



Parent – Teacher and Booster Club Organization

Financial Overview Report

Report Due Annually on April 1st (12 month reporting period April – March)

Organization Name: _____

School Affiliation: _____

Report of Activities for the School Year Ended _____
(Date)

Board/Officer Information:

President: _____ Telephone #: _____

Vice President: _____ Telephone #: _____

Treasurer: _____ Telephone #: _____

Secretary: _____ Telephone #: _____

Federal Identification Number: _____ Is EIN # in good standing with IRS: Yes _____ No _____

Is this organization a 501c3 non-profit organization: Yes _____ No _____

Has 501c3 status been revoked: Yes _____ No _____ Has it been reinstated: Yes _____ No _____

Are federal/state taxes up to date: Yes _____ No _____

Financial Activity

Income

Cash at the beginning of the year: \$ _____

Total amount of money raised/received during the year: \$ _____

Total amount of money spent during the year: \$ _____

Cash at the end of the year: \$ _____

Donations to School/Program

(Please remind coach/director to complete donation forms)

Cash donated to school/program: \$ _____

Market value of gifts donated to school/program: \$ _____

Total contributions to school/Program: \$ _____

Note: (cash + gifts = total contributions)

Principal Signature: _____ Date: _____

If gross receipts are in excess of \$25,000, please attach a profit and loss statement. If gross receipts for the year are more than \$250,000 records must be audited by an independent auditor; the district will pay for that audit, and a copy of the completed audit must be returned to the ECISD Finance Department by August 31st