

POSITION PAPER
FOR THE GRAND BLANC BOARD OF EDUCATION
ORGANIZATION SANCTION

Organization _____

Account # _____

Umbrella Account

 YES NO

Building Represented _____

Administrator in Charge _____

Purpose of organization _____

Plans to fund raise for _____

Date group first formed _____

PRESENT OFFICERS *(President/Chairperson and Treasurer must be adults and cannot be the same individual)*

President/Chairperson _____

Treasurer _____

INTERNAL USE ONLY

Administrator signature _____

Board of Education approval date _____

Name of Organization

ANNUAL FINANCIAL SUMMARY

FOR YEAR ENDED JUNE 30,

A. Beginning Balance July 1 \$ _____

Income (List by source such as fundraising receipts, interest, etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

B. Total Income _____

Disbursements List by type such as fundraising costs, supplies, etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. Total Disbursements _____

D. Ending Balance June 30, \$ _____*

E. 20% of Total Disbursements (Line C x .20) _____

Prepared by: _____ Date: _____

***Fund balance should be 20% of annual expenditures.**

For example, if your group's annual expenses are \$30,000, the fund balance should be near \$6,000.

If your group is currently over this threshold, you have (3) years to spend it down.

You must present a spend down plan to the GBCS Board of Education.

**Answer the following: What is the plan to spend it down? If saving funds, what for? Timeline for project?
Attach your spend down plan to this sanctioning form.**