

Year-End Form Requirements (as seen in the *Accounting Procedures Manual*)

School Requirements

<u>Report Title</u>	<u>Approved by</u>	<u>Frequency</u>	<u>Page #</u>
Concessions Profit & Loss	Preparer & Principal	Periodically	44
Concessions Inventory Reconciliation Form	Preparer & Principal	Periodically	N/A
Fundraiser Profit & Loss	Preparer & Principal	All Fundraisers	44
Fundraiser Inventory Reconciliation Form	Preparer & Principal	Periodically	N/A
Composite Ticket Sales Report	Preparer & Principal	Every Event	48
Faculty Senate Budget	Faculty Senate President	After Budget Approved	43
Annual Financial Statements	Preparer & Principal	End of Fiscal Year	N/A

School Support Organization Requirements

<u>Report Title</u>	<u>Approved by</u>	<u>Frequency</u>	<u>Page #</u>
Concessions Profit & Loss	Preparer & President	Periodically	44
Fundraiser Profit & Loss	Preparer & President	All Fundraisers	44
Composite Ticket Sales Report	Preparer & Organizer of Event	Every Event	48
Annual Financial Statements	Preparer & President	End of Fiscal Year	49 - 50