

SPRING COVE SCHOOL DISTRICT

915-AR-2
QUARTERLY REPORT & CHECK REGISTER FORMS FOR BOOSTER
& PARENT TEACHER ORGANIZATIONS

Name of Organization _____

Quarterly Report Dates ⁽¹⁾ _____

Opening Cash Balance ⁽²⁾ \$ _____

Plus Receipts \$ _____

Itemize Sources of Revenue

Less Disbursements ⁽³⁾ \$ _____

Ending Cash Balance \$ _____

⁽¹⁾ Quarterly Reports are due within 30 days of:

- September 30
- December 31
- March 31
- June 30

⁽²⁾ Balance must agree to prior quarterly report ending cash balance.

⁽³⁾ A **Check Register Form** must be attached to the Quarterly Report Form showing, in chronological order:

- Check number (including voided checks)
- Amount paid
- Name of Payee
- Transaction purpose

If you maintain your checking account records in an electronic format, you may attach that printout in place of the Check Register Form.

Treasurer Name (print) _____

Treasurer Signature _____

Date _____

