

Financial Record

2.404.3 - Administrative Procedure

School _____
 School Support Organization _____
 Fiscal Year *Beginning June 1, 20__ through May 30,* _____
 20__ Beginning Balance as of June 1, 20__ _____

Detailed documentation of both monies receipted and expenditures must be readily accessible upon request.

All Monies Receipted			All Expenditures		
Date	Event	Amount	Date	Event	Amount
Total Receipts			Total Expenditures		

School Principal/Liaison _____ Ending Balance as of May 30, 20__ _____
 Date Reported _____

Submitted by _____

 Signatures of two (2) Current Officers are Required (President and Treasurer)

Per TCA § 49-2-601 and Board Policy 2.404, this information is required for the fiscal year ending June 30 of each and every school year.

If more than \$10,000 is receipted in the fiscal year, a copy of the required IRS Form 990 must be submitted to the Franklin County Finance Office.