

Lake-Lehman High School Graduation Project Financial Documentation Forms

If you raise any money for your senior project, you are REQUIRED to complete the financial forms and hand them in the day before your interview occurs. If you have any questions while completing the financial paperwork, please see Mrs. Cave-Mattie.

Tips/Suggestions:

- ★ Save ALL receipts from start to finish and turn in with these forms
 - ★ Document donations, checks, spending, etc, as you go, rather than waiting until the end
 - ★ Be sure to deposit checks EARLY ON in the process so they do not become void
 - ★ Create a binder or folder BEFORE you begin your project and include these forms as well as an envelope for receipts. You may also photocopy receipts if easier to keep organized
 - ★ Photocopies of checks are helpful as are copies of bank statements if a separate account is used
 - ★ Seek help from your community mentor and/or high school mentor regarding this process.
 - ★ Request a letter from your charity highlighting the exact amount donated. This is **required**; it helps if you request this as soon as you donate the funds raised. A copy of the donation check is NOT enough; you **must** hand in a letter as proof that the donation was received.
 - ★ Have an adult (your mentor, a parent, a teacher) check your math to ensure that all money adds up and is accounted for.
 - ★ **REMEMBER**: a letter from your charity confirming receipt of the donation, these forms, as well as your receipts, need to be turned in the day before your interview. You may hand them directly to your interview team or you may find Mrs. Boyle, Mr. Gorski, or Mrs. Cave-Mattie.
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Documentation of Money Coming IN

Description of Funds	Amount Received	Type of Donation	
		<i>Cash</i>	<i>Check</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL DONATIONS: _____

Documentation of Money Going OUT

Description of Money Spent	Amount Spent	Type	
		<i>Cash</i>	<i>Check</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL: _____

Final Snapshot of Donation Made to Charity

Name of Charity I chose: _____

Total Money Raised: _____

Total Money Spent: - _____

= _____ **donated to my charity**

*****Please note***: the final number **MUST** match the exact amount provided in the letter from your charity. If these amounts do not match, your money is not properly accounted for. It is helpful to have another person check your calculations**
