



**BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL
Request to Carry Over Excess Ending Balances**

Fiscal Year: _____

*****MUST BE COMPLETED NO LATER THAN APRIL 30 TO BE APPROVED FOR NEXT FISCAL YEAR*****

As of (date): _____

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

Name of Club: _____

II. Calculation of Excess Carryover

1. Annual revenues to be earned for year, per latest approved budget: _____
2. Multiply Line 1 by 20% - Equals amount of carryover that will be allowed to next fiscal year: _____
3. Current Club Account Balance per Account Statement: _____
4. Subtract Line 2 from Line 3 – Amount that must have approval for carryover into the next fiscal year: _____
5. If the excess is more than 20%, but it will be spent by the end of the school year, a spending plan must be attached.

Additional fundraisers will not be approved in the current or next fiscal year until approval is obtained for excessive carryover and a plan is developed to determine how the excessive carryover will be spent

III. Explanation

Provide an explanation of the need to carry over amounts in excess of the 20% limit. Explain how and when the club will use the excess funds. Attach explanation on an additional page, if necessary.

IV. Budget Carryover Request Approval

Submitted and Approved by:

	Name	Signature	Date
Student Club Representative			
Club Advisor			
Student ASB Representative			
Activities Director			
ASB Administrator			

Reviewed by Bookkeeper: _____ Date: _____