

The following information is required from all booster groups by **AUGUST 15th** so that taxes can be prepared:

- 1) Bank Statement that includes July 1st – beginning of the fiscal year
- 2) Bank Statement that includes June 30th – end of the fiscal year
- 3) List of Outstanding Checks – those written/accounted for during the fiscal year, but not cashed until July 1st or after (new fiscal year)
- 4) *Income and Expenses Report* for the fiscal year – a detailed listing of where your money comes from and how it is spent
- 5) Donations of \$5,000 or more during the fiscal year – provide the donor's name and address.