



## **Submission of Financial Information**

In 2004, GASB Statement No. 39 of the Governmental Accounting Standards Board was implemented and, consequently the District must now require the submission of end of the year financials. This governmental standard requires the District to obtain and review financial performance information of supporting organizations to determine whether these organizations should be considered a component unit.

In order to meet this critical requirement, it is extremely important that supporting organizations, such as yourself, submit the required financial information in a timely manner. Please submit this required documentation to the Chief Financial Officer (CFO).

Attached is a confirmation statement which should be submitted along with your financial information. In addition, we have attached an example page of the requested information. This includes balances for current assets and liabilities, as well as a breakdown of revenues and expenditures. If you already have an automated program or other documentation method in place, this format would be acceptable, provided that the financial elements requested are provided.

All financial information should be presented annually as of May 31st. Please submit this information, along with the confirmation statement to the CFO by June 15th.

Should you have any questions, please contact the CFO at 512-285-9215.



**Supporting Organizations  
Confirmation of Financial Information  
For the \_\_\_\_ - \_\_\_\_ School Year**

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Campus Affiliation

I hereby certify that the information attached is true and correct to the best of my knowledge. Furthermore, I understand that although supporting organizations may be considered a separate entity whereby 501(c)3 status has been declared, the District is requesting this financial information in order to comply with GASB Statement No. 39 of the Governmental Accounting Standards Board.

\_\_\_\_\_  
President *(Please print)*

\_\_\_\_\_  
Treasurer *(Please print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Financial information should be presented as of May 31st for end of year submission.*

**Balance Sheet Information**

\$ \_\_\_\_\_  
Current Assets

\$ \_\_\_\_\_  
Current Liabilities

**Income Statement Information (also called Profit/Loss Statement)**

Summary of Revenues	
Fundraising Activities	\$
Breakdown of types of fundraisers	\$
Concession Sales	\$
Membership Dues	\$
Donations	\$
Other Income	\$
TOTAL REVENUE	\$
Summary of Expenditures	
Fundraising products/expenses	\$
Banquet expenditures	\$
Other Expenses	\$
TOTAL EXPENDITURES	\$

This chart is provided as an example only. It is provided to give you an idea about the expectations of the level of detail necessary in reporting.

**Definitions**

Current Assets – cash short-term Current investments, or other assets easily convertible to cash

Current Liabilities – amounts owed to other organizations, individuals, or vendors

Revenues – incoming funds from sales of products/services, donations, and/or income from other sources

Expenditures – outgoing funds to pay for fundraising products, events, donations to school, and/or other expenses