

# DEL ~~DI~~ NORTE

## Request to Carry Over Excess Yearend Balance

Due to the ASB room no later than Tuesday, September 3, 2019. Failure to submit this form by the due date may result in the transfer of excess funds to the ASB General account.

- I. The following organization requests approval to carry over an amount in excess of the district's 20 percent limit.

Club/Organization: \_\_\_\_\_

Club Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

- II. Calculation of Excess Carryover

A. Total estimated annual revenues: \_\_\_\_\_

B. 20 percent of annual revenue: \_\_\_\_\_

C. Amount of carryover requested: \_\_\_\_\_

D. Excess carryover (C minus B): \_\_\_\_\_

- III. Explanation: Provide an explanation of the need to carry over amounts in excess of the 20 percent limit. Indicate the manner in which student approval was obtained and when the club will use the excess funds.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report prepared by club representative: \_\_\_\_\_

Signature and Date

Report reviewed by club advisor: \_\_\_\_\_

Signature and Date

Approved by site principal: \_\_\_\_\_

Signature and Date

Presented and recorded in Student Council Minutes: \_\_\_\_\_

Signature, Title and Date