

NAME OF SCHOOL: _____

NAME OF CLUB: _____

REQUEST TO CARRY OVER EXCESS ENDING BALANCES

FISCAL YEAR: _____

As of: _____
(Date)

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

Club/Organization: _____

Club Advisor: _____

- II. Calculation of Excess Carryover

A. Total estimated annual revenues: _____

B. Multiplied by 20 percent (Allowed Carryover %): 20%

C. Equals Amount of Allowed Carryover: _____

D. Amount of Requested Carryover: _____

- III. Explanation

Provide an explanation of the need to carry over amounts in excess of the 20 percent limit. Explain how student approval was obtained, and when the club will use the excess funds. Attach explanation on an additional page.

BUDGET CARRYOVER REQUEST APPROVAL

SUBMITTED AND APPROVED BY:

Student Club Representative: _____
(Signature, Title, and Date)

Club Advisor: _____
(Signature, Title, and Date)

APPROVED BY:

Principal/School Administrator: _____
(Signature, Title, and Date)

ASB Student Council President: _____
(Signature, Title, and Date)

Recorded in ASB Student Council Minutes on: _____
(Date)

Approved by business office: _____
(Signature, Title, and Date)