



# BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

## ALL FUNDRAISING ACTIVITIES

FISCAL YEAR: July 1, 2021 - June 30, 2022

SCHOOL SITE:

170 Country Lane Primary School

ACCOUNT NAME & PROJECT:

938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts):

SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:

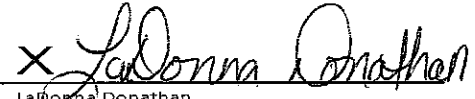
<input type="checkbox"/>	NEW
<input checked="" type="checkbox"/>	REVISED

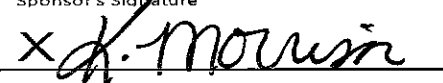
REVENUE		
Fiscal Year	Deposits	Estimated Amount
2021-2022	Dues & Fees; Fines	\$ 500.00
2021-2022	Donations; Gifts	\$ 100.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Clothing sales	\$ 100.00
2021-2022	Food item sales	\$ 100.00
2021-2022	Name Badges	\$ 100.00
2021-2022	Concession Sales	\$ 100.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 225.00
2021-2022	Merchandise Sales	\$ 800.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 2,175.00

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
2021-2022	Kitchen products & supplies; Lounge supplies	\$ 250.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition; Incentives; Appreciation; Special events	\$ 1,520.43
2021-2022	Refunds & Reimbursements	\$ 50.00
2021-2022	Uniforms; T-shirts; Spirit Wear	\$ 50.00
2021-2022	Fundraiser expenses	\$ 50.00
2021-2022	Cleaning, Maintenance Supplies & Chemicals	\$ 50.00
2021-2022	General Supplies; Name Badges; Copy supplies & Paper	\$ 50.00
2021-2022	Payroll; Employee Pay & Benefits	\$ 50.00
2021-2022	Donations; Petty Cash	\$ 50.00
2021-2022	Professional Development; Travel expenses; Transportation	\$ 50.00
2021-2022	Appliances; Furniture & Fixtures <\$5,000; Equipment	\$ 50.00
2021-2022	Printing & Binding; Communication Services	\$ 150.00
2021-2022	Technology-related supplies, small equipment, & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 50.00
2021-2022	Dues & Fees; Registrations	\$ 50.00
2021-2022	Health; First-Aid & Hygiene Supplies	\$ 150.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 175.00
Total Expenditures		\$ 2,845.43

Beginning Fund Balance	\$	670.43	(A1) Form Report
Revenue	\$	2,175.00	(A2)
Expenditures	\$	2,845.43	(B1)
Ending Fund Balance	\$	(0.00)	(B2) (A2+A3-B1-B2)

\*\* Report in iAccounting (Wengage): Options --> Analysis Tools/Reports --> Revenue Expenditure Summary


 3/4/2022  
 LaDonna Donathan  
 Sponsor's Signature  
 Date


 3-4-22  
 Activity Fund Custodian's Signature  
 Date



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<input type="checkbox"/>	NEW
<input checked="" type="checkbox"/>	REVISED

REVENUE		
Fiscal Year	Deposits	Estimated Amount
	Continued from Page 1:	
Total Revenue		\$ -

EXPENDITURES		
Fiscal Year	Expenses	Estimated Amount
	Continued from Page 1:	
2021-2022	Rentals; Lease Services	\$ 25.00
2021-2022	Repairs & Maintenance Services	\$ 50.00
2021-2022	Contracted Services; Other Professional Services	\$ 25.00
2021-2022	Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022	Items as stipulated in Grant or Donation	\$ 25.00
2021-2022	Lodging	\$ 25.00
Total Expenditures		\$ 175.00