

**PRINCIPAL'S REPORT**  
**Activity Account**

SCHOOL: \_\_\_\_\_ MONTH: \_\_\_\_\_

DESCRIPTION	AMOUNT
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**1. CASH FLOW**

A. Balance Brought Forward	
B. Received and Deposited	
C. Disbursements – All Accounts	
D. Total Balances – All Accounts	

**2. SAVINGS AND CERTIFICATES**

A. Investment Brought Forward	
B. Interest Received	
C. Additional Investments	
D. Withdrawal of Investments	
E. Total Investments – Month's End	

**3. TOTAL CASH FLOW & SAVINGS AND CERTIFICATES \_\_\_\_\_**

*Reminder: Please do not complete this form before books are closed out, balanced and bank statements reconciled.*

\_\_\_\_\_  
**PREPARED BY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINCIPAL/DIRECTOR SIGNATURE**