



Effective Date: March 19, 2014

Page 1 of 3

ADMINISTRATIVE PROCEDURE 521, Appendix 521-02

SAMPLE REPORT

Below is a sample only, and does not necessarily indicate a desired activity, source or use of SGF.

**John Doe Memorial Elementary School
Report on School Generated Funds
Year Ending August 31, 2070**

Dewey Cheetham, Principal

Swimming

- A School Fee is charged for swimming at the pool, which covers the cost of lessons and lifeguards. The fee for 2069-70 was \$10.00 per student for each student in Grades 4-6.
- Donations were solicited to raise funds to supplement the costs of the swim program, as well as any students who are unable to pay due for economic reasons.
- Approximately \$500 is wanted as an opening balance for the following year to absorb any fees which are waived due for economic reasons.
- \$1,500 for the next 2 years will be used to supplement the costs of the program due to the success of the donation drive this year.

Receipts	\$ 5,829.84
Less: Disbursements	4,939.12
Surplus (Deficit)	\$ 890.72

Opening Balance	\$ 2,543.42
Transfers To (From)	0.00
Ending Balance	\$ 3,434.14

Milk Program

- The school operates a milk program which provides students with milk in the morning.
- Subscriptions are made on a monthly basis, at a cost of \$0.25 per day subscribed.
- \$13.16 was transferred to the Extra Curricular account for meal programs on field trips.
- Surplus funds in the Milk Fund will supplement meals on field trips for students, as well as students who are unable to participate in the program due to economic reasons.

Receipts	\$ 4,339.40
Less: Disbursements	3,693.06
Surplus (Deficit)	\$ 646.34

Opening Balance	\$ 856.02
Transfers To (From)	(13.16)
Ending Balance	\$ 1,489.20

Concession

- The school operates a concession (milk, hot dogs, granola bars) for the Track and Field Day at a cost recovery basis.
- Any surplus funds are used to replace track and field equipment, grounds improvements and school field trips.
- \$72.25 was transferred to the Extra Curricular Account for field trips.

Receipts	\$ 2,421.73
Less: Disbursements	1,857.16
Surplus (Deficit)	\$ 564.57
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Opening Balance	\$ 3,285.42
Transfers To (From)	(72.25)
Ending Balance	\$ 3,777.74
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Extra Curricular

- The school does a variety of fundraising activities for fieldtrips, as well as charging nominal fees for the cost of transportation, activities or meals on a cost recovery basis. Fundraising activities include donation solicitation, penny carnival, and book fair.
- Any surplus funds are used to school equipment, grounds improvements and school field trips.
- \$85.41 was transferred to the Extra Curricular Account for individual student costs on field trips.

Receipts	\$ 5,784.76
Less: Disbursements	5,352.53
Surplus (Deficit)	\$ 432.23
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Opening Balance	\$ 2,482.20
Transfers To (From)	85.41
Ending Balance	\$ 2,999.84
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