

**BOERNE INDEPENDENT SCHOOL DISTRICT
BOERNE, TEXAS**

Board Policy GE (Local) Exhibit A

**EXTERNAL PARENT-TEACHER AND BOOSTER ORGANIZATION
FINANCIAL ACTIVITY OVERVIEW**

Organization Name: _____

School Affiliation: _____

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

President: _____ Telephone # _____

Vice President: _____ Telephone # _____

Treasurer: _____ Telephone # _____

Federal Identification Number: _____

(This number must not be the school district's tax identification number.)

An external parent-teacher /booster club may attach the organization's balance sheet and income statement to this form lieu of completing sections below. This form must be signed by the required individuals

Cash given by the Parent-Teacher / Booster Club to the School or Student Group: \$_____

Market value of gifts given by the Parent-Teacher / Booster Club to School or Student Group: \$_____

Total contributions from Parent –Teacher / Booster Club: \$_____

PLEASE LIST INDIVIDUALS AND AMOUNTS ON A SEPARATE SHEET.

Total Gross Receipts for the Year Ended: \$_____

(This amount should reflect all revenues and all funds received before any expenses were paid.)

Note: A review by the organization's executive committee is required or an outside auditor's report must be attached to these forms.

Organization Name: _____

School Affiliation: _____

REPORT OF ACTIVITIES FOR THE SCHOOLYEAR ENDED:

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	\$ _____

Schedule A (Income)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Were all deposits made intact? (Without cash paid out's) _____ Yes _____ No

Schedule B (Expenditures)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Were all expenditures made by check: _____ Yes _____ No

The above organization has complied with the District's Board Policies, UIL rules, and applicable Federal and State laws.

Approved: President _____ Date _____

Approved: Treasurer _____ Date _____

Approved: Principal _____ Date _____

This report is required to be filed within 30 days after the parent-teacher booster organization's fiscal or calendar year end: Board Policy GE: (Local). Please send a copy to The Business Office and to the respective Principal's office.