



GRADUATED CLASS ACCOUNT ALLOCATION FORM
DUE NO LATER THAN JULY 15 OF GRADUATION YEAR

School Name _____

School Address _____

Date _____

We the Class of _____, its officers and advisors, have prepared this document as our final instruction regarding the disposition of the class funds. We understand that the expenses and allocations noted below are estimates and are subject to change. It is agreed by the undersigned to make a distribution of funds for the following items:

Current Balance as of _____: \$_____
(date)

Estimate of remaining expenses:

Table with 2 columns: Description of Expense, Amount. Rows a-e for expense descriptions and amounts.

Total Estimated Remaining Expenses \$_____

Estimated Donations (all donations are optional):

Table with 2 columns: Item, Amount. Rows a-d for donation items and amounts, including a charity name field.

Total Estimated Donations \$_____

Class Account Balance after all expenses paid and distributions made: \$ _____ \$0.00

CLASS OFFICERS:
(Minimum of two signatures required)

CLASS SPONSORS:
(Minimum of one signature required)

President: _____

Vice President: _____

Secretary: _____

PRINCIPAL:

Treasurer: _____

Cc: Principal
Class file
Central Office Finance Department