b>	_____
		<b>Actual Cash Balance</b>	*
		<b>Add: Accounts Receivable</b>	_____
		<b>Less: Accounts Payable</b>	_____
		<b>Add: Petty Cash</b>	_____
		<b>Total Balance</b>	_____
<b>June Report is considered the Annual Financial Report</b>			

The above information is a true statement of the financial condition of the various activity fund accounts of this school.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
School Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date