

Transmittal Form Example

TRANSMITTAL OF CHECKS OR CASH

School or Site: _____ Date: _____

Check(s) Amount: \$ _____ Check Number(s): _____ Cash Amount: \$ _____

Check(s) or Cash received from: _____

Reimbursement PO(s)# _____ Donation Other

Field Trip(s), Invoice(s) #, etc. _____

Intended Use: _____

From Account & To Account: _____

Contact Person

Signature of School or Site Administrator

Athletic Boosters Tournament Budget Proposal

Tournament Budget Proposal			
(School Sports Related Camps, Clinics, Tournaments)			
Operated by District Coach(es)			
Name of Organization			
Sport/Activity			
Facility Requested			
Dates and Hours of Facility Use			
Anticipated Income:		Estimated Expenditures:	
Fee Per person	\$	Spirit packs (T-shirt/freebies)	\$
Number of participants		Camp Supplies	
		Food for participants	
Fee Per Team		Custodial Cost \$36 per hour	
Number of Teams		Stipends (provide names and amount)	
		N/A	
Entrance Fee			
Number of attendees			
		Custodial Supplies (reimburse to site)	
		Application Fee	
		Donation to School	
		Facility Cost (verify with Facilities)	
Total Estimated Income:		Total Estimated Expenses:	
Copy of flyer or advertisement needs to be attached to this budget proposal as well as a			
Signature of Coach	Date	Signature of Principal	Date
To be filled out by Facilities only		To be filled out by Principal	
Date Submitted:			
Date Approved:			
		Budget Code:	

Athletic Boosters Bank Reconciliation Form

BOOSTER BANK RECONCILIATION FORM

SCHOOL _____

STATEMENT ENDING DATE _____

Ending balance per bank statement:		\$
Deposits made, but not yet shown on statement:		\$
	Sub-total	\$
	Check Number	Amount
Checks written, but not yet shown on statement:		
	Sub-total	\$
	*BALANCE	\$

Signature of Preparer		
(Must not be person collecting or making deposits)	Booster Treasurer	Date

*Balance must be the same amount that appears on your general ledger and check book resister for the same ending date as the bank statement ending date.

This form is to be completed monthly and put into your binder with your bank statement.
 A copy of both the Bank Statement and this Bank Reconciliation form are to be reported monthly at Booster meetings.

Athletic Boosters Cash Reconciliation Form

Box 1 of										
BOOSTER CLUB										
CASH RECONCILIATION FORM										
DATE: _____										
ACTIVITY FUNDS RECEIVED FROM: (DESCRIPTION OF FUNDRAISING EVENT)										
ACTIVITY SPONSORED BY: (CLUB, CLASS, ETC)										
SIGNATURE OF TICKET SELLER/ FIRST COUNTER										
SIGNATURE OF ADMINISTRATOR/ SECOND COUNTER										
COIN					CURRENCY					
\$ 0.01	X		=		\$1	X		=		
\$ 0.05	X		=		\$5	X		=		
\$ 0.10	X		=		\$10	X		=		
\$ 0.25	X		=		\$20	X		=		
\$ 0.50	X		=		\$50	X		=		
\$ 1.00	X		=		\$100	X		=		
					\$2	X		=		
TOTAL				\$	TOTAL				\$	
BEGINNING CASH BOX					CURRENCY					
\$			\$10		COIN					
\$			\$5		CHECKS					
\$			\$1		<i>please put student name on all checks</i>					
\$			\$0.25		TOTAL FUNDS COLLECTED					
\$	\$		TOTAL		LESS BEGINNING CASH				\$	
INITIAL		INITIAL			NET DEPOSIT TO STUDENT ACCOUNTS					
Student Accts		Cashier								

Athletic Boosters Check Request Form

Booster Club Check Request Form

Today's Date: _____

Person Requesting Check: _____

Check Payable To: _____

Sports Organization: _____

Purpose of Check: _____

Amount of Check: _____

=====
(ALL RECEIPTS MUST BE ATTACHED TO THIS FORM)
=====

BOARD ACTION

Date Reviewed: _____ Approved: YES NO
(circle)

President: _____

Secretary: _____

PAYMENT

Date Paid: _____

Check Number: _____

Treasurer: _____

Athletic Boosters In Lieu of Receipt Form

In Lieu of Receipt Form

SCHOOL: _____

The following expenditure was made from Booster funds. A receipt, invoice or other required back-up documentation is not available.

Check Payable To: _____

Date payment was made: _____

Amount of payment: _____

Purpose of expenditure _____

Purpose of expenditure: _____

Reason back-up documentation could not be obtained: _____

I certify that this expenditure was made for the purpose stated above, and that every effort was made to obtain the required back-up documentation.

President of Booster Club (Signature)

(print name)

Date