

TRANSFER OF FUNDS

STUDY CENTER

We hereby jointly certify that on _____, 20_____, Study Center operating funds in the amount of _____,

were transferred from the outgoing Director, _____
(Name of outgoing Director)

to _____
(Name of incoming Director)

in the following form:

1. Bank account number _____ Account balance: _____
(Attach bank statement)

(Bank Name) (City) (Country)

2. Bank account number _____ Account balance: _____
(Attach bank statement)

(Bank Name) (City) (Country)

3. Petty Cash on Hand (foreign currency – attach breakdown by denomination) _____

4. Petty Cash on Hand (US currency– attach breakdown by denomination): _____

5. TOTAL: (Verify accuracy & Add 1 through 5) _____

Signature: _____ Signature: _____
(Outgoing) (Incoming)