



STATE OF HAWAII  
 DEPARTMENT OF EDUCATION  
 OFFICE OF FISCAL SERVICES  
 P.O. BOX 2360  
 HONOLULU, HAWAII 96804

## SAF-IC3 – SCHOOL CLUB OR SPORTS TEAM ANNUAL FINANCIAL REPORT

School Year \_\_\_\_\_

\_\_\_\_\_  
 School Organization

\_\_\_\_\_  
 Bank/Branch

\_\_\_\_\_  
 Bank Account No. (or SAF Category)

Beginning Balance, per Bank or SAF, as of \_\_\_\_\_  
(mm/dd/yy)

Cash on Hand or in SAF \_\_\_\_\_

**Add Receipts**

**Description**

**Amount**

- |  |       |
|--|-------|
| 1. Dues  | _____ |
| 2. Donations   | _____ |
| 3. Money-Raising                                       | _____ |
| 4. Others (attach continuation sheet and enter amount) | _____ |
| Sub-Total  | _____ |

**Less Expenditures (Specify Activities. Use continuation sheet if needed.)**

**Description**

**Amount**

- |  |       |
|--|-------|
| 1. _____   | _____ |
| 2. _____   | _____ |
| 3. _____   | _____ |
| 4. Others (attach continuation sheet and enter amount) | _____ |
| Sub-Total  | _____ |

Balance, per Bank or SAF, as of \_\_\_\_\_  
(mm/dd/yy)

**Financial Report**

**Prepared by**

(Officer of School Organization) \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**Review/Approved by**

(Advisor of School Organization) \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**Noted**

(Principal) \_\_\_\_\_ (Print Name) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Instructions: Submit one copy to School Principal within 10 days following close of the school year.

School Office: Original signed form kept on file in the school office with the approved club charter (Form SAF-IC2); copy to Faculty Advisor or Head Coach.