



LEIGH HIGH SCHOOL
 Campbell Union High School District
 5210 Leigh Avenue
 San Jose, CA 95124

Budget Monitoring

Fiscal Year: _____

Name of Club: _____ As of (date): _____

Part I: Revenues

Revenue Description	Budgeted Revenues Based on Currently Approved Budget	Actual Revenues Received to Date Based on Current Reports	Difference Between Budget and Actuals
Total			

Part II: Expenditures

Account Description	Budgeted Expenditures Based on Currently Approved Budget	Actual Expenditures Spent to Date Based on Current Reports	Difference between Budget and Actuals
Total			

Part III: Ending Balance and Carryover

1. Difference between actual total revenues and expenses: _____
2. Plus carryover (ending balance) from prior year: _____
3. Projected ending balance: _____

Balances in excess of 20% of the budget must be spent by June 30th. If this is not going to be possible a request to carryover excess funds must be submitted for approval

Part IV: Budget Submission and Approval

	Name	Signature	Date
Student Club Representative			
Club Advisor			
ASB Student Representative			
Principal/School Site Administrator			
Activities Director			

Reviewed by Banker: _____ Date: _____