

**SPONSOR'S SCHOOL FUND  
MONTHLY REPORT CONFIRMATION**

It is the sponsor's responsibility to compare their school fund balances with the office's records. Any discrepancy must be reported to the Office Administrative Assistant or Building Principal within 30 days of receiving this report.

I have compared the activity detail transactions for

School Fund Account # \_\_\_\_\_

For the month of \_\_\_\_\_

- Yes, I agree with the office's account balance report.
- No, there are discrepancies and errors are being researched and/or corrected.
- I acknowledge my account has a **NEGATIVE** fund balance and the reason for this is

\_\_\_\_\_.

\_\_\_\_\_  
**Sponsor's Signature**

\_\_\_\_\_  
**Date**

**This form must be signed and returned to the School Office Administrative Assistant monthly.**