Budget Monitoring for ASB or Club

Name of School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Monitoring

Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_

As of:

Date

Part I: Beginning Balance / Carryover from Prior Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part 1I: Revenues

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Account Number
 | 1. Account Description
 | 1. Budgeted Revenues
 | 1. Revenues Received to Date
 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | 1. Total
 |

Part III: Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Account Number
 | 1. Account Description
 | 1. Budgeted Expense
 | 1. Actual Spent to Date
 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | 1. Total
 |

Part IV: Ending Balance and Carryover

Difference between total revenues and expenses:

Projected ending balance:

(Projected ending balance = Part I, Beginning Balance + Part IV, Difference between revenue and expenses)

Part V: Budget Approval

Submitted and Approved by:

 Student Club Representative:

 Signature, Title, and Date

Club Advisor:

 Signature, Title, and Date

Approved by:

 Principal/School Administrator:

 Signature, Title, and Date

ASB Student Council President:

 Signature, Title, and Date

Recorded in ASB Student Council Minutes on:

 Date