

ASB MONTHLY REPORT (option 1)

SCHOOL NAME: _____
 MONTH & YEAR: _____

| | |
|---------------------------|------------------|
| County Treasurer | \$ _____ |
| Imprest (approved amount) | \$ _____ |
| Petty Cash | \$ _____ |
| TOTAL RESOURCES: | \$ _____* |

| | | |
|------------------------|----------------|------------------|
| 1000- | ASB General | \$ _____ |
| 2000- | ASB Athletics | \$ _____ |
| 3000- | ASB Classes | \$ _____ |
| 4000- | ASB Clubs | \$ _____ |
| 6000- | Private Moneys | \$ _____ |
| TOTAL ACCOUNTS: | | \$ _____* |

REVENUE & EXPENSE HISTORY REPORT

| <u>Account Numbers & Name</u> | <u>Starting Balance</u> | <u>+ Income</u> | <u>- Expense</u> | <u>= Ending Balance</u> |
|-----------------------------------|-------------------------|-----------------|------------------|-------------------------|
| 1000's General Subtotal | _____ | | | |
| 2000's Athletics Subtotal | _____ | | | |
| 3000's Classes Subtotal | _____ | | | |
| 4000's Clubs Subtotal | _____ | | | |
| 6000's Private Moneys Subtotal | _____ | | | |
| TOTAL ALL ACCOUNTS | _____ | | | _____* |

* Total Resources, Total Accounts, and Total All Accounts must match

Account Custodian/Bookkeeper Signature: _____ Date: _____
 Administrator Signature _____ Date: _____

ASB MONTHLY REPORT (option 2)

SCHOOL NAME: _____

MONTH & YEAR: _____

| | | | | |
|---|---|--|---|-------------------------|
| Building County Treasurer Balance | Imprest Reimb Outstanding (add) | Voucher/P-Card Not Paid Yet (add) | Deposits Not Shown (subtract) | County Treasurer |
| | | | | |
| Building Imprest Checking Balance (actual) | District Imprest Reimbursement Requested but not yet rec'd (add) | | Checks Outstanding not yet asked for Reimb (add) | Imprest Account |
| | | | | |
| Building Petty Cash Boxes | | | | Petty Cash |
| | | | | |
| TOTAL RESOURCES: | | | | * |

FUND BALANCES RECONCILIATION

| Fund | Building Fund Balances | Imprest Reimb Outstanding (add) | Voucher/ P-Card/Checks Outstanding (add) | Deposits Outstanding (subtract) | County Treasurer Fund Balances |
|---|---------------------------|---------------------------------------|---|---------------------------------------|--------------------------------------|
| 1000's General Subtotal | _____ | _____ | _____ | _____ | _____ |
| 2000's Athletics Subtotal | _____ | _____ | _____ | _____ | _____ |
| 3000's Classes Subtotal | _____ | _____ | _____ | _____ | _____ |
| 4000's Clubs Subtotal | _____ | _____ | _____ | _____ | _____ |
| 6000's Private Moneys Subtotal | _____ | _____ | _____ | _____ | _____ |
| TOTAL ALL ACCOUNTS | _____ | _____ | _____ | _____ | _____* |

* Total Resources amount must equal Total All Accounts and district reports.

Account Custodian/Bookkeeper Signature: _____ **Date:** _____

Administrator Signature _____ **Date:** _____