UNION PUBLIC SCHOOLS

APPLICATION ATTACHMENT

BOOSTER CLUB FINANCIAL REPORT

BOOSTER CLUB NAME

REPORTING PERIOD

MONTH/YEAR **TO** **MONTH/YEAR**

FINANCIAL RECONCILIATION

Enter amounts in dollars and cents. Attach supporting schedules for outstanding items.

1	**Beginning balance** Balance at the start of the reporting period	$	
2	**Deposits** Total deposits during the reporting period	$	
3	**Total cash** Add lines 1 and 2	$	
4	**Disbursements** Total payments during the reporting period	$	
5	**Ending balance** Subtract line 4 from line 3	$	
6	**Outstanding checks (See list on page 2)** Checks not yet cleared	$	
7	**Outstanding deposits (See list on page 2)** Deposits not yet posted	$	
8	**Bank account balance** Line 5 minus line 6, plus line 7	$	

CERTIFICATION

I certify that this report is complete and accurate to the best of my knowledge.

PREPARED BY **TITLE/OFFICE** **DATE**

REVIEWED BY **TITLE/OFFICE** **DATE**

** Actual Signatures Required

Retain a copy with the Booster Club's financial records and submit with the application as directed.

OUTSTANDING ITEMS DETAIL

List the outstanding checks and deposits reported on lines 6 and 7 of the financial report.

REPORTING PERIOD **MONTH/YEAR** | **TO** **MONTH/YEAR**

OUTSTANDING CHECKS

VENDOR	CHECK NUMBER	AMOUNT

TOTAL **$**

OUTSTANDING DEPOSITS

DESCRIPTION	AMOUNT

TOTAL **$**