



BUDGET GUIDELINES FOR ACTIVITY FUND REVENUE/EXPENDITURES

ALL FUNDRAISING ACTIVITIES

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

Please check one:

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

SCHOOL SITE: 140 Lynn Wood Elem School

ACCOUNT NAME & PROJECT: 938 FAF TEACHER/STAFF ACTIVITY

PROGRAM (ONLY for 893-Club Accounts): SELECT PROGRAM (ONLY FOR PROJECT 893)

REVENUE		Estimated Amount
Fiscal Year	Deposits	
2021-2022	Dues & Fees; Fines; Registrations	\$ 100.00
2021-2022	Donations; Gifts	\$ 150.00
2021-2022	Restaurant Profit Sharing	\$ 100.00
2021-2022	Clothing sales; Spirit item sales	\$ 100.00
2021-2022	Food item sales	\$ 150.00
2021-2022	Name Badges	\$ 100.00
2021-2022	Concession Sales	\$ 50.00
2021-2022	Vending Account/Machines	\$ 50.00
2021-2022	Special Events	\$ 50.00
2021-2022	Turkey Trot Fundraiser	\$ 50.00
2021-2022	Profit Sharing (business's, etc)	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ -
Total Revenue		\$ 950.00

EXPENDITURES		Estimated Amount
Fiscal Year	Expenses	
2021-2022	Kitchen products & supplies; Lounge supplies	\$ 50.00
2021-2022	Awards, gifts, decorations, regalia, refreshments; Recognition;	\$ 50.00
2021-2022	Incentives; Appreciation; Special events	\$ 50.00
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	\$ 2,621.11
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	\$ 50.00
2021-2022	Technology-related supplies, small equipment & software	\$ 50.00
2021-2022	Books, magazines, subscriptions, periodicals, and newspapers	\$ 50.00
2021-2022	Dues & Fees	\$ 50.00
2021-2022	Health, First-Aid & Hygiene Supplies	\$ 50.00
Go to Page 2 if more rows/cells are needed		
Total from Page 2		\$ 150.00
Total Expenditures		\$ 3,521.11

Beginning Fund Balance	\$	2,571.11 (A1)	From Report**
Revenue	\$	950.00 (A2)	
Expenditures	\$	3,521.11 (B1)	
Ending Fund Balance	\$	(B2) (A1+A2-B1-B2)	

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

Sponsor Signature: [Signature] Date: 10/4/21

Activity Fund Custodian's Signature: [Signature] Date: 10/4/21



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938 FAF TEACHER/STAFF ACTIVITY
SELECT PROGRAM (ONLY FOR PROJECT 893)

SCHOOL SITE:
ACCOUNT NAME & PROJECT:
PROGRAM (ONLY for 893-Club Accounts):

REVENUE		EXPENDITURES	
Fiscal Year	Deposits	Expenses	Estimated Amount
	Continued from Page 1:		
2021-2022		Rentals; Lease Services	\$ 50.00
2021-2022		Repairs & Maintenance Services	\$ 25.00
2021-2022		Contracted Services; Other Professional Services	\$ 25.00
2021-2022		Films, videos, audio tapes, software, and audiovisual supplies	\$ 25.00
2021-2022		Lighting	\$ 25.00
		Total Revenue	\$ -
		Total Expenditures	\$ 150.00

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