To: Principal
From: Name and Title of ASB Student
Date:
Re: Inactive Accounts

Inactive Accounts

The Associated Student Body has reviewed the student body accounts with our school's financial clerk and is recommending we close the following inactive accounts:

Account #	Account Name	Funds in the Account
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		Total: $

Per Administrative Procedure 2225, "All balances remaining in the trust account of any club or organization one year after the club or organization has been disbanded or has been inactive for one year shall be reviewed by the principal or designee and the student council, and subject to extenuating circumstances, shall be transferred to the Student Body General Fund" (designated inactive account/transfer of dormant accounts Account 3999).

Thank you.