

**SUMMARY OF YEARLY ACTIVITIES AND FINANCIAL  
CONDITION FOR SCHOOL ORGANIZATIONAL  
ACTIVITY ACCOUNTS**

FOR THE SCHOOL YEAR \_\_\_\_\_

GROUP /ACCOUNT \_\_\_\_\_ DATE \_\_\_\_\_

BEGINNING CASH BALANCE	\$ _____
TOTAL RECEIPTS COLLECTED	\$ _____
TOTAL EXPENSES PAID	\$ _____
ENDING CASH BALANCE	\$ _____

I/We certify that all of the information listed above is true and correct to the best of my/our knowledge.

\_\_\_\_\_  
Secretary or Treasurer of Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
President of Organization or Principal

\_\_\_\_\_  
Date

This summary of yearly activities is due to the Assistant Superintendent of Finance by July 15<sup>th</sup> of each year.

Justification for carryover of cash balance: (include anticipated date of future expenditures)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_