

School Site: _____

Club: _____

Request to Carry Over Excess Ending Balances

Fiscal Year: _____

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

Club/Organization: _____

Club Advisor: _____ Date: _____

- II. Calculation of Excess Carryover

A. Total estimated annual revenues: _____

B. 20 percent of annual revenue: _____

C. Amount of carryover requested: _____

D. Excess carryover (B minus C): _____

- III. Explanation Provide an explanation of the need to carry over amounts in excess of the 20 percent limit. Indicate the manner in which student approval was obtained, and when the club will use the excess funds.

Report prepared by club representative: _____
Signature and Date

Report reviewed by club advisor: _____
Signature and Date

Approved by school principal: _____
Signature and Date

Approved by district business office: _____
Signature, Title and Date

Presented and recorded in Student Council Minutes: _____
Signature, Title and Date