

# School Support Organization Annual (or monthly) Financial Report

*(Pursuant to section 49-2-604, TCA, this form must be submitted to the Director or designee at the end of each school year)*

School Year (or month) Ending \_\_\_\_\_

This form may be used by the SSO for monthly financial reports and/or annual report (school year ending June 30)

Organization Name \_\_\_\_\_

President \_\_\_\_\_ Email or Phone \_\_\_\_\_

Treasurer \_\_\_\_\_ Email or Phone \_\_\_\_\_

1. Objectives and activities that were completed by the organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Funds in the SSO account at the beginning of the school year (or month): \$ \_\_\_\_\_

3. **Revenue:** Money raised during the school year (activities, donations received, fundraisers):

A.	_____	\$ _____
B.	_____	\$ _____
C.	_____	\$ _____
D.	_____	\$ _____
E.	_____	\$ _____

**Total revenue/collections for the school year (or month)**                      \$ \_\_\_\_\_

4. **Expenditures:** Money spent during the school year (or month) - activities, fundraisers, services, etc.:

A.	_____	\$ _____
B.	_____	\$ _____
C.	_____	\$ _____
D.	_____	\$ _____
E.	_____	\$ _____

**Total expenditures for the school year (or month)**                      \$ \_\_\_\_\_

A separate sheet may be attached to show revenue and expenses if additional room is needed, or an accounting software is used to generate the financial report.

5. **Money in account(s) at end of school year – (or month):**                      \$ \_\_\_\_\_

6. Attach a copy of the SSO June 30<sup>th</sup> bank statement.

Prepared By: \_\_\_\_\_ Date \_\_\_\_\_

(Name and SSO title)

(Revised 2020)