

CHECKLIST FOR ITEMS NEEDED FOR FINAL BUDGET

- Final Budget
- Final Budget Beginning cash must be the same as ending cash as Fourth Quarter YTD
- Final Budget Approving Resolution (Signed by the Board)
- 4th Quarter Approving Resolution (Signed by the Board)
- 4th Quarter Year to Date Report (All 4 quarters combined)
- Bank Statements (Must support 4th Quarter Ending Cash Balance)
- Supporting Schedules (Insurance, salaries, bonds, if you have any)

Please make sure to make sure that every item on this list is accounted for before sending final budget.

Signature _____