

Budget Carryover Request Form

(Name of School)

(Name of Club)

Request to Carry Over Excess Ending Balances

Fiscal Year: _____

- I. The following organization requests approval to carry over an amount in excess of the district's 20 percent of expenditures limit. Reserves should be between 10% and 20% of budgeted annual revenue.

Club/Organization: _____

Club Advisor: _____ Date: _____

- II. Calculation of Excess Carryover

A. Prior year reserve balance: \$ _____

B. 20 percent of annual budgeted revenue: _____

C. Amount of excess carryover (A minus B): \$ _____

(If Line A is less than Line B, there is no excess carryover. The form does not need to be turned in to the Controller's office)

- III. Explanation: Attach a written explanation of how this club/account will decrease the excess carryover to an amount less than the 20% maximum allowed.

Report prepared by club representative: _____
Signature and Date

Report reviewed by club advisor: _____
Signature and Date

Approved by principal/site administrator: _____
Signature and Date

Presented and recorded in Student Council Minutes: _____
Signature, Title and Date

Approved by district business office: _____
Signature and Date