



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

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

SCHOOL SITE:

ACCOUNT NAME & PROJECT:

PROGRAM (ONLY for 893-Club Accounts):

Early College High School
 SELECT PROJECT *840 EHS Student Activities*
 SELECT PROGRAM (ONLY FOR PROJECT 893)

Please check one:
 NEW
 REVISED

Fiscal Year	REVENUE	Estimated Amount
2021-2022	Deposits	200.00
2021-2022	Donations, Gifts, Grants	500.00
2021-2022	Dues & Fees; Fines; Registrations	150.00
2021-2022	Leans Day Stickers, Car Washes and Fundraisers	150.00
2021-2022	Food Item Sales; Clothing Sales; Spirit Item Sales; Art Sales	50.00
2021-2022	Reimbursements; Refunds	50.00
2021-2022	Name Badges	100.00
2021-2022	Restaurant Profit Sharing	50.00
2021-2022	Concession Sales; School Store Sales	50.00
2021-2022	Vending Account/Machines	50.00
2021-2022	Special Events, Purchases	50.00
Total from Page 2		\$
Total Revenue		\$ 1,350.00

Fiscal Year	EXPENDITURES	Estimated Amount
2021-2022	Kitchen Products and supplies; Lounge supplies; coffee/tea services	100.00
2021-2022	Awards, gifts, decorations, regalia, refreshments, recognitions, incentives, appreciation and special events	200.00
2021-2022	refunds, reimbursements	50.00
2021-2022	Uniforms; T-shirts, hoodies, jackets, spirit wear etc	50.00
2021-2022	Fundraiser Expenses	50.00
2021-2022	Cleaning, maintenance supplies and chemicals	50.00
2021-2022	General Supplies; Name Badges; Copy supplies and paper	50.00
2021-2022	Payroll; employee pay and Benefits	50.00
2021-2022	Donations, Petty Cash	50.00
2021-2022	Professional Development; Travel Expenses; Transportation	50.00
2021-2022	Appliances, Furniture & Fixtures <85000; Equipment	50.00
2021-2022	Printing and Binding; Communication Services	100.00
2021-2022	Technology related supplies, small equipment, software, replacements, repairs and service	50.00
2021-2022	Books, Magazines, subscriptions, periodicals, newspapers	50.00
2021-2022	Dues and Fees and Registrations	50.00
2021-2022	Health, First Aid & Hygiene Supplies	50.00
Total from Page 2		\$ 300.00
Total Expenditures		\$ 1,350.00

** Report in Accounting (Wengaele) Options --> Analysis Tools/Reports --> Revenue Expenditure Summary

Beginning Fund Balance	\$ -	(A1) From Report**
Revenue	\$ 1,350.00	(A2)
Expenditures	\$ 1,350.00	(B1)
Ending Fund Balance	\$ -	(B2) (A1+A2-B1-B2)

Sponsor Signature *[Signature]* Date *9/28/21*
 X
 Activity Fund Custodian's Signature _____ Date _____

